



Questions & Answers on RFP to Serve as the CCPH Organizational Home
As of May 14, 2007; To view the full request for proposals, visit www.ccph.info
If you have questions not answered here, email them to ccphrfp@u.washington.edu

QUESTION: We are excited by the prospect of having CCPH's headquarters here. However, we are well aware that this will be a highly competitive process, and that no one from our institution has been on CCPH's board or part of the inner circle. Given that, would you: (a) strongly recommend that we go ahead and apply, knowing that we will need to have a convincing application; (b) cautiously recommend that we apply, recognizing that other institutions will have a leg up; or (c) discourage us from expending the effort to apply?

ANSWER: Of the options you propose, we would answer (a). CCPH has never been an "inner circle" type of organization. The CCPH board is genuinely searching for the best organizational home for CCPH. No person or institution has a "leg up" as an applicant. If applicable, you might want to highlight your involvement in CCPH to date so that reviewers don't inadvertently assume that you're not submitting a proposal without any prior history with or knowledge of the organization.

QUESTION: Do you think a private university like ours which has many longstanding partnerships with our diverse inner-city communities might be a possible match?

ANSWER: The RFP describes our expectations and any eligible organization or institution that can meet or exceed these will be competitive. There is no bias one way or the other in the review process re: an applicant being a public vs. private non-profit institution.

QUESTION: Are there already a couple of potential sponsors already in your area?

ANSWER: There are organizations and institutions in the Seattle area that are eligible to respond to the RFP. We will not know for sure whether any are submitting a letter of intent until the June 8 deadline. If we wanted to keep CCPH in the Seattle area we would have limited eligibility to organizations and institutions in the Seattle area. We are genuinely searching for the best organizational home for CCPH.

QUESTION: Why is the University of Washington not willing to continue its affiliation with CCPH?

ANSWER: This presumption is not accurate. The decision to issue an RFP was solely the CCPH board's decision. Another option would have been to continue the current relationship with the University of Washington and conduct a national search to recruit a new executive director to Seattle. The CCPH board has chosen an open, competitive process to find the best organizational home for CCPH. The University of Washington is eligible to apply.

QUESTION: Can you give us some idea – a range is fine – of the salary structures for the CCPH executive director, administrative assistant and core staff? Are these salaries prescribed by salary ranges of the host institution or are they developed independently by the board?

ANSWER: Since CCPH employees are actually employees of the organizational home (CCPH does not have its own direct employees or payroll), the CCPH board abides by the personnel policies and salary/benefit structures set forth by the organizational home. The current executive director, for example, is also a faculty member and is paid a University of Washington (UW) salary consistent with her level of education (MD) and rank (associate professor). The current executive director decides the UW job classification, salary and bonuses/raises for CCPH staff, in consultation with UW human resources.

With respect to current CCPH staff salary ranges:

- *The executive director position's salary is \$90K-\$150K
- *The administrative director position's salary is \$40K-\$70K
- *The program director position's salary is \$40K-\$70K
- *The membership coordinator's salary is \$30K-\$50K
- *The administrative assistant position's salary is \$28K-\$40K

This information may also be relevant to your question: Under the policy governance model followed by the CCPH board, the only CCPH staff person who reports to the board is the executive director. The executive director is bound by a set of "executive limitations policies." One of these policies is for "Compensation and Benefits" (*see policy text in italics below*). The executive director reports once a year to the board on this policy, describing how s/he interprets the policy and has not violated it.

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Executive Director shall not cause or allow jeopardy to fiscal integrity or to public image. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 1. Change his or her own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.*
- 2. Promise or imply permanent or guaranteed employment.*
- 3. Establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed.*
- 4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.*

QUESTION: May we obtain a copy of CCPH's 990 tax returns?

ANSWER: CCPH's 990 tax returns are freely available at www.guidestar.org. You may need to register on the website to access them, but registration is free.

QUESTION: Can a CCPH board member be involved in a proposal?

ANSWER: Yes. If they are involved in a proposal, they will not be involved in the review and selection process.

QUESTION: Is your RFP open to Canadian applicants?

ANSWER: Letters of intent from interested non-profit organizations and institutions in the United States that can meet the expectations described in the RFP are eligible to apply.