



W A L L O W A V A L L E Y
CENTER *for* WELLNESS

REQUEST FOR WRITTEN QUOTATION

Data Governance, Reporting Automation, and Visualization Services

RFQ number	RHTP-2026-D
Funding source	Oregon Rural Health Transformation Program (RHTP) Catalyst Grant; OHA Agreement 188026
Issue date	July 27, 2026
Questions due	Thursday, Jul 30, 2026
Submit Questions by email	bridget.brown@wvcenterforwellness.org
Quotation due	5:00 p.m. Pacific Time, Friday, Aug 7, 2026
Submit Quotation by email	bridget.brown@wvcenterforwellness.org
Anticipated term	Budget Period 1 through September 30, 2027; optional Budget Period 2 through September 30, 2028, subject to funding availability and written authorization.
Maximum available budget	Not to exceed \$240,000 total (\$115,000 BP1; \$125,000 optional BP2)
Anticipated Notice of Selection	Wednesday, August 12th 2026
Anticipated Contract Start Date	August 17th, 2026

WVCW may make an award based on written quotations, request clarifications, negotiate final terms, reject any or all responses, or cancel this solicitation.

1. Purpose and background

Wallowa Valley Center for Wellness (WVCW) is a rural behavioral health organization serving Wallowa County, Oregon. Through its RHTP Catalyst project, Secure, AI-Enabled Data Modernization for Rural Behavioral Health, WVCW is procuring specialized professional services to strengthen health information technology, cybersecurity, data use, and operational resilience.

This RFQ is intended to obtain comparable written quotations from qualified firms. The selected vendor will be an independent contractor. The award is contingent on final funding availability, OHA consent where required, successful contract negotiations, and completion of WVCW responsibility and compliance review.

2. Scope of work

WVCW seeks a data and reporting partner to establish practical data governance, inventory and rationalize reports, coordinate data requirements across vendors, strengthen visualization, and automate recurring operational, quality, grant, and outcome reporting. The work must reduce manual reporting burden and leave WVCW with maintainable documentation and routines.

Required outcomes and deliverables

- Data-governance charter, roles, decision process, data-source inventory, report inventory, and prioritized reporting roadmap.
- Common definitions, data dictionary, source-to-report lineage, quality rules, and ownership for priority metrics and measures.
- Dashboard requirements, visualization standards, and Tableau or comparable approved visualization support.
- Cross-vendor coordination for data specifications, secure transfers, refresh schedules, issue resolution, and acceptance testing.
- Automation of approved recurring operational, quality, productivity, grant, and outcome reports, including control totals and exception handling.
- Outcome and measure crosswalks, report documentation, user guides, change-control process, and training for internal owners.
- Budget Period 2 expansion of automated reporting, additional dashboards and data sources, burden-reduction measurement, and sustainability/handoff documentation.
- Clear separation from predictive risk analytics and from OCHIN-owned EHR/interface work unless specifically authorized.

Scope boundaries

The following services are outside the scope of this RFQ unless specifically authorized in writing:

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- No duplicate billing for proprietary predictive analytics, risk stratification, or cohort products procured under another scope.
- No assumption of direct control over OCHIN Epic systems or interfaces without OCHIN and WVCW approval.
- No ongoing dependence on undocumented vendor-only processes; maintainability and handoff are required deliverables.

Vendor workplan

The vendor shall propose a practical sequence of milestones, responsible personnel, dependencies, required WVCW participation, acceptance criteria, and a schedule that allows WVCW to begin priority work promptly after contract execution. Budget Period 2 work must be separately priced and will be optional as funding is not guaranteed.

3. Minimum vendor requirements (pass/fail)

- Legal authority and demonstrated capacity to perform the proposed work within the required period.
- No suspension, debarment, or exclusion from federal programs; selected vendor and principals will be verified before award.
- The selected vendor must provide its Unique Entity Identifier, if it has one, and any other information reasonably requested by WVCW to complete responsibility, exclusion, and grant compliance reviews. If a UEI or active SAM.gov registration is required by OHA Agreement 188026 or the resulting contract, the selected vendor must obtain and maintain it as directed by WVCW.
- Disclosure of actual or potential organizational or personal conflicts of interest, including prior assistance in developing WVCW grant language or procurement specifications.
- Ability to provide required insurance and execute WVCW contractual, confidentiality, audit-access, records-retention, and applicable federal flow-down terms.
- Ability to execute a Business Associate Agreement and data-security terms before accessing protected health information or WVCW systems, when applicable.
- Agreement that no paid work begins and no costs are incurred until a written contract or work order is fully executed.
- Ability to maintain sufficient staffing and continuity of named key personnel throughout the contract term.

4. Quotation format

Keep the response concise. WVCW recommends no more than eight pages, excluding resumes, references, and the price form. Include the following in this order:

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1. Cover page with legal business name, address, primary contact, email, phone, and authorized signatory.
2. Executive summary describing the proposed solution and why it fits a rural behavioral health setting.
3. Technical approach and workplan tied directly to the required deliverables.
4. Project team, roles, relevant certifications, and availability. Identify all proposed subcontractors and their roles.
5. Relevant experience, including up to three comparable projects and two client references.
6. Security, privacy, data-governance, business-continuity, and incident-notification approach, as applicable.
7. Implementation schedule showing early milestones and dependencies.
8. Completed pricing table with separate Budget Period 1 and optional Budget Period 2 pricing.
9. Assumptions, exclusions, proposed contract exceptions, and any conflicts of interest.

5. Pricing

WVCW budget ceiling for this scope: Not to exceed \$240,000 total (\$115,000 BP1; \$125,000 optional BP2). A lower-priced, well-supported proposal is welcome. WVCW is not obligated to expend the full amount.

Pricing component	Budget Period 1	Optional Budget Period 2	Notes / assumptions
Professional services / fixed fees	\$	\$	
Software, licenses, or subscriptions	\$	\$	Identify term and unit cost
Implementation or one-time costs	\$	\$	
Other pass-through costs	\$	\$	Itemize
Total proposed price	\$	\$	

Pricing must be sufficient for WVCW to determine reasonableness and avoid duplicate or unallowable charges. Identify units, rates, quantities, one-time costs, recurring costs, optional costs, discounts, and all travel or pass-through expenses. Fixed-fee or milestone pricing is preferred where practical. Cost-plus-a-percentage-of-cost pricing is not acceptable.

6. Evaluation and selection

WVCW will evaluate responsive quotations using the factors below. Price is an important factor but will not be the sole basis for selection. WVCW may check references, request written clarification, or conduct a brief finalist interview before selection.

Consistent with 2 CFR 200.321, WVCW encourages participation by qualified small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. Vendors may identify relevant federal, state, or other recognized business certifications in their quotations. Certification is not required unless expressly stated elsewhere in this RFQ and will not substitute for meeting the technical, responsibility, and pricing requirements.

Evaluation factor	Weight	What WVCW will consider
Technical approach and deliverables	25	Data governance, report rationalization, automation, visualization, documentation, and measurable burden reduction.
Relevant experience and qualifications	20	Behavioral health, human services, healthcare reporting, Tableau/visualization, and multi-source data experience.
Integration and cross-vendor coordination	15	Data specifications, testing, issue management, source lineage, and clear scope boundaries.
Implementation plan, training, and sustainability	20	Timeline, internal ownership, documentation, training, maintainability, and handoff.
Price and overall value	20	Transparent pricing, deliverable alignment, scalability, and total cost of ownership.
Total		100 points

7. Contract and funding conditions

- The initial agreement will authorize only approved Budget Period 1 work. Budget Period 2 will be optional and may be exercised only through written authorization after funding and performance review.
- Invoices must identify the applicable deliverable, service period, personnel or units billed, approved expenses, and remaining contract balance. Payment will follow WVCW acceptance of deliverables.
- The vendor must maintain records supporting charges and performance and permit access by WVCW, OHA, the Oregon Secretary of State, and authorized federal representatives as required by the grant.

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- The vendor must protect confidential information and ePHI, use only approved systems and subprocessors, and immediately report suspected security or privacy incidents under the final contract.
- The vendor may not subcontract material work without WVCW's prior written approval. When subcontracting under the resulting agreement, the vendor must take reasonable steps to consider qualified small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms in accordance with applicable federal requirements.
- Federal funds may not be used for lobbying, unapproved activities, duplicated services, or costs charged to another award. Work must remain within the approved RHTP scope and budget.
- WVCW will retain ownership of its data. Any license, intellectual-property, model, or reusable-work-product terms must be clearly disclosed in the quotation.
- The vendor may not enter WVCW confidential information, security information, personal information, or ePHI into an artificial intelligence system without WVCW's prior written approval.
- Before beginning work, the selected vendor must provide certificates of insurance demonstrating the following coverage:
 - **Commercial General Liability:** At least \$2,000,000 per occurrence and \$2,000,000 aggregate.
 - **Workers' Compensation:** Statutory coverage as required by applicable state law.
 - **Automobile Liability:** Coverage for all owned, nonowned, and hired vehicles used in performing services under the agreement.
 - **Additional Insured:** Wallowa Valley Center for Wellness must be named as an additional insured on the vendor's Commercial General Liability policy, and proof of additional insured status must be provided.
- The selected vendor shall maintain cyber liability insurance throughout the term of the resulting agreement, including any applicable Business Associate Agreement. Coverage must include unauthorized access to or disclosure of protected health information, privacy and security liability, and breach response costs, with limits of not less than \$1,000,000 per occurrence.

The selected vendor shall provide WVCW with evidence of coverage, such as a certificate of insurance, upon request.

8. Submission instructions

All questions regarding this RFQ must be submitted in writing to

bridget.brown@wvcenterforwellness.org by the question deadline shown on page 1.

Vendors should not contact other WVCW employees, board members, consultants, or project partners regarding this solicitation.

Email one PDF quotation to bridget.brown@wvcenterforwellness.org by the deadline shown on page 1. Use the subject line: **RHTP-2026-D – Data Governance, Reporting Automation, and Visualization Services – [Vendor Name]**

Questions must be submitted in writing. WVCW will provide the same material clarification to all known interested vendors. Late responses may be rejected. A response does not create a contract or entitlement to reimbursement.

9. Vendor certification

- The information in this quotation is complete and accurate to the best of the signer's knowledge.
- The quoted prices are valid for at least 60 days after the submission deadline.
- The vendor has disclosed all known conflicts of interest and all prior assistance related to this project or solicitation.
- The vendor and its principals are not suspended, debarred, or otherwise excluded from participation in federal programs.
- The vendor has provided its UEI and SAM.gov registration information, if applicable, accurately and will promptly notify WVCW of any change in its eligibility or exclusion status before award or during the contract term.
- The signer is authorized to submit this quotation and bind the vendor to the representations made.