



REQUEST FOR QUALIFICATIONS

Clinics Pathway Project Management Consultant

Issue date: July 19, 2021

Closing Date: August 15, 2021

Contact Person:

All inquiries and submissions related to this Request for Qualification (RFQ) are to be directed, in via email to the following:

TO: Shane Chen, Chief Operating Officer

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Phone: 713.773.0803, x105

CC: Penny Yang, Chief Financial Officer

Email: Pyang@hopechc.org

A. Purpose

Established by the Asian American Health Coalition of the Greater Houston in 2002, the HOPE Clinic, with support from the Episcopal Health Foundation, is undertaking a 12-month process designed to strengthen the organization's capacity and infrastructure to begin engaging in population health management activities. As a federally qualified health center, this initiative will build the operational and financial capacity necessary to progress on a "Pathway" as defined by the Episcopal Health Foundation (<https://www.episcopalhealth.org/grantmaking/clinics-pathways-approach>). A Readiness Assessment has been completed and organizational gaps have been identified that are to be addressed.

B. Terms and Conditions

The following terms and conditions will apply to this RFQ. Submission of a proposal in response to this RFP indicates acceptance of all the terms that follow and that are included.

The **Clinics Pathway Project Management Consultant** will provide overall project management to ensure that timelines are maintained. Project management responsibilities include: the coordination and completion of projects on time within budget and within scope; oversee project logistics; set deadlines; assign responsibilities; monitor and summarize progress of project.

The Clinics Pathway Project Management Consultant will work directly with HOPE Clinic and the organization's consultants to ensure deliverables fall within the applicable scope and budget. S/He will coordinate with and between departments to ensure all aspects of each project are compatible and will hire new talent as needed to fulfill client needs.

Responsibilities:

- Coordinate internal resources and third parties/vendors
- Ensure that projects are delivered on-time, within scope and within budget

- Understand stages of Episcopal Health Foundation’s Clinic Pathways Approach and involve all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Monitor the detailed project plan and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams, and process maps to for information dissemination

Additional Requirements:

- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office and project management software with ability to implement various software
- Understanding of healthcare environment, valued based care design, and the Healthcare Effectiveness Data and Information Set (HEDIS) performance and measures.
- Project Management Professional (PMP) / PRINCE II certification is a plus

C. Budget

The budget of the best offer.

D. Submission Requirements:

1. Cover letter with qualifications and experience.
2. References and/or past clients contacts
3. Budget with a description of fee structure.