



## **Andy Hill Cancer Research Endowment Special Meeting of the CARE Board Meeting Minutes July 2, 2025**

The following CARE Board Members, constituting a quorum, were present: Cliff Berkman, Thomas Brown, Marc Cummings, Maura Little, Sara Hurvitz, Alicia Klein, Beth Lawlor, Libby Mongue-Wymore

Board Members Absent: Carol Coram, Nancy Davidson, Gary Kaplan, Bobbie-Jo Webb-Robertson

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Tasha Florez, Pam Fujita-Yuhas, Krissy Keller, Jennifer Puttuck, Joseph Sparacio

Guest Attendees: Sandra Adix (Washington State Office of the Attorney General), Lyset Cadena (Cadena Consulting)

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Wednesday, July 2, 2025, 9:00 a.m. – 10:00 a.m. (PT)

### **1. Welcome and Summary of Key Action Items**

Beth Lawlor, Board Chair, called the meeting to order at 9:04 a.m. Quorum was established and confirmed.

Beth summarized the key action items for the meeting.

### **2. CARE Fund Program Administrator RFP**

Beth provided an overview of the history of program administration for CARE Fund. Modeled after the Washington State Opportunity Scholarship (WSOS), CARE Fund has a statutory requirement for a contracted Program Administrator to provide organizational backbone services. Since its inception, CARE Fund has had three different Program Administrators. For its inaugural Program Administrator, the CARE Board in collaboration with the Department of Commerce (COM), conducted a Request for Proposals (RFP) release, review, and selection process. In the latest competitive solicitation for a Program Administrator in 2021, the RFP was developed and managed by COM. At the time, CARE Fund staff provided support by commenting on the scope and terms during the contracting phase.

In 2025, a bill relating to CARE Fund program administration was passed by the Washington Legislature resulting in revisions to CARE Fund's statute. The new language has two main implications for program administration. First, it clarifies that the CARE Board has the authority to select its Program Administrator. Second, it clarifies that program administration may be performed by "one or more administrators."

Before opening it to a discussion, Beth asked Board members and staff to disclose any actual, potential, or perceived conflicts of interest.

Laura Flores Cantrell, CARE Fund Executive Director, disclosed on behalf of herself and CARE Fund staff, that all CARE Fund staff are currently employees of the current Program Administrator, which under its current scope of work serves as the employer of record of CARE Fund staff. The current Program Administrator may or may not be a bidder on the RFP, but at a minimum, there may be a perceived conflict of interest.

Beth Lawlor inquired with Sandra Adix, Assistant Attorney General (AAG), regarding whether employment at the University of Washington, Fred Hutchinson Cancer Center, or Seattle Children's Research Institute could potentially constitute a real or perceived conflict of interest.

AAG Adix confirmed that there is not a real conflict of interest, but possibly a perceived conflict. She noted that the Board seats are appointed based on particular expertise and, in some cases, organizational affiliation. The Legislature is aware of the institutions from which board positions originate.

Beth presented the Revised Draft CARE Fund Program Administrator RFP. The revised draft was updated to reflect the shortened performance period (21 months instead of 24 months) and incorporated substantive feedback from the Ad Hoc Committee. Beth outlined two points for the Board's decision. The first decision is to establish a Not to Exceed (NTE) maximum for this contract. The second decision is regarding whether the Board would prefer the option of having finalists deliver oral presentations during the evaluation process. If so, the Board must also decide how oral presentations will be scored.

Beth then invited AAG Adix to comment on options for scoring oral presentations. AAG Adix indicated that her recommended approach is to identify the apparent successful contractor based on the combined scores of the written evaluation and the oral presentation. AAG Adix further provided a recent update that the Department of Commerce Contracts Office has offered to manage the administrative function of the RFP process, which encompasses issuing the RFP, receiving proposals, and conducting a threshold review of proposals. If the applicant is deemed eligible and the application is complete, COM will then forward the application to the CARE Board for review. AAG Adix then turned the floor to Beth Lawlor to facilitate a discussion.

A discussion followed.

Laura Flores Cantrell asked the Board whether there is a consensus regarding the scoring options for the oral presentation. The Board approved by consensus to use a combined score of the written evaluation and oral presentation.

Beth Lawlor emphasized that the language in the RFP states that oral presentations may be part of the evaluation process, and the Board is not committed to conducting oral presentations as part of this RFP.

**MOTION:** Thomas Brown made a motion to approve the release of the CARE Fund Program Administrator RFP as presented, contingent upon legal review. Authority to approve the Final RFP prior to release is delegated to the Chair of the Board. The motion was seconded by Sara Hurvitz. The motion was approved by a majority in favor, one opposed, and no abstentions.

[Maura Little left the meeting. Quorum was maintained.]

The Ad Hoc Committee recommended the Board utilize a scoring sheet as part of the process for evaluating proposals. A final draft scoring sheet based on previous scoring sheets for the Program Administrator previous RFPs was presented to the Board.

A board member emphasized the necessity of maintaining consistency among Board members during the evaluation process and proposed preliminary discussions of the committee to ensure evaluators share a common understanding of the scoring rubric. AAG Adix noted that COM could potentially aid in calibrating reviewers; however, the ultimate responsibility for reviewer calibration lies with the Board or an Ad Hoc Committee as delegated by the Board. Laura Flores Cantrell directed the Board's attention to the draft scoring sheet's center column and its intention to serve as the calibration mechanism.

A discussion followed.

The Board approved by consensus COM Contracts Office's role of issuing the RFP, receiving the responses, conducting a threshold review, and forwarding eligible responses to the CARE Board.

The Board approved by consensus the Ad Hoc Committee is authorized to decide whether an oral presentation is needed and to conduct the oral presentation at the Ad Hoc Committee level without oral presentations to the full CARE Board.

Marc Cummings requested that information regarding the current staffing cost be made available to the bidders.

MOTION: Affirming the previous vote to approve release of the Program Administrator RFP, Thomas Brown made a motion to approve adding an exhibit to the Program Administrator RFP that includes historic salary information, contingent upon legal review. The motion was seconded by Cliff Berkman. The motion was approved unanimously.

MOTION: Thomas Brown made a motion to appoint Thomas Brown, Marc Cummings, and Alicia Klein to evaluate proposals received in response to the CARE Fund Program Administrator RFP. Authority to appoint two additional members to the Ad Hoc Committee is delegated to the Chair of the Board. Evaluators must submit scores using a scoring sheet corresponding to the evaluation criteria set out in the CARE Fund Program Administrator competitive solicitation. The scoring sheet shall be made available to the full Board, deidentifying the individual reviewers. The CARE Board retains the authority to select the Apparent Successful Contractor(s), by a vote of the CARE Board at a regular meeting or special meeting of the CARE Board. The motion was seconded by Alicia Klein. The motion was approved unanimously.

Beth Lawlor reiterated the process as follows. The Commerce Contracts Office will be responsible for issuing the RFP, receiving proposals, and conducting a threshold review of the responses. Eligible applications will be forwarded to the Ad Hoc Committee, comprising a minimum of three members and up to two additional members. The Ad Hoc Committee will utilize the scoring sheet and, subsequently, determine whether oral presentations are necessary. Following this, the Ad Hoc Committee will present the ranked scores of the applicants to the full Board at the August Board Meeting. The Board will then vote on the Apparent Successful Contractor.

### 3. Board Chair's Update

Beth Lawlor reminded the Board that the next Board meeting will be an in-person meeting in Spokane on August 20, 2025. Board travel for this meeting will be supported in accordance with CARE Fund's Board Expense Reimbursement Policy. An option to join the meeting virtually will be available to those unable to attend in person.

### 4. Public Comment

No members of the public were present to provide comments.

### 5. Adjourn

With no further business, the meeting was adjourned at 10:00 a.m.

I certify that the foregoing is a true and correct copy of the minutes approved by the CARE Board of Directors at a regular meeting of the board on August 20, 2025.

Signed by:  
  
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Marc Cummings, CARE Board Secretary

9/9/2025  
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Date