



## Request for Proposals (RFP):

Data Collection and Analysis on State Policy Issues Impacting Primary  
Care Associations

-----  
RFP Released: August 5, 2020

Proposals Due: August 24, 2020

Online Submission Portal:

[https://nachc.co1.qualtrics.com/jfe/form/SV\\_cx9iaYlqMBVZrz7](https://nachc.co1.qualtrics.com/jfe/form/SV_cx9iaYlqMBVZrz7)

### Points of Contact

Training and Technical Assistance Department, NACHC - Phone (301) 347-0400

Subject Matter Content Inquiries: Jeremy Crandall ([jcrandall@nachc.org](mailto:jcrandall@nachc.org))

Submission Process Inquiries: Latisha Harley ([lharley@nachc.org](mailto:lharley@nachc.org))

## **Organization Overview**

The [National Association of Community Health Centers](#) (NACHC) was founded in 1971 to “promote the provision of high quality, comprehensive and affordable health care that is coordinated, culturally and linguistically competent, and community directed for all medically underserved populations.”

NACHC:

- Serves as the leading national advocacy organization in support of community-based health centers and the expansion of health care access for the medically underserved and uninsured.
- Conducts research and analysis that informs both the public and private sectors about the work of health centers, their value to the American health care system and the overall health of the nation’s people and communities – both in terms of costs and health care outcomes.
- Provides training and technical assistance to support and strengthen health center operations, clinical quality, leadership development and governing Boards of Directors at health centers across the country.
- Develops partnerships with the public and private sectors to build stronger and healthier communities.

## **Purpose**

The NACHC Training and Technical Assistance (TTA) Program assists existing and potential health centers in addressing operational demands while sustaining their health care access mission, a community governance model and a commitment to cultural and linguistic competence in healthcare delivery to underserved and vulnerable populations. Through a diverse cadre of subject matter experts and delivery venues, the NACHC TTA Program is highly utilized and well prepared to respond to emerging healthcare delivery issues. Specifically, NACHC maintains a professional cadre of experts to provide health center professionals with quality instruction and technical assistance resources based in adult learning principles, advanced instructional design and an understanding and application of technology to enhance TTA delivery. The U.S. Health Resources and Services Administration (HRSA) provides resource support to NACHC to improve health center operational and clinical outcomes through the provision of coordinated, collaborative TTA.

## **RFP Services Desired**

Through this Request for Proposal (RFP), NACHC State Affairs Department seeks assistance with collecting and organizing state-level policy issues data from Primary Care Associations (PCA) around the country. The selected vendor would create an assessment (which will closely resemble previous year versions) using the platform Qualtrics or similar program; send the assessment to PCAs and remain in communication to troubleshoot as necessary; clean and validate the collected qualitative and quantitative data; and use the data to create a summary table of findings that can be disseminated to PCAs and the general public.

NACHC is seeking expertise in data collection, cleaning, and analysis. Selected vendors must have extensive experience with Microsoft Excel and Microsoft Access databases, QGIS, or other similar mapping software’s, and Qualtrics or other platforms. Vendor(s) with experience and/or understanding of Section 330 of the Public Health Service Act, the Health Center Program and the basic health policy skills are encouraged to apply.

***Note: Organizations that currently hold a Primary Care Association award from HRSA's Bureau of Primary Health Care to provide training and technical assistance to health centers are not eligible to apply to this RFP.***

## **Time Period**

Time period for services is September 21, 2020 – March 1, 2021.

## **Scope of Work and Deliverables**

**Note: all work is virtual delivery, no in-person travel required.**

### **Data collection:**

Proposed Timeline and Outcome: 2 weeks to prepare, PCAs receive 30 days to respond to assessment

- Create an assessment in Qualtrics based off of last year's assessment. Ensure there are unique URLs for every PCA (including Puerto Rico and DC).
- Send each PCA (CEO, with policy staff cc'd) an email with their state's URL link to the assessment and a PDF copy of the assessment (so they can gather any necessary information) and their assessment answers from last year.
- Be on call to answer any questions from PCAs about the assessment and Qualtrics and troubleshoot as necessary. The vendor may collaborate with NACHC staff on troubleshooting issues.
- Send a follow-up email to all the PCAs halfway through their allotted time to ensure that PCAs remember to complete the assessment on time.
- Track which states have completed the assessment. At the end of the open period, follow up with PCAs who have not yet completed the assessment, and offer assistance to achieve the targeted 100% participation.

### **Data Analysis:**

Proposed Timeline and Outcome: 1 week to clean data, PCAs receive 1 week to validate data, 1 week to update and clean validated data

- Complete an initial cleaning of the data. The data should be in one excel sheet with states on the vertical axis and the question running along the top horizontally.
- Send every PCA a PDF of their state's answers (downloaded from Qualtrics) and ask them to validate the data to ensure it is correct.
- Track PCA validation. Once all PCAs have sent their validation, correct any data that needs updating in the clean data excel.
- Upload the data into the Access Database.

### **Data Reporting – Summary Table of Findings**

Proposed Timeline and Outcome: 3 weeks to create the Summary Table of Findings

- Gather the specific questions that will be used for the Summary into one excel sheet and then into whatever format (PDF or otherwise) is most appropriate.

### **Deliverables:**

- Weekly update calls and email correspondence with NACHC State Affairs Project Lead.

- Availability for 2-5 hours each week for correspondence with PCA staff to send reminders and troubleshoot Qualtrics/assessment questions as needed.
- Final deliverables:
  - Excel spreadsheet with cleaned and validated data from target of 100% of PCAs to be made available to NACHC and PCAs.
  - Cleaned and validated data provided to NACHC staff.
  - A summary table of findings that can be disseminated to PCAs.

Selected vendor(s) must agree to:

- Bill NACHC monthly for hours of service provided in the previous month.
- Bill NACHC no later than 30 days upon completion of previous month.
- Indicate that the services were provided under this award.
- Be responsive to timeline required by respective NACHC staff lead(s).

### **Information Requested**

Proposals must be submitted using NACHC’s web-based portal by **August 24, 2020, 11:59 pm PT (i.e. August 25, 2020 2:59 am ET)**. The system will notify you upon your successful submission into the portal. Incomplete proposals will not be considered. If NACHC selects your proposal, you will be notified no later than **September 1, 2020**.

Online Submission Portal: [https://nachc.co1.qualtrics.com/jfe/form/SV\\_cx9iaYlqMBVZrz7](https://nachc.co1.qualtrics.com/jfe/form/SV_cx9iaYlqMBVZrz7)

Proposals must contain the below items, which are evaluated based on the specific criteria outlined in the Evaluation table below.

- **Point of Contact Information**
- **Name / Description of Organization**
- **Capability Statement**
- **Education and Experience**
- **Quality of Work Sample**
- **Daily and Hourly Rates**
- **Budget Justification**
- **Proposed Timeline**
- **Signed statement** (see below)

### **ATTESTATION**

By my signature below, I hereby certify that this Proposal reflects my best estimate of the capability of organization and the true and necessary costs for the project, and the information provided herein is accurate, complete and current as of the date of my signature below.

I agree that my electronic signature is the legal equivalent of my manual signature on this application. By typing my name below, I certify that the information provided in the application is true and accurate.

**Print Name:**

**Title:**

**Organization:**

**Signature:**

**Date:**

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](http://HRSA.gov).

### **Evaluation Criteria**

Complete proposals will be evaluated using the criteria below.

<b>Rating Factor</b>	<b>Application Selection Criteria</b> <b>To earn full points in each domain, the applicant must demonstrate:</b>	<b>Points</b>
<b>Capability Statement</b>	<p>Capability statement that demonstrates ability to deliver technical skills and/or subject matter expertise. Please ensure that statement addresses your ability to work with others and collaborate.</p> <p>Page Limit for Capability Statement: 2 pages limit</p>	20
<b>Experience &amp; Education</b>	<p>Resume(s)/CV(s) of expert(s) / staff clearly show tenure, professional experience, and/or education that reflects knowledge and ability in content expertise and training. Submitted documents should reflect expertise in all areas in which that applicant has proposed qualification for.</p> <p>Page Limit for Resume(s) / CV(s): 2 pages limit per key expert / staff</p>	25
<b>Quality of Work Samples</b>	<p>Work samples must demonstrate understanding of SME areas as described in this RFP. Where appropriate, understanding of adult learning needs and content knowledge should be evident.</p> <p>Work samples required in this RFP include:</p> <ul style="list-style-type: none"> <li>• Assessment instruments, results, final products and other related information (with redactions as needed) of similar projects developed and delivered by vendor that demonstrates understanding of the specific SME area, as described in this RFP.</li> <li>• Past client evaluations, reference letters, and/or testimonials demonstrating quantitative and/or qualitative feedback from at least two audiences, clients, or engagements occurring within a year of RFP application date.</li> </ul> <p>Page Limit for sample presentation(s), supplementary training product(s), and/or publications: 10 pages limit</p> <p>Page Limit for past client evaluation(s), reference letter(s), and/or testimonial(s): 5 pages limit</p>	20
<b>Daily and Hourly Rates</b>	Daily and Hourly Rates for all expert(s) and staff that may be engaged in work are reasonable. Rates should reflect overall cost rate inclusive of any fringe, overhead and/or general & administrative expense (G&A), if required.	10

	<ul style="list-style-type: none"> <li>• “Reasonableness” is assessed based on market or industry standards and in consideration of the not-for-profit status of health centers and NACHC.</li> </ul>	
<b>Budget Justification</b>	<p>Reasonableness of proposed budget for project implementation, inclusive of preparation and delivery to client. Reasonableness is determined by NACHC’s non-profit status.</p> <ul style="list-style-type: none"> <li>• Hourly Rate should reflect overall cost rate inclusive of any fringe, overhead and/or general &amp; administrative expense (G&amp;A), if required. Please ensure costs are delineated as appropriate using the template categories.</li> <li>• No travel costs need to be submitted for this submission; bid submission is acceptance of NACHC travel and reimbursement policy (Attachment I) and NACHC intends for the selected vendor to have no need to travel.</li> </ul> <p>Page Limit of Budget Justification: 2 pages limit</p>	10
<b>Proposed Timeline</b>	<p>Reflects an understanding of course objectives and chosen content area such that outline proposed activities/presentations relevant to the audience and applicable to health center setting.</p> <p>Timeline and project management plan for meeting deliverables and required timeline.</p> <p>Page limit for Proposed Timeline: 3 pages limit</p>	15
<b>Total</b>		100