



**Request for Proposal (RFP):
Employment Attorney for OPCA**

Date Issued: Thursday, May 9, 2024

RFP Due Date: Thursday, May 23, 2024 at 5:00 PM

INFORMATION FOR BIDDERS

Purpose: The purpose of this RFP is to select an Employment Attorney for legal counsel generally related to employment for the Oregon Primary Care Association (OPCA) and its subsidiary, the Oregon Network of Community Health Centers (The Network). The awarded Contractor will provide legal counsel to the Senior Leadership Team, as well as select staff and board members, by providing ad hoc legal services per the scope of work outlined below.

OPCA Background: The Oregon Primary Care Association (OPCA) is a nonprofit membership association, founded in 1984. OPCA provides technical assistance and training to our 34 community health center members. Additionally, OPCA represents its members and beyond, acting as an advocate to governmental agencies regarding policy at the state and federal level. The organization currently employs 30 people (29.425 FTE), with the majority providing training, technical assistance, policy and governmental affairs support to advance our mission and strategic priorities. There is also a small team of administrative personnel in areas such as accounting, human resources, and operations support. OPCA's subsidiary organization, ONCHC (the Network), supports health center success in value-based pay arrangements with payors. All employees focused on the Network activities are OPCA employees.

Timeframe: Ongoing and as needed.

SCOPE OF WORK

The Scope of Services of the Employment Attorney includes but is not limited to the following:

- Review, draft, and negotiate contracts.
- Advise on corporate and tax-exempt organization legal issues.
- Advise on individual labor and employment matters, including workplace investigations and termination documents.
- Review personnel, fiscal and other policies, as well as corporate by-laws.
- Attend meetings with OPCA Executive Director, Deputy Director, or Human Resources Sr. Manager as necessary.
- Advise on contract issues.
- Advise on responses to subpoenas, court orders, and requests for information from third parties.
- Defend lawsuits, administrative claims, or other legal claims.
- Conduct litigation as necessary.

- Other legal services as needed.

PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Questions: Please direct all questions to Cindy Tan via email (ctan@orpca.org) and those questions will be routed to the appropriate person for response. Subject title should read: "Question – RFP: Employment Attorney for OPCA"

Items to Include:

- Technical Proposal: The bidder shall describe its approach and plans for accomplishing the work outlined in the Scope of Work. The bidder must set forth its understanding of the requirement of this RFP and its ability to successfully complete the contract. The bidder shall set forth its overall technical approach (methodology) and plans to meet the requirements of the RFP.
- Cost Proposal: Ideally, bidder will be able to present hourly cost information

Submission: Please submit final proposal to Cindy Tan by email on or before the deadline listed on page 1 (ctan@orpca.org). Only proposals submitted by email will be accepted. Email subject title should list "Final Proposal – RFP: Compensation Consultant for OPCA"

PROPOSAL EVALUATION AND CONTRACT AWARD

Proposals will be reviewed by OPCA's Executive Director, Deputy Director, and HR Sr. Manager.

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

- The bidder's general approach and plans to meet the requirements of this RFP.
- The overall ability of the bidder to mobilize, undertake, and successfully provide the services requested by this RFP within the necessary time frame.
- The bidder's cost proposal (please refer to page 1 for budget).

Once a bid is selected OPCA will produce a contract outlining the scope of work and deliverables to be agreed upon by both the contractor and OPCA.