



Request for Proposals (RFP):

Congressional District and State Map Production

RFP Released: October 2, 2020

Proposals Due: October 16, 2020

Point of Contact:

Sarah Baizer, Research and Data Manager (sbaizer@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 purpose of this project is to create state and Congressional District maps to inform policy and advocacy.

RFP Services Desired

This project aims to display the number and location of current health center sites at both the state and congressional district levels. These maps help NACHC in its efforts to advocate for community health centers and communicate the vital role they play in increasing access to primary care services in medically underserved areas to policymakers and other key stakeholders. NACHC seeks to update previous maps, examples of which can be found via the following links:

Congressional District Map example

https://www.nachc.org/wp-content/uploads/2019/03/Wyoming_AL.pdf

State Map example

<https://www.nachc.org/wp-content/uploads/2019/03/Wyoming.pdf>

Time Period

Time period for services is October 26, 2020 – February 1, 2021.

Scope of Work and Deliverables

We expect to have an initial conference call or meeting (depending on the bidder's location) to review maps, expectations for the project, data sources to be used, and NACHC's previous experience developing these maps and handling outlier issues that may arise. Examples include congressional district shapes that require different page layouts, congressional districts without any health center sites, and new congressional district boundaries in individual states. Additional calls may be needed as the project proceeds, but the bidder should be prepared to answer questions by email. Resources from past projects will be made available to aid in the development of this year's maps.

Scope of Work for 2021 Congressional District Maps

The Contractor shall prepare 435 separate congressional district fact sheets. Within the term of this contract addendum, the Contractor shall develop and produce the following deliverables.

1. Download and/or prepare the following data to create a spreadsheet and maps at the congressional district level:
 - a) Name and number of health center grantees and all related sites by congressional district, cities, states, and zip codes, based on the latest list of health center location data from data.HRSA.gov (formerly the Health Resources and Services Administration Data Warehouse), including all federally-funded health center grantees and service locations, but not including look-alikes.
 - b) 116th congressional district geographic file
 - c) Relevant data points from the 2019 Uniform Data System for non-map data included in the fact sheets (see #2 below)
 - d) City limits and country boundaries
 - e) Major highways
 - f) Other data as needed
2. Each congressional District Fact Sheet will contain logo/header graphics provided by NACHC at the congressional district level, congressional district-level data as described under item 1 above, legend, as well as notes and sources. The Contractor will color code sites according to their main organization. Each fact sheet will also summarize at the congressional district level the number of grantees with any sites in the district, the number of sites in that district, as well as the number of patients served and total federal 330 funding attributed to the grantees with any sites in that district.
3. Develop a template for all congressional district fact sheets. This template will be submitted for review to NACHC staff by November 16, 2020. Edits will be made, and the template will be finalized by November 20, 2020.
4. Generate 435 individual congressional district fact sheets in PDF Format according to the approved template. PDF files should be created using simple file names (e.g., AL_01), and file sizes should be as small as possible to allow for quick printing. These PDFs will be printed and posted online.
5. Create a second page for each congressional district fact sheet listing all grantees with sites in the district and all district sites. Include addresses and names of organizations and sites. Also, provide a color key that lines each grantee up to sites on the map.
6. Conduct quality control checks on all maps. Edit fact sheets where needed. This includes creating a separate ArcMap document (or relevant file type) for select congressional districts if needed and manually re-exporting.

7. Provide NACHC with all data spreadsheets and a shapefile of all health center service locations indicating their state, congressional district, and health center organization identifiers that can be used to merge with UDS data. If possible, provide NACHC with a QGIS map package file (.qgs).
8. Provide NACHC with a separate summary spreadsheet documenting, by congressional district, the number of grantees with sites in the district, total 330 funding received by those grantees, total patients served by those grantees, and the number of sites located in the district.
9. Conduct quality checks on approximately 100 congressional district maps.

Proposed Due Dates for Deliverables:

1. Template for NACHC review by November 16, 2020.
2. Edits made and template finalized by November 20, 2020.
3. The Contractor shall complete 435 congressional district Fact Sheets in no more than four batches by NACHC priority order as determined by NACHC. The first batch will be due no later than January 5, 2021, and the last batch will be due no later than January 29, 2021.
4. All spreadsheets with data, shapefile, and QGIS map package file (if applicable) will be due February 1, 2021.

Scope of Work for 2021 State Maps:

Within the term of this contract addendum the Contractor shall develop and produce the following deliverables.

1. Create a template for state maps of health center sites. Updated maps will be similar to the 2018 maps ([linked here](#)). This template will be reviewed by NACHC staff beginning December 14, 2020. Contractor will make adjustments as needed by December 14, 2020.
2. Produce 50 state maps and a map for the District of Columbia based on the approved template with the following information:
 - a. County and 116th congressional district boundary lines
 - b. All health center sites, not including look-alike (non-federally funded) sites. Contractor shall use different symbols to differentiate main organization sites and service delivery sites. The data file for sites will be the same file used for the congressional district maps (download by November 4, 2020)
 - c. Total number of delivery sites located in the state
 - d. Total number of patients, percent of patients who are uninsured, total staff, and total health center 330 funding in the state using 2019 UDS as provided by NACHC will be placed near the top of the page using the following line: "The XXX federally-funded health center organizations in YYY- STATE leverage \$\$\$ in federal investments to serve ZZZ patients, %%% of whom are uninsured and %%% of whom are covered by Medicaid"
 - e. These maps will be in the form of a PDF. Each map will consist of 6 layers: federally funded main organization locations, federally-funded delivery sites, look-alikes, 116th congressional districts, and county boundaries. PDF files should be created using simple file names (e.g. AL_Map) and file sizes should be as small as possible to allow for quick printing. These PDFs will be posted online and printed.
 - f. Contractor will produce a similar one-page map for Puerto Rico using the same template. This map will include at least the following layers: health center grantees and delivery sites, and look- alike should any be located in Puerto Rico. It may also include counties. Contractor will need to obtain all needed data.

- g. Contractor should provide NACHC with all data spreadsheets with identifiers to merge with UDS data and, if possible, a QGIS map package file (.qgs).
- h. Conduct quality checks on all state maps (50+, with Puerto Rico and the District of Columbia).

Proposed Due Dates for Deliverables:

First draft of template: November 16, 2020

Edits made and template finalized: November 20, 2020

Contractor shall complete 1 batch of prioritized state maps no later than December January 5, 2020

All remaining state and territory maps: January 29, 2020

All data spreadsheets and QGIS map package files (.qgs), if applicable: February 1, 2020

Submission Guidelines and Requirements

Applications should be submitted as ONE PDF document, with the applicant's name and date of submission in the file name. Applications should be emailed as attachments to Sarah Baizer, Research and Data Manager, at sbaizer@nachc.org:

The following submission guidelines and requirements apply to this RFP:

1. Only qualified individuals or organizations with prior experience on projects such as this should submit proposals in response to this RFP. Use of Python for ArcGIS is preferred, but other automating languages for GIS applications will be considered.
2. Bidders must submit at least two projects that are similar to this project as part of their response, along with examples. Bidders should also describe their previous experiences and expertise in three pages or less.
3. A price proposal must be provided that is not more than 1 page. The price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should NACHC decide to award a contract on an hourly rate basis. NACHC anticipates that less than 115 project hours would be necessary.
4. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
5. The general scope of work is provided below. Minor changes in the work product template may be needed. These will be discussed during the initial conference call with NACHC staff.
6. Proposals must be received by 5 pm EST on October 16, 2020 to be considered.

Selection Criteria

Selection will be made based on:

1. Past experience
2. Total cost
3. Aesthetics and layout of project samples
4. Proven ability to meet deadlines
5. Other factors relevant to deliverables

Contract negotiations to follow selection. Some details of the scope of work may change slightly as a result of the contract negotiation process.