

## Frequently Asked Questions: NACHC's Request for Information (RFI) for Training and Technical Assistance Services

- 1. What's the difference between a Request for Proposal (RFP) and Request for Information (RFI)?**

RFPs solicit bids for specific activities/opportunities for which NACHC seeks to procure services. RFPs may be posted to the NACHC website for public bid – OR – may be sent to a targeted list of vendors vetted for specific services through NACHC's public Request for Information (RFI). The RFI creates a "qualified vendor list" (QVL). The public RFI allows NACHC to cast the widest net possible for potential vendors and then review vendor qualifications in a number of domain areas in advance of putting out a bid for a specific job / opportunity in an RFP.
- 2. NACHC posts RFPs on their website. Why should vendors apply to the RFI?**

NACHC posts some RFPs open to the public on the website, while other RFPs are targeted to previously vetted and qualified vendors identified through NACHC's public RFI.
- 3. Why does NACHC have targeted RFPs?**

Targeted RFPs allow NACHC to tailor a more topic-targeted solicitation for specific activities/tasks. The RFI allows NACHC to diversify and expand our vendor list with highly qualified vendors.
- 4. If a vendor is not on the QVL, can they apply to RFP opportunities?**

Non-QVL vendors may apply to the open opportunities posted on NACHC's website.
- 5. Why does NACHC have two (2) RFIs?**

One RFI is soliciting technical skills and services, while the other is soliciting content-specific faculty, trainers, and advisors with expertise in health care systems and health center operations. Please see the attachments in each RFI to see what expertise is solicited in each.
- 6. May I apply to both of NACHC's RFIs?**

Yes. Please ensure you have properly showcased evidence of all selected Domain Areas before submitting your application(s). Please also consider submitting multiple applications to the Content RFI (for Faculty, Advisors, and Experts in Health Care Systems and Operations) should you wish to apply to more than three (3) domain areas in order to properly showcase evidence of all selected Domain Areas.
- 7. There is only one file upload spot for work samples. How do I submit multiple work samples into my application on NACHC's submission portal?**

Please submit ONE file for your work sample(s); please submit ONE file for your evaluation(s), reference letter(s), and/or testimonial(s); please submit ONE file for your capability statement(s); etc.

Additionally, please note that it is recommended (but not required) to submit one PDF file (as opposed to one DOC or other file type). Once all files are in PDF format, you can easily combine the PDF pages. Please see below how-to guide on how to combine PDFs should you need assistance.

<https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html>

- 8. After applying, when will a vendor receive notification of application status?**

After submitting an application, the online portal will let you know you successfully submitted your application. All applicants, whether accepted or not, will receive an email notice from NACHC with an update of their status within 60 days of the application deadline.
- 9. What if I was already on NACHC's QVL – Do I need to apply again?**

Yes, NACHC is developing a new QVL and all previous vendors from the July 1, 2017 - June 30, 2020, QVL will need to apply to this RFI for the NACHC 2020-2023 QVL.

**10. If I apply this year and am approved in one or more Domain areas, do I need to apply again next year?**  
Vendors only need to re-apply if they wish to become qualified in another / different Domain area.

**11. What if my RFI application is not approved? May I apply again?**

If your application is not approved, you may request feedback and re-apply during the next application period. You may request feedback by contacting NACHC's Manager of Business Processes and Special Projects, in the Training and Technical Assistance Dept. at [trainings@nachc.org](mailto:trainings@nachc.org).

**12. When will you re-open the next RFI application period?**

NACHC's RFI opens annually or more frequently as needed. You can stay updated on procurement opportunities on the Current Proposals NACHC webpage:  
<http://www.nachc.org/about/current-rfps/>

**13. I see both RFI documents call for vendor engagements through June 30, 2023. What does this mean for July 1, 2023 and onwards?**

Vendors will need to re-apply to a new RFI in 2023 to show they are still qualified to provide services. This three-year time period (from July 1, 2020 – June 30, 2023) is based upon the project period or cycle for which NACHC procures most (but not all) of its work.

Should you have any other questions, please feel free to reach out to our team using the below contact information:

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