



REQUEST FOR PROPOSALS (RFP)	Finance Manager – Rural Health Transformation Program
RFP ID	RIHCA-RHTP-RFP-001
ISSUING ORGANIZATION	Rhode Island Health Center Association
ISSUE DATE	September 30, 2026
QUESTIONS DUE	October 7, 2026 by 12:00 PM ET
RESPONSES POSTED	October 9, 2026
SUBMISSION DEADLINE	October 20, 2026 by 12:00 PM ET
NOTIFICATION OF AWARD	November 2, 2026
POINT OF CONTACT	Michelle Burnett, Project Manager

About RIHCA

The Rhode Island Health Center Association (RIHCA) serves as the state’s primary care association and supports Rhode Island’s eight community health centers. RIHCA’s support provides technical assistance to the health centers in the areas of chronic care collaboratives, emergency preparedness, recruitment and retention of staff, outreach and enrollment, and public policy. For more information visit: rihca.org

1. Purpose

RIHCA is seeking proposals from qualified vendors to provide Finance Manager services to support the financial, fiscal, and administrative requirements of the Rural Health Transformation Program (RHTP) and other programmatic efforts within RIHCA. This position will play a key role in ensuring accurate financial oversight, compliance, reporting, and coordination across RIHCA activities.

2. Scope of Services

The contracted Finance Manager will provide support to the RIHCA leadership team including the Chief Executive Officer (CEO) and Chief Financial Officer (CFO). Projects and responsibilities may include, but are not limited to:

a. Rural Health Transformation Program

- Managing financial requirements and deliverables associated with RHTP
- Supporting fiscal operations, budget tracking, and expenditure monitoring
- Preparing financial reports and documentation required by RIHCA and state partners
 - Monthly financial submissions

- Quarterly and annual financial reporting
- Ensuring compliance with applicable funding guidelines
- Supporting and coordinating with the RIHCA leadership team and the RHTP Project Manager on programmatic requirements

b. Other RIHCA Financial Programmatic Support

- Providing general financial management support for related RIHCA programmatic efforts
- Supporting external audits and financial statement audit work
- Coordinating with RIHCA leadership, program staff, and external partners as needed

3. Term of Engagement

The Finance Manager will be engaged under a contractual professional services agreement. Funding for this role is authorized through June 30, 2027, with an option to renew for an additional one-year period at RIHCA's discretion.

4. Compensation

The hourly rate will be \$85, with a Not-to-Exceed (NTE) amount of \$67,500 for the initial period of performance.

5. Vendor Qualifications

Vendors must demonstrate:

- Experience providing financial management or fiscal support services
- Capacity to supply a qualified Finance Manager
- Familiarity with grant-funded programs, nonprofit financial operations, or healthcare finance (preferred)
- Ability to meet reporting timelines and maintain compliance with funding requirements
- Strong communication and coordination capabilities
- Strong organization skills and an ability to manage multiple workstreams simultaneously

6. Proposal Requirements

Interested vendors must submit:

- Company/organization information
- Description of relevant experience
- Resume and qualifications of the proposed Finance Manager
- Confirmation of ability to meet the requirements
- Confirmation of alignment on proposed compensation structure
- Any additional information demonstrating capacity to perform the work
- One professional reference for the proposed Finance Manager

7. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Evaluation Category	Description	Weight
Relevant Experience	Vendor's demonstrated experience in financial management, grant administration, nonprofit or healthcare finance.	50%
Organizational Capacity & Reliability	Vendor's ability to provide staffing, maintain continuity, meet deadlines, and ensure compliance with funding requirements.	30%
Qualifications	Strength of proposed candidate's resume.	20%

RIHCA reserves the right to modify evaluation criteria as appropriate.

8. Reservation of Rights

RIHCA reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Modify the scope of work
- Negotiate with one or more proposers
- Cancel or amend this RFP
- Award the contract to the proposer determined to provide the best overall value

Issuance of this RFP does not obligate RIHCA to award a contract or reimburse any proposer for costs associated with preparing or submitting a proposal.

9. Submission Instructions

Deadline for Questions: October 7, 2026, by 12:00 PM

Proposal Submission Deadline: October 20, 2026, by 12:00 PM

Notification of Award: November 2, 2026

Proposals must be submitted electronically to:

Contact: Michelle Burnett, Project Manager

Email: mburnett@rihca.org

Subject Line: Vendor Name – Response to RIHCA-RHTP-RFP-001

Responses to substantive questions may be shared with all prospective proposers as appropriate.