

Northwest Regional Telehealth Resource Center (NRTRC)
Request for Proposal
Updated September 2009

RFP Title: Contract position for Executive Director for the NRTRC

Description:

The Northwest Regional Telehealth Resource Center was created in 2005 when representatives from nine geographic regions (Alaska, Hawaii, Idaho, Oregon, Montana, Utah, Washington, Wyoming, and the U.S. Affiliated Pacific Islands) gathered together as a consortium to develop a resource center to assist healthcare organizations, healthcare networks, and healthcare providers in the implementation of cost-effective telehealth programs serving rural and medically underserved areas and populations. A Board of Directors was formed with two (2) representatives from each of the nine geographic areas represented by the NRTRC. Membership includes individuals engaged in the delivery and/or promotion of telehealth services in the consortium states and who have expressed an interest in membership in the NRTRC. In addition to Board representation, the NRTRC has a mission and vision statement, bylaws, and an elected executive committee.

The objectives of the NRTRC are to improve our current abilities to provide telehealth by increasing efficiency, increasing markets, increasing communication and fostering new ideas through sharing telehealth resources. The purpose of the NRTRC is:

- To ensure that federal and state investments in telehealth programs are more effectively used through collaborative growth and opportunity development
- To promote more effective delivery of telehealth services through sharing of information and leveraging of developed resources across multiple telehealth systems
- To assist in the development of new telehealth programs through expertise sharing and organized technical assistance in a peer based, non-competitive, objective environment

St. Vincent Healthcare Foundation, on behalf of the Northwest Regional Telehealth Resource Center Board of Directors received a grant from HRSA (OAT – Office for the Advancement of Telehealth) to establish the Northwest Regional Telehealth Resource Center in September 2006. This three year grant ended August 31, 2009. We recently received another three year grant from OAT and through funds allocated in the grant we plan to fund a 1.0 FTE Executive Director position; this individual will be responsible for actively developing the core business of the Resource Center as identified in the Job Description.

Request for Proposal: The NRTRC Board invites you to submit a proposal for the Executive Director position for the NRTRC. The grants management entity for this OAT grant will be St. Vincent Healthcare Foundation. The organization or consultant that is the successful bidder for this position will be a subrecipient named in the grant application. The grant funds have a September 1, 2009 start date, so the Executive Director position can begin as soon as the position is filled.

Requirements: The specific requirements for response to the RFP, as identified by the NRTRC Board for this position include the following:

- 1) An accurate and up to date CV/Resume that highlights your expertise and experience in leadership positions and telehealth experience relevant to this Executive Director position.
- 2) A detailed explanation highlighting your expertise in telehealth and experience with telehealth networks.

- 3) Describe your approach to developing and implementing a three year plan to meet the objectives and purpose of the NRTRC and addresses the core business as outlined in the Position Description. Describe how you would utilize staff in this plan. The project currently has an Operations Manager and an Administrative Assistant.
- 4) Describe how you would utilize resources such as board members, staff, and telehealth experts in the region to create an effective work plan.
- 5) Please provide a budget for a 1.0FTE Executive Director.
- 6) Describe the fund development plan/strategies you would undergo to create program sustainability.

We will ask each finalist to conduct a fifteen minute presentation addressing their approach to requirements three and four above. Each candidate will be expected to conduct this presentation via videoconferencing for the members of the selection committee.

We will also request a second presentation that addresses the issues related to assisting an organization with no previous expertise in telehealth. The presentation should focus on the ability of the NRTRC to assist the organization in their telehealth systems planning. Candidates will be expected to conduct a remote presentation to the selection committee as if the committee is an organization engaging in telehealth for the first time.

The successful candidate is expected to identify appropriate staff needs within two years through expanded business, contracts, grants and other funding sources. Our long term goal is to develop sustainability through the services and products provided by the NRTRC. Scoring criteria will include the following:

- Knowledge and experience in the telemedicine arena
- Leadership expertise
- Experience in diverse populations in rural healthcare
- Concept design – candidates approach to developing a multi year plan
- Ability to fully utilize resources available
- Budget for contract position

For clarification of this RFP request, please contact Doris Barta 406-237-3602, or via email at doris.barta@svh-mt.org. All responses to this RFP are due by September 30, 2009. Please submit all correspondence via email to:

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St. Vincent Healthcare Foundation
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Attachments:

- Mission and Vision Statements and Bylaws
- Executive Director Job Description