



Request for Proposals: Report on CBOs Promoting Diversity in Cancer Clinical Trials in Washington State

On behalf of its sponsored project, Andy Hill Cancer Research Endowment (CARE) Fund, Evergreen Social Impact is soliciting proposals for a consultant to plan, research, develop, and produce a report on Community Based Organizations (CBOs) related to potential funding to promote diversity in clinical trials in Washington State. The purpose of this report is to inform policymakers and the CARE Board regarding potential grantmaking to CBOs to increase diversity in clinical trials. CBOs will be invited to participate in shaping the report's findings and recommendations.

Request for Proposals (RFP) Issued: August 19, 2025

Proposals Due: The proposal must be received via email by the RFP Coordinator no later than 12:00 p.m. Pacific Time, on September 10, 2025.

Estimated Term: The estimated term of this subcontract will be October 1, 2025 – June 30, 2026, with the option to extend or renew thereafter upon mutual agreement of both parties.

Proposal Not to Exceed: \$100,000 (including design costs)

RFP Coordinator: Joseph Sparacio, Deputy Director, Andy Hill CARE Fund
RFP Coordinator's Email: joseph@wacarefund.org

Questions related to this RFP must be directed to the RFP Coordinator listed in the RFP no later than 5:00 p.m. Pacific Time on September 1, 2025. Please note that any addenda or question and answer documents related to this RFP may be issued and posted on the CARE Fund's website. Please check the CARE Fund's website before submitting proposals to ensure you are responding to the most current RFP information.

Andy Hill CARE Fund Background

The Andy Hill Cancer Research Endowment (CARE) Fund () was established in 2015 to make grants for the promotion of cancer research to improve the quality of life for the people of Washington. CARE Fund's objectives include optimizing the use of public funds to prioritize research with the greatest potential to improve health outcomes; leveraging our state's cancer research facilities, talent, clinical and therapeutic resources; and positively impacting our economy through requiring matching funds, creating jobs, encouraging investments, and advancing our biotech, medical device, and health care information technology industries. Historically, CARE Fund generally awards a total of up to \$10 million per year in cancer research grants. In 2023, the Washington Legislature appropriated an additional \$30 million one-time investment to CARE Fund.

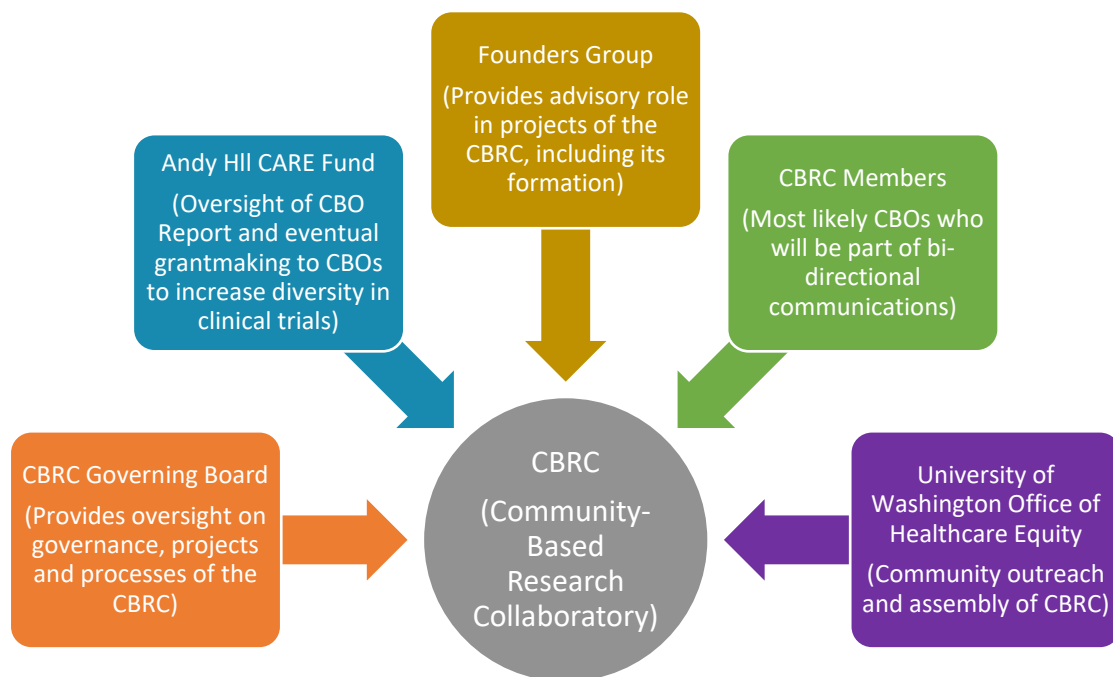
Evergreen Social Impact (ESI) Background

ESI (www.evergreensocialimpact.org) is a 501(c)3 tax exempt, Washington State nonprofit corporation. ESI was founded in April 2021 and launched operations on July 1, 2021. ESI is a fiscal sponsor organization that provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions. ESI can act as a 'nonprofit incubator' for new entities that are in start-up mode, or as a long-term administrative home for tax-exempt and public/private partnership organizations. ESI currently serves as CARE Fund's Program Administrator.

Project Background: Community-Based Research Collaboratory

Andy Hill Cancer Research Endowment (CARE) and the University of Washington (UW) seek to collaborate with Community-Based Organizations (CBOs) to develop a Community-Based Research Collaboratory (CBRC). The CBRC seeks to build on the knowledge, experiences, and insights of community, researcher, and policy stakeholders to develop a meaningful community-centered research agenda. Furthermore, a community-centered research culture and agenda is crucial to address chronic diseases of our communities by strengthening the relationship among all stakeholders: healthcare professionals, patients, researchers, community members and leaders.

The CBRC Founder's Group, a community advisory board to the CBRC, provides leadership, strategic direction, and serves as a liaison with CBOs and communities in the CBRC. The CBRC Governing Board, a governing body of the CBRC including CBOs from the CBRC membership and the Founder's Group, provides oversight on governance, projects, and processes of the CBRC.



Opportunity

CARE Fund anticipates the possibility of future state appropriations to support grants to Community-Based Organizations (CBOs) with the goal of increasing participation of underrepresented groups in clinical trials for drugs or medical devices, and cancer clinical trials. To guide this potential grantmaking and inform policymakers, CARE Fund seeks a consultant to develop and produce a comprehensive report on CBOs' roles, needs, and opportunities related to promoting diversity in cancer clinical trials in Washington State.

This report will:

- Gather and synthesize input from CBOs through interviews, focus groups, and surveys, ensuring CBO voices meaningfully inform findings and recommendations.
- Identify opportunities, challenges, and best practices for engaging and funding CBOs to support diversity in cancer clinical trials.
- Provide actionable recommendations for policymakers and the CARE Board to consider in future grantmaking.
- Provide recommendations regarding the funding level of potential appropriations to CARE Fund for this purpose.

Services to be Performed

To develop and produce this report, the consultant will work with CARE Fund staff and perform the following services:

- Engage leaders from approximately 10 to 20 CBOs through 12 individual interviews with leaders, 20-30 people in focus groups, and an estimated 100 people via surveys. The goals of the CBO engagement include, but are not limited to, the following:
 - Inform CBOs of potential funding opportunities and their relevance to local populations.
 - Elicit CBO perspectives and recommendations to ensure grant programs are feasible and responsive to community needs.
 - Identify progress and outcome metrics from the perspective of CBOs.
 - Synthesize CBO perspectives for inclusion in the final report.
- Engage additional stakeholders (e.g. research partners, UW, others) to gather further insights and success measures.
- Identify metrics and reporting requirements that are effective but not unduly burdensome for CBOs.
- Incorporate best practices for grantmaking to CBOs.
- Make both near-term and long-term recommendations for legislative action and CARE Fund grantmaking.
- Produce up to three report drafts (each incorporating feedback) and a final report.
- Provide all documents and design files in a mutually agreeable editable format (e.g., Word, Excel) used in the report as part of the final deliverable.
- Participate as needed in the production of a professionally designed version of the report (e.g., reviewing proofs, clarifying content, responding to designer questions).
- Deliver completed report by no later than June 30, 2026.

Deliverables

The contractor will produce the “CBOs Promoting Diversity in Clinical Trials in Washington State Report” and collaborate with CARE Fund staff on the creation of a final, professionally designed product.

Estimated Schedule of Activities

Activity	Date/Deadline
Issue Request for Proposals (RFP)	August 19, 2025
Question & answer last date	September 1, 2025
Issue last addendum to RFP	September 4, 2025
Proposals due	September 10, 2025
Evaluate proposals	September 11 – September 22, 2025
Notification of Apparent Successful Contractor	September 23, 2025
Hold debriefing conferences (if requested)	September 24, 2025
Negotiate contract	September 23-September 30
Begin contract work	October 1, 2025
Deliver First Draft Report	March 18, 2026
Deliver Second Draft Report	April 1, 2026
Deliver Third (Final) Draft Report	April 15, 2026
Deliver Final Report (Word Document)	April 29, 2026
Consult on Final Publication (Designed)	May 1 – June 29, 2026
Contract Completion	June 30, 2026

ESI reserves the right, at its sole discretion, to revise the above schedule, with or without notice.

Proposal Submission

Required Components and Content

To simplify the evaluation process and obtain maximum comparability, please organize your proposal into the following components:

Executive Summary

A one-page summary describing:

- Your understanding of the work to be performed
- The estimated fees (hourly rate, estimated hours required, and a total not-to-exceed proposed fee)

- Your prior experience
- Your qualifications
- Your ability to perform the work within the time frame provided, including three drafts of the report
- Indicate whether the proposal is from a registered minority-owned, women-owned, or veteran-owned small business (as certified by the Office of Women and Minority Business Enterprises or Washington Department of Veteran Affairs). Attach certification(s) documenting current status, if any. (Certification documentation is excluded from the one-page limit for the Executive Summary.)

Proposed Scope of Work and Timeline

Describe your approach, process, and proposed schedule for the project. Include proposed interview template and question list, focus group design, and proposed survey instrument.

Proposed Budget

Evergreen Social Impact has budgeted an amount not to exceed \$100,000 for this project (including design costs). Proposals in excess of this amount will be considered non-responsive and will not be evaluated.

Identify all costs in U.S. dollars, detailing expenses to be charged for performing the services and producing all deliverables, including staff costs and any subcontractor work (broken out separately). Proposers are required to collect and pay Washington state sales and use taxes, if applicable.

Professional Experience

Describe qualifications for this engagement. This may include resume(s), CV(s), and links to websites and/or LinkedIn profiles that highlight your capacity to successfully perform the required functions.

Additional Questions/Information

- Describe your commitment to diversity, equity, and inclusion.
- Provide any additional information, not specifically requested, that you believe would be useful in evaluating your proposal.

Debriefing of Unsuccessful Proposers

Any Consultant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Consultant Notification is e-mailed to the Consultant. Debriefing requests must be received by the RFP Coordinator no later than 4:00 PM, local time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Consultant Notification. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the Consultant's proposal;
- Critique of the proposal based on the evaluation;

- Review of proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person, by video conference, or on the telephone and will be scheduled for a maximum of one hour.

Protest Procedure

Protests may be made only by consultants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the consultant is allowed five (5) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 4:00 PM, local time, in Olympia, Washington, on the fifth day following the debriefing. Protests may be submitted by e-mail but must then be followed by the document with an original signature.

Consultants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to consultants under this procurement.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or BOARD policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address other issues, such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) the CARE Fund's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by the CARE Fund. The CARE Fund Executive Director or a designee who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Consultant that also submitted a proposal, such Consultant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold CARE Fund's action; or
- Find only technical or harmless errors in CARE Fund's acquisition process and determine CARE Fund to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide CARE Fund options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If CARE Fund determines that the protest is without merit, CARE Fund will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

Method of Submittal

Proposals should be submitted via email, no later than 12 p.m. Pacific Time, September 10, 2025, with "RFP: Report on CBOs Promoting Diversity in Cancer Clinical Trials in Washington State" in the subject line, to the RFP Coordinator, Joseph Sparacio at joseph@wacarefund.org. Proposals must be submitted as an email attachment in Microsoft Word or PDF format (maximum file size is 15MB); neither zipped files nor links will be accepted for submission of proposals. Any questions regarding this RFP must be addressed to the RFP Coordinator.

Proposals not submitted per the above guidelines may be considered non-responsive and will not be evaluated.

Evaluation of Proposals

Total compensation under this contract will be based on the following criteria:

- Price (inclusive of travel and other routine business expenses)
- Prior experienced
- Qualifications
- Responsiveness of the proposal
- References, if requested

ESI will evaluate and award the contract to the proposal deemed to be in the best interest of ESI and Andy Hill CARE Fund. This RFP does not obligate ESI or Andy Hill CARE Fund to contract for services specified herein. ESI or CARE Fund reserves the right to reject any and all proposals received without penalty.

ESI and/or CARE Fund collect contact information for all potential contractors for the purpose of notifying them of future contracting opportunities. If you do not wish to be added to our contact list, please state so in your proposal.

All entities or individuals contracting with ESI must be prepared to provide proof of liability insurance coverage if selected to perform the work outlined in this RFP.

Thank you for your time and consideration of this Request for Proposals.

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