**REQUEST FOR PROPOSALS: Population Health & Data Analytics Lead at Rock River Community Clinic (RRCC)**

**RFP Release Date:** October 20, 2026
**Proposal Submission Deadline:** November 6, 2026
**Anticipated Contract Period:** November 30, 2026 – October 31, 2027
**Maximum Available Budget:** $82,000 annually

## 1. Organizational Background & Purpose

Rock River Community Clinic (RRCC) is a nonprofit Federally Qualified Health Center serving rural and underserved communities in southeastern Wisconsin. RRCC provides integrated medical, dental, behavioral health, and care coordination services across three clinic locations.

RRCC seeks proposals from qualified individuals or consulting firms to provide specialized population health and data analytics services. The selected contractor will strengthen RRCC's ability to utilize clinical and operational data to improve patient care, monitor organizational performance, support quality improvement, and meet grant and regulatory reporting requirements.

This engagement will focus on developing reliable, actionable reporting tools, optimizing existing technology systems, and establishing sustainable processes that support RRCC's long-term data and analytics capabilities.

This position will be remote/hybrid. Candidates must be able to travel between clinic locations when requested by RRCC leadership and team.

## 2. Scope of Services

The selected contractor will provide technical expertise and services in four primary areas.

### A. Population Health Analytics & Reporting

- Develop and optimize population health registries, care-gap reports, and performance dashboards
- Establish routine reporting for priority clinical quality measures, patient outcomes, utilization, and access to care
- Analyze population health trends and identify opportunities to improve preventive care, chronic disease management, and patient engagement
- Collaborate with clinical and operational leaders to translate data into actionable information

### B. Data Quality & Systems Optimization

- Assess the accuracy, completeness, and reliability of data used for clinical and organizational reporting
- Identify and address data inconsistencies, reporting limitations, and opportunities for improvement
- Optimize RRCC's use of existing and forthcoming analytics tools, including opportunities to automate recurring reports
- Develop standardized data definitions, validation processes, and reporting methodologies

**C. Quality Improvement & Grant Reporting**

- Provide technical data support for HRSA, Uniform Data System (UDS), grant-funded initiatives, and other required organizational reporting
- Develop and maintain reporting tools to monitor clinical quality improvement initiatives and grant performance measures
- Collaborate with RRCC's Quality and Organizational Performance teams to ensure data collection and reporting align with organizational priorities
- Support data analysis and reporting associated with RRCC's technology transformation initiatives

**D. Documentation & Knowledge Transfer**

- Document reporting methodologies, data sources, dashboards, and recurring analytical processes
- Train designated RRCC staff on the use and maintenance of developed tools and reports
- Establish repeatable processes that minimize manual reporting and dependence on external technical support
- Provide recommendations for ongoing population health analytics and reporting needs

**3. Expected Deliverables**

The selected contractor will collaborate with RRCC to establish a prioritized work plan within the first 30 days of the engagement. The work plan will identify specific deliverables, timelines, responsibilities, and measures of completion.

Expected deliverables include:

| Timeline | Deliverables |
|---|---|
| First 30 days | Assessment of organizational priorities and development of a 12-month work plan |
| First 90 days | Development of dashboards, registries, reporting tools, and data processes, as identified with RRCC leadership and team |
| Quarterly | Progress summaries documenting completed deliverables, reporting improvements, challenges, and upcoming priorities |

| | |
|---|---|
| Throughout contract | Technical support for clinical quality reporting, HRSA/UDS reporting, grant performance monitoring, and data validation |
| Throughout contract | Optimization of analytics tools, documentation of processes, and staff knowledge transfer |
| Final 60 days | Finalized technical documentation, transition of established processes, and sustainability recommendations |

Specific first 90-day deliverables and timelines will be further defined in collaboration with RRCC and incorporated into the final agreement.

**4. Contract Structure & Collaboration**

RRCC anticipates a flexible level of effort of approximately **20–40 hours per week**, depending on organizational needs, reporting deadlines, implementation activities, and project priorities. Actual hours may fluctuate, and the anticipated level of effort does not represent a guaranteed minimum number of hours.

The selected contractor will collaborate closely with RRCC's Organizational Performance Manager (OPM), who will serve as the primary internal point of contact for coordination, prioritization, and organizational implementation.

The contractor will be responsible for specialized technical analytics, data validation, report development, and related technical deliverables. RRCC's OPM and designated clinical and operational leaders will retain responsibility for organizational implementation, workflow integration, and operational decision-making.

The contractor will be expected to maintain regular communication with the OPM, participate in relevant meetings, provide monthly progress updates, and support quarterly reviews of deliverables and priorities.

**5. Budget & Compensation**

RRCC has established a **maximum available contract budget of $84,000** for the anticipated 12-month engagement.

Applicants are invited to propose a compensation structure that reflects their qualifications, anticipated level of effort, and approach to completing the scope of services. Proposals may include hourly rates, monthly retainers, deliverable-based fees, or another clearly defined payment arrangement.

Applicants must provide an itemized cost proposal identifying the proposed rate or fee structure, anticipated hours or level of effort, and total proposed contract cost.

RRCC will evaluate proposals based on qualifications, demonstrated expertise, proposed approach, anticipated deliverables, and overall value within the available budget.

Final compensation and payment terms will be negotiated with the selected contractor and incorporated into a Professional Services Agreement. All expenditures and supporting documentation must comply with applicable grant requirements.

**6. Minimum Qualifications & Preferred Experience**

Applicants should demonstrate:

- Experience in healthcare data analytics, population health management, clinical quality measurement, or a closely related field
- Proficiency with healthcare data systems, electronic health records, reporting tools, and data visualization
- Experience developing dashboards, registries, performance reports, and data validation processes
- Ability to communicate technical information effectively to clinical, operational, and organizational leadership
- Experience developing sustainable reporting processes and providing technical training

Preferred qualifications include:

- Experience working with Federally Qualified Health Centers (FQHCs)
- Familiarity with HRSA reporting, UDS measures, and healthcare quality improvement initiatives
- Experience with Oracle Health/Cerner electronic health records and/or CareStack electronic dental records
- Experience with rural healthcare organizations and underserved patient populations
- Experience supporting grant-funded healthcare transformation or technology implementation initiatives

**7. Proposal Submission Requirements**

Interested applicants should a resume and a maximum 2-page proposal containing the following:

1. Overview of relevant professional experience, technical expertise, and qualifications
2. Description of how the applicant would approach the scope of services, including initial priorities, implementation strategy, and anticipated deliverables
3. Proposed hourly rate or alternative fee structure, anticipated hours, and total contract cost, including any additional expenses
4. Concrete examples of comparable healthcare analytics projects or experience
5. Contact information with two professional references must be listed on the resume

Proposals should be emailed directly to gina@rockrivercommunityclinic.org.

**8. Proposal Evaluation & Selection**

RRCC will evaluate proposals based on the following criteria:

| Evaluation criterion | Weight |
|---|---|
| Relevant healthcare analytics and population health experience | 30% |
| Technical expertise, including EHR/EDR systems, and clinical quality reporting | 25% |
| Proposed approach and ability to achieve deliverables | 20% |
| Cost and overall value | 15% |
| Availability, communication, and organizational fit | 10% |
| **Total** | **100%** |

RRCC may request interviews, clarification, or additional information from selected applicants before making a final decision.

RRCC reserves the right to reject any or all proposals, negotiate scope and compensation, or discontinue the solicitation process.