REQUEST FOR QUOTE:
INTERNAL CONTROLS AND COMPLIANCE ADVISOR

The Public Health Institute (PHI) seeks one or more qualified consultants to serve as an on-call as needed resource/advisor to support internal controls and compliance related priorities identified by management.

I. SUBMISSION OF QUOTES & CLOSING TIME

Responses due: August 18, 2022 at 5 p.m. (PDT)
Questions and quotations should be submitted via email to Rebecca Silva at: rsilva@phi.org.

Estimated Period of Performance: September 1, 2022, through December 31, 2023 (work subsequent to December 31, 2022 is subject to budget availability)

II. BACKGROUND

PHI is dedicated to improving health and wellness by discovering new research, strengthening key partnerships and programs, and advancing sound health policies. During its more than 50 years as an independent nonprofit, the Public Health Institute has led and managed hundreds of projects and programs ranging from small task order contracts to large, multi-site research programs with national and international significance. PHI has nearly 900 total employees, with approximately 135 central office staff supporting 750 employees in more than 60 different public health related programs.

PHI has experienced substantial growth during the last three years, with total revenue for 2021 of $244 Million, double the amount reported for 2019. PHI receives funding from a diverse group of federal, state, county, foundation, and private sector sources with nearly half of its funding support originating from agencies in the federal government. Incoming funds are received in a variety of forms including contracts, grants, cooperative agreements, and unrestricted donations.

In light of its recent growth, PHI is currently seeking the services of a qualified company/professional to support PHI management with internal controls and compliance related priorities on an as-needed basis.

III. REQUIRED SERVICES / SPECIFICATIONS

Scope of Work:

PHI is seeking the services of a qualified company/professional (“advisor”) to partner with PHI management and serve as an advisor to carry out internal control and compliance related activities on an
as-needed basis. The advisor should employ a risk management approach and propose recommendations that consider compliance requirements, process efficiencies, equity, accessibility, and scalability of solutions for PHI’s growing portfolio of programs focusing on advancing health equity. The advisor will report to the Chief Financial Officer with day-to-day coordination provided by the Sr. Director of Grants & Contracts and will support PHI management in a wide variety of activities as needed, being engaged, for example, to:

1) Conduct high level internal controls/compliance assessments of identified business processes and provide recommendations for implementing improvements in accordance with industry best practices (e.g. award financial management and reporting, subaward management, timekeeping, award travel, etc.),

2) Serve as a resource in interpreting state, foundation, and federal compliance requirements such as under 2 CFR 200, NIH grants policy manual, USAID, and other federal agency-specific guidance,

3) Provide support with developing business processes and forms relating to award compliance, internal controls, financial management, and other related areas,

4) Conduct targeted risk and/or fraud assessments and/or investigations,

5) Provide training and documentation in subject matter areas of expertise, and/or

6) Provide other mutually agreed upon related services, as needed.

**Qualifications:**

Desired characteristics of the organization or individual submitting a proposal are as follows:

- Minimum of 10 years of experience working in the areas noted in the scope of work for a non-profit organization, for-profit organization, or government entity;
- Excellent verbal and written communication skills; ability to gain trust of all levels of staff and communicate findings and recommendations to management;
- Mastery of federal award compliance;
- One or more of the following certifications is required: Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, Enterprise Risk Management Certification, or related certification;
- Able trainer and facilitator, desired;
- Experience with State of California contracting policies and procedures rules and regulations, desired; and
- Some experience in clinical research environment, desired.

**Location of initiative:** PHI’s headquarters are in Oakland, California. PHI is home to 60+ programs working across the United States and around the globe. PHI is currently working in remote status due to the COVID-19 Pandemic. Travel to Oakland is not anticipated at this time but may be requested in the future if conditions permit and mutually agreeable. Travel expenses, if any, will be reimbursed in
accordance with PHI’s travel policies and procedures.

**Timeline:**
The bidder should be able to begin working within 30 days of notification of selection. Quotes should adhere to the estimated performance period of September 1, 2022 through December 31, 2023. Any work subsequent to December 31, 2022 is subject to budget availability.

**Diversity and Inclusion:**
PHI is dedicated to promoting diversity in its procurement of goods and services. Bidders with experience of root causes of disparities, inequities, systemic racism/sexism/other -isms are encouraged to submit a quote. Please also indicate if your company is certified as any of the following businesses:
- WOSB: Women-Owned Small Business
- SDVO: Service-Disabled Veteran-Owned Business
- HUBZone: Historically Underutilized Business Zone
- SDB: Small Disadvantaged Business
- 8(a)BD: African American, Asian Pacific American, Hispanic American, Native American, Subcontinent Asian American

**IV. QUOTATION FORMAT**

Quotations should not exceed 10 pages in total and should include the following:

*Technical Capacity*
- Cover letter,
- CV or bio(s),
- Firm/agency background (links to website, related efforts or materials welcome),
- Illustrative workplan for a compliance review, fraud investigation, or similar effort, and
- Three references

*Cost*
Proposed fully burdened hourly rate (multiple rates may be provided if more than one associate may provide services)

**V. SOLICITATION GUIDELINES**

1. **Agreement**
PHI intends to issue a cost reimbursable / Time and Expenses (T&E) agreement to the successful bidder from this procurement process. Work will be project based on an as-needed basis. The agreement will outline approved billing rates for each type of service provided and the terms and conditions applicable to the work performed.
2. Discretion
PHI may, at its sole discretion and after the evaluation process, choose not to issue any agreement as a result of this process. PHI may also, at its sole discretion, choose to issue as many or as few agreements as deemed necessary to meet PHI’s business needs.

3. Offers/Quotations
Prices must be inclusive of all costs, including taxes and fees, in US Dollars. Quotes prices should remain valid for thirty (30) calendar days from proposal submission. Bidders should propose a fully burdened hourly rate that includes all direct and indirect costs and will be valid during the duration of the agreement, if awarded. Travel reimbursement, if needed and mutually agreed, will be provided in addition to the ceiling amount.

4. Proposal Costs
There is no reimbursement for costs associated with preparing or submission of proposals in response to this RFQ or costs associated with possible award negotiation.

5. Evaluation
PHI will select the bidder(s) whose offer will provide the most favorable mix of technical capacity and cost, thereby ensuring overall best value procurement.