



Wood County Health Department
Community Health Center

Request for Proposals (RFP):

2026 FQHC Finance Project Bids

for

Wood County Community Health Center

This RFP may be obtained online at www.woodcountyhealth.org or by contacting Lindsey Ruivivar at HealthCenter@woodcountyohio.gov or by calling (419) 728-9968.

Wood County Community Health Center (WCCHC), a federally qualified health center (FQHC) that is a public entity as part of the Wood County Health Department, is soliciting responses from qualified individuals/entities to complete finance project deliverables in calendar year 2026.

Individuals and companies with relevant experience and qualifications are encouraged to respond to any or all projects. The purpose of the RFP process is to identify the most qualified respondent(s).

I. Background

WCCHC provides integrated primary medical, dental, behavioral health, and pharmacy services through one service delivery site in Bowling Green, Ohio. The health center is projected to serve approximately 2,900 individual patients by providing more than 8,500 encounters in CY2025. Annual revenue from grants and fees is projected at \$4,243,547.93. WCCHC is reimbursed on a PPS rate (Medicare and Medicaid), and an APM (Medicaid) for government-operated FQHCs under Ohio Administrative Code rule 5160-28-07.1.

II. Project Scope

Respondents may bid on any or all of the following projects:

A. Fee Schedule and Schedule of Discounts Assessment

Purpose: Ensure fee schedule and discount schedule are compliant with HRSA Health Center Program requirements and aligned to local prevailing charges.

Deliverables:

- Review current fee schedule in comparison with market rate analysis.
- Written report of findings, methodology, and recommended revisions.
- Draft discount schedule tables and nominal fees.



B. Commercial Payer Contract Analysis

Purpose: Identify reimbursement gaps and recommend contract adjustments to improve payment structure.

Deliverables:

- Review 11 commercial insurance contracts.
- Comparison of contract reimbursement to updated fee schedule.
- Identification of underperforming codes and services.
- Recommended negotiation targets and contract adjustment strategies.

C. 2025 Medicare Cost Report

Purpose: Compliance with CMS to detail actual costs and appropriate payments, and for allowable reimbursement on bad debt.

Deliverables:

- Draft and final Medicare Cost Report, prepared in required format.
- Documentation of assumptions and supporting calculations.

D. 2025 Medicaid Cost Report and PVPA Adjustment

Purpose: Required for state APM reporting and to request a per-visit payment amount (PVPA) adjustment based on a 2024 HRSA change in scope for the addition of psychiatry (see Ohio Administrative Code rule 5160-28-04).

Deliverables:

- Draft and final Medicaid cost report, prepared in required format.
- Documentation of assumptions and supporting calculations.
- Preparation of required documentation to support a PVPA request.

E. Revenue Cycle Audit

Purpose: Identify opportunities to improve reimbursement, streamline workflows, and strengthen financial performance.



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Deliverables:

- Audit Medicaid (FFS, Managed Care Plans, and wrap claims), Medicare (FFS, Advantage Plans, and wrap claims), commercial insurance, and self-pay revenue cycle processes and billing outcomes.
- Audit program income (grants, contracts, fees) and expense tracking and attribution, in compliance with HRSA Health Center Program requirements and the co-applicant agreement.
- Identification of reimbursement gaps and operational inefficiencies.
- Quantification of revenue opportunities.
- Written findings report and prioritized improvement plan.
- Presentation of results to WCCHC leadership, Health Center Board, and Board of Health.

The selected bidder(s) must meet with WCCHC personnel to review and confirm project deliverables during contracting, and meet with WCCHC personnel upon completion of each project to review deliverables, methodology, and answer questions.

WCCHC will provide access to financial system reports, EHR billing data, previous cost reports, payer contracts, current fee schedule and schedule of discounts, and other documents necessary to complete the project(s). Respondent should specify in their proposal response any additional information or access needed.

III. Selection Criteria

WCCHC intends to evaluate received proposals and possibly invite one or more individuals to be interviewed before making a final selection for the project. WCCHC will notify selected individuals of the date and time of any interview. WCCHC reserves the right to select an individual based solely on statements of experience, qualifications, and contract bid.

Proposals will be evaluated based on the following criteria:

- Experience completing similar projects for federally qualified health centers (35%)
- Experience working with public entities (35%)
- Using relevant examples from recent projects of similar nature, demonstrated success improving reimbursement and/or identifying cost savings (20%)
- Reasonableness of bid amount (10%)



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WCCHC will enter into a contract with the selected respondent(s). If a mutually agreeable contract cannot be achieved with the respondent(s) of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be finalized.

IV. Proposal Response

Responses must be submitted electronically, with “2026 Finance Bid” as the subject line, to: HealthCenter@woodcountyohio.gov.

Responses are requested to be limited to no more than fifteen pages, and must be received at or before 5:00PM local time on Wednesday, December 3, 2025. Responses should include the following:

A. Clearly identify:

1. Which project(s) the respondent is bidding;
2. Proposed approach and methodology for each project;
3. Cost bid for each project; and,
4. Anticipated timeline for completion for each project.

Respondents must provide either a fixed-fee cost or a not-to-exceed cost, including hourly rates for staff who may perform work.

Projects are expected to be completed between January 2026 and August 2026. Respondents must specify expected start and end dates and identify any seasonal or regulatory timing needs (e.g., cost report submission deadlines).

B. Describe relevant experience and qualifications, including:

1. Experience completing similar projects for federally qualified health centers.
2. Experience completing similar projects for public entities.
3. Examples of recent projects of similar nature in which the respondent was able to identify cost savings or revenue improvement opportunities.
4. Key project personnel, professional qualifications, and other relevant experience.



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V. Questions

For any questions regarding this RFP or the proposal process, please contact Lindsey Ruivivar at HealthCenter@woodcountyohio.gov or (419) 728-9968 no later than 5:00PM on Monday, December 1, 2025.

VI. Timeline

- RFP Issued: Monday, November 17, 2025
- Deadline for Questions: 5:00PM on Monday, December 1, 2025
- Proposal Submission Deadline: 5:00PM on Wednesday, December 3, 2025
- Proposal Selection: Anticipated by Thursday, December 11, 2025

VII. Reservation of Rights

WCCHC reserves the right to reject all submissions, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

Nothing in this document shall require WCCHC to proceed with awarding a contract.

WCCHC reserves the sole right to 1. Evaluate the qualifications submitted; 2. Waive any irregularities therein; 3. Reject any or all respondents submitting qualifications, should it be deemed in WCCHC's best interest to do so; 4. To make selection based solely on qualifications without an interview process; 5. To negotiate a contract with the respondent it believes can best meet the needs of the project.

All materials and reports developed through this scope of work must be submitted to WCCHC and will remain the property of WCCHC.