



Request for Proposals **California Chief Health Equity Officer Landscape**

Opportunity Announced	February 22, 2023
Proposals Due	March 22, 2023, 5 PM (PT)
Grant Recipient Announced	April 14, 2023
Project Begins	May 15, 2023
Project Ends	November 30, 2023

I. About the California Health Care Foundation

The California Health Care Foundation (CHCF) is an independent philanthropy dedicated to advancing meaningful, measurable improvements in the way the health care delivery system provides care to the people of California, particularly those with low incomes and those who needs are not well served by the status quo. We work to ensure that people have access to the care they need, when they need it, at a price they can afford. For more information, visit www.chcf.org.

II. Background

CHCF and many of its partners in the acute care finance and delivery system are dedicated to reducing disparities in health care access, treatment, and outcomes among vulnerable or historically marginalized groups. Within California, health care disparities occur across many demographic categories, including [race/ethnicity](#), income, age, place of residence, gender, disability status, language, and sexual orientation. In response, several California [hospitals](#), [health systems](#), and [managed care plans](#) have recently created chief health equity officers or equivalent senior roles to identify and execute strategies for reducing disparities across and among their patient populations.

III. Project Description

CHCF is seeking a grantee to conduct a landscape assessment of the roles, responsibilities, priorities, and experiences of chief health equity officers across California’s acute care finance and delivery system. Using existing professional networks and deep experience with health care organizations in California, the grantee will identify equity officers within hospitals, health systems, and managed care plans throughout the state. After compiling a list of people, the grantee will conduct structured, qualitative interviews with them to understand their roles, shorter-term operational goals, longer-term strategic priorities, and both successes and challenges within their organization, their sector, and the larger health care ecosystem in California. Information gleaned from this project will be summarized for internal use among CHCF and its partners and may be broadly summarized in a public-facing deliverable such as a blog post or issue brief.

Working closely with CHCF program staff, the grantee will:

- **Conduct a landscape assessment** that includes developing a list of those currently filling a chief health equity officer or equivalent role at hospitals, health systems, and managed care plans throughout California. While not exhaustive, landscape assessment must include a significant proportion of the facilities, systems, and plans serving Medi-Cal enrollees.
- **Lead the development of a structured 60-minute interview guide** that helps elucidate the roles, responsibilities, priorities, and experiences of chief health equity officers in California.
- **Conduct structured interviews** with a sample of chief health equity officers or equivalent roles currently staffed at hospitals, health systems, and managed care plans. Sample should include at least five representatives each of hospitals, health systems, and plans serving Medi-Cal enrollees in various regions of the state.
- **Summarize findings in an internal memo or presentation** for internal use among CHCF staff and partners. If requested, develop a public-facing deliverable (e.g., blog, issue brief) for publication by CHCF.

IV. Proposed Timeline

Deliverable	Date/Timeline
Signed Agreement	May 15, 2023
Interview Guide Completed	June 30, 2023
Draft Report	August 31, 2023
Final Report	October 31, 2023

V. Proposals

Applicants should email an electronic proposal of *no more than six pages*, double-spaced, in a 12-point font by March 22, 2023, at 5 PM (PT). Please submit proposals to Diana Banki, Program Associate, dbanki@chcf.org, and put “RFP Equity Officer Landscape” in subject line. Proposals will be acknowledged by a return email within 24 hours.

Proposals should include the following:

1. The CHCF project cover sheet available at www.chcf.org/grantinfo/solicited. This does not count toward the six-page limit.
2. Initial list of proposed question domains and example questions within each domain of inquiry. Please also describe qualitative interview sampling strategy, including specific respondent categories and number of interviews in each category. If proposing multiple strategies, please clearly detail the budgetary implications of each.
3. A project work plan and timeline, including a list of expected project deliverables and milestones with planned completion dates or date ranges. Please explain any deviations from proposed timeline above.
4. Qualifications of the organization and project staff, including descriptions of existing professional networks and past experience with hospitals, health systems, and managed

care plans in California. Please detail any experience conducting structured, qualitative research and provide links to or appendices of published or unpublished deliverables summarizing findings from that work.

5. A detailed budget for the project. The budget form, which is not included in the six-page limit, is available at www.chcf.org/grantinfo/solicited.

VI. For More Information

Questions may be emailed to Kristof Stremikis, kstremikis@chcf.org, by March 22, 2023, at 5 PM (PT). Questions received after this time cannot be guaranteed a response.

Please share this RFP with others who might be interested.