



**VT Public Health Institute (VtPHI)**  
**Request for Qualifications**  
Incubator Organization Search  
March 1, 2023

**I. PURPOSE**

VtPHI initiated this Request for Qualifications (RFQ) process to identify qualified candidates to serve as the incubator organization that will enable VtPHI to qualify as a 501(c)3 within three years.

**II. BACKGROUND**

*Vision:* A healthy and equitable Vermont across all people and communities.

*Mission:* The VTPHI promotes innovative approaches to health equity through community-based and evidence informed strategies to improve the health of all Vermonters.

*Guiding Principles:*

1. Include community voice
2. Honor lived experience
3. Advocate for social, economic, and environmental justice
4. Utilize data and evidence-informed practices
5. Remain curious and open; not afraid to change the status quo
6. Uphold integrity in processes and practices

In 2022, VtPHI partnered with Health Resources in Action, Inc. (HRiA) to develop a three-year strategic plan to inform the VtPHI organizational structure and determine a set of priorities to advance health equity in Vermont. This RFQ process stems from Goal 1: “Establish a sustainable, inclusive, collaborative, independent, and innovative structure for the PHI -- “facilitate a transformation in health equity.”

Consultants not selected to advance could be selected for future projects and collaborations.

**III. SCOPE AND PURPOSE**

VtPHI seeks information from interested and qualified organizations to potentially serve as an incubator as VTPHI transitions to establish organizational stability and independence. This mission-aligned organization would support VtPHI via a synergistic, complementary relationship to enhance both organizations’ functioning. VtPHI seeks entrepreneurial leadership, operational and administrative infrastructural support, and collaboration to establish strong cross-sector partnerships.

**IV. QUALIFICATIONS SOUGHT**



- A mission compatible with that of the Institute
- Status as a non-profit 501(c)3
- A reputation for being an equitable, diverse, inclusive, trusted, and successful convener
- Demonstrated ability to mentor people involved in the infrastructure at the program, operations, and finance levels to support eventual independence
- Ability to enter a multi-year contractual relationship that will enable the Institute to exit the incubator organization at the appropriate time
- Ability to build the Institute's capacity for grant writing expertise and grant management
- Demonstrated experience in identifying and securing diverse fundings, including federal grants
- Capacity to provide Human Resource, finance/accounting, payroll, and IT support and to reduce the support as the Institute nears independence
- Experience working in rural New England
- Financial excellence in nonprofit management
- Physical location in Vermont or a significant track record working successfully in Vermont
- Demonstrated ability working with multi-sector partnerships

**V. FUNDING FOR INCUBATOR**

VtPHI is actively working to obtain funding to assist an Incubator organization with costs associated with taking on administrative responsibilities of VtPHI. We are seeking to find \$100,00 per year for 3 years (\$300,000 total).

**VI. RESPONSE PACKET.** Please provide responses to the following prompts in your submission:

- a. General information about your organization (please limit your responses to two total pages):
  - i. Organization name
  - ii. Overview of your organization's vision, mission and guiding principles
  - iii. Contact information (including email, telephone, mailing address and primary contact person)
- b. Prompts (please limit your responses to three total pages):
  - i. Describe your organization's unique qualifications and capacity to serve as an incubator organization for the Vermont Public Health Institute
  - ii. Describe your knowledge of and background in health equity
  - iii. Describe your knowledge of and background in public health in the State of Vermont
  - iv. Describe your experience with state agencies or legislatures
  - v. Please feel free to share brief description(s) other relevant information about your organization, capabilities, or team

**VII. RESPONSE SUBMISSION PROCESS.** Our goal is to select an organization by May 1, 2023. That said, we may choose to negotiate with one or more proposers which will likely affect the calendar detailed below.



Please submit your response packet and any questions to [rfq@vtpha.org](mailto:rfq@vtpha.org) no later than 5pm on April 14, 2023.

Other key dates:

- Questions? Please email [rfq@vtpha.org](mailto:rfq@vtpha.org) to request an appointment to discuss your questions.
- Applications will be reviewed no later than April 28. Applicants may be contacted before that date for more information. Finalists should plan for a “virtual” meeting with the Selection Committee at a date convenient to all.
- Decision date: by May 1, 2023
- Planning cycle May 1 - August 31, 2023. Our goal is to select an organization by May 1. That said, we may choose to negotiate with one or more proposers.
- Ideal start date for Incubator September 1, 2023.