



SCF Contracts  
Department  
7033 East Tudor  
Road Anchorage,  
AK 99507

To: Prospective Bidders  
Date: March 20, 2025

RE: Addendum No. 1  
Executive Search and Recruitment  
– Executive Vice President (EVP) &  
Chief Financial Officer (CFO)  
RFP # SCF25-1161

Issue Date: March 14, 2025

This document forms a part of the Contract Documents and modifies the original Procurement Documents dated March 14, 2025. Acknowledge receipt of this Addendum in the provided on the Bid Form. Failure to acknowledge receipt of this addendum may subject Proposers to disqualification.

This Addendum consists of three (3) pages.

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### 1. Responses to RFP questions:

Comment or Question Provided by Bidder	SCF Response
Please provide a detailed job description.	See Exhibit E - Job Description Executive Vice President Finance CFO, included in this Addendum #1.
Is this a combined position for one individual or two separate roles requiring two different recruits?	This is a combined position for one individual.
What is the salary range?	Offer range: \$350,962.67 - \$514,745.67
How soon would you like to fill this role upon contract execution?	Selection and acceptance by July/August 2025 with the individual to begin employment around November 2025.

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## Exhibit E - Job Description Executive Vice President Finance CFO

# Job Description

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<b>Job Title:</b>	Executive Vice President – Finance and Facilities (Chief Financial Officer)
<b>Reports to:</b>	President/CEO
<b>Division(s):</b>	Office of the President
<b>Department(s):</b>	N/A

## Summary of Job Responsibilities

The Southcentral Foundation (SCF) Executive Vice President (EVP) for Finance reports directly to the President/CEO. The Executive Vice President of Finance is the senior executive responsible for leading and managing the financial actions and asset management and development including facilities of the SCF. This position is responsible for promoting SCF's mission, vision, and objectives, directing the performance and operation of the corporation, and ensuring SCF's financial sustainability. The EVP of Finance works with the President/CEO, the EVP team to develop and implement strategies to achieve SCF's short term and long-range corporate goals and objectives. This position provides guidance to Vice Presidents in the organization.

Areas of responsibility include but are not limited to the following: financial operations, investment strategies, revenue cycle management and strategies, contracting, grants, and facilities.

## Qualifications:

SCF programs are established to serve a primary population comprised of Alaska Native people who are affiliated with Cook Inlet Region, Inc. (CIRI) and Alaska Native and American Indian people within SCF's geographical service area. Employees should have a thorough understanding of the cultures and the needs of this population. Such knowledge is critical to ensure the achievement of SCF's vision of *a Native Community that enjoys physical, mental, emotional and spiritual wellness*, and mission of *working together with the Native Community to achieve wellness through health and related services*:

1. Master's Degree in finance, accounting, or business field required or equivalent training and experience.
2. CPA or CMA required.
3. At least ten (10) years of progressively more responsible experience in healthcare financial management including revenue cycle at least five (5) years of this experience as a Vice President or CFO any combination of training and experience that provides the required skills, knowledge and abilities OR demonstrated proficiency as a Vice President of Finance at SCF.