



Request for Proposal (RFP)

Grant Proposal Writer/Editor

RFP Released: June 22, 2022

Proposals Due: July 20, 2022

Points of Contact

Training and Technical Assistance Department, NACHC - Phone (301) 347-0400, trainings@nachc.org

Subject Matter Content Inquiries: Gina Capra (gcapra@nachc.org)

Submission Process Inquiries: Latisha Harley (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, leadership development and technical assistance to support and strengthen health center operations and governance.
- Develops alliances and 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 increasingly diverse delivery venues, the NACHC TTA Program is highly utilized and must be well prepared to respond to emerging healthcare delivery issues. Specifically, NACHC maintains a professional training cadre 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) Bureau of Primary Health Care (BPHC) is one funder who provides resource support to NACHC to improve health center operational and clinical outcomes through the provision of coordinated, collaborative TTA.

RFP Purpose/Background

Through this Request for Proposal (RFP), NACHC is seeking specific expertise in proposal writing and editing that is responsive to funding opportunities appropriate for our organization, with a specific and urgent focus on HRSA’s training and technical assistance (TTA) opportunities that advance health care service delivery at Federally Qualified Health Centers (FQHC), also known as the Health Center Program.

Time Period

Time period for services is August 15, 2022, through December 16, 2022. Vendor must have flexible schedule to accommodate an increasing volume of hours each week, beginning August 15 through December 16, 2022. Preference for vendor who can participate in multiple virtual or on-site (safety permitting/NACHC office Bethesda, MD) team workshops between September and November 2022, date/time/venue to be determined (TBD). The team workshops will serve as application development meetings with NACHC staff.

Vendor(s) may be retained for future service, based upon successful performance on this advertised activity and availability of future funds.

Scope of Work/Deliverables:

A selected vendor will:

1. Be familiar with current funding opportunities appropriate and relevant for NACHC (i.e., HRSA Notice of Funding Opportunity (NOFO) for National Training and Technical Assistance Partners, see forecast <https://www.grants.gov/web/grants/view-opportunity.html?oppld=341041>)
2. Understand the details of the NOFO evaluation criterion, point assignment, and overall outcomes desired by the funder as described in the NOFO
3. Consolidate content generated by NACHC staff in response to the anticipated NOFO and serve as a “single voice” writer and editor for the application components (i.e., Narrative Section, Workplan Activities, etc.)
4. Work closely and regularly with NACHC staff leads via virtual and/or in-person and/or online communications
5. Provide iterative feedback and polished documents in support of a final, high-quality application

Vendor Requirements

1. Education – Minimum Bachelor’s degree, with preference for educational study in communications, English, technical writing and/or health care-related field such as policy or administration.
2. Availability/Flexibility – Must have flexible schedule to accommodate an increasing volume of hours each week, beginning August 15 through December 16, 2022 with preference for vendor who can participate in several virtual or on-site NACHC team meetings September-November (date/time/venue TBD) for application development.
3. Healthcare and Adult Learning Expertise – Familiarity and experience with learning healthcare systems, community health center program, health care access issues, primary health care, TTA models and/or adult learning principles preferred.
4. Graphic Design/Software Proficiency – Demonstrated evidence of producing polished, professional documents like funding proposal submissions which combine narrative, graphically displayed information (i.e., charts, visual diagrams) and Excel-generated text and numerical information.
5. Communication Skills – Excellent grammar, research, writing and interpersonal skills in a group setting.
6. Affordable Rates – Hourly rate commiserate for a non-profit organization.
7. Quality Work Samples - Demonstrated success in prior proposal writing for similar type clients preferred.

Information Requested

Proposals must be submitted using NACHC’s web-based portal by July 20 11:59 pm PT. Incomplete proposals will not be considered. If NACHC selects your proposal, you will be notified on or around **August 15, 2022.**

Online Submission Portal: https://nachc.co1.qualtrics.com/jfe/form/SV_5zL22VjR5Vvzk1w

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
- Education and Experience
- Quality of Work Samples
- Project Management Plan/Proposal Development Outline and Timeline
- Proposed Budget Rates and Budget Narrative
- Signed Statement (see “Attestation” below)

Budget

NACHC estimates a \$15,000 budget for this project.

Attestation

By my signature in the application portal, 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. I certify that the information provided in the application is true and accurate.

Print Name:

Title:

Organization:

Signature:

Date:

Evaluation Criteria

Proposals submitted will be evaluated using the criteria below. Incomplete applications will not be considered.

Rating Factor	Application Selection Criteria To earn full points in each domain, the applicant must demonstrate:	Points
Work Sample	A polished, technical document demonstrating written narrative, specific activities, numerical data, and visual display of information. Page Limit: 20 pages	30
Proposal Development Outline and Timeline	Outline and timeline for deliverables demonstrates intentional, tactical approach that will meet milestone and final due dates. Includes confirmation of availability for increasing volume of work hours each week, , the ability to meet/communicate at least weekly with NACHC staff leads for this effort, and includes participation in multiple NACHC staff workshops to develop the application (venue TBD). <ul style="list-style-type: none"> ○ Please include within this outline and timeline a Confirmation of Availability to accommodate: <ul style="list-style-type: none"> ● An increasing volume of hours each week from August 15 thru December 16, 2022 ● Participation in half or all-day application development workshop meetings virtual or in-person (safety permitting at NACHC's Bethesda MD office) Note: if travel costs are incurred, these will be covered by NACHC in accordance with NACHC's Travel Policy – see attached) Page Limit: 10 pages	30
Education and Experience	Demonstrates education and work experience consistent with vendor requirements and scope of work deliverables outlined in the RFP. Page Limit: 5 pages	20
Rate Sheet, Budget Narrative & Budget Justification	Reasonableness of proposed budget for project implementation, inclusive of preparation and delivery to client. Reasonableness is determined by NACHC's non-profit status. <ul style="list-style-type: none"> ● Hourly Rate should reflect overall cost rate inclusive of any fringe, overhead and/or general & administrative expense (G&A), if required. Please ensure costs are delineated as appropriate using the template categories. ● No travel is required for this engagement but may be an opportunity as covid-19 safety protocols and restrictions are eased. Vendor may submit a travel budget (i.e.: to NACHC's FOM/IT Conference). 	15
Completeness of Application	Application materials submitted are responsive to RFP guidance, meet required page limits, and are clear and complete.	5
Total		100

Attachment I: NACHC Consultant Travel Policies and Procedures

To help promote good stewardship and cost-efficiency we have included the following NACHC travel principles. They provide helpful guidance for booking air travel, making hotel arrangements, and securing ground transportation. Each vendor must be a responsible steward for NACHC's resources.

Adherence to this policy is strictly required. NACHC cannot provide reimbursement for undocumented expenses.

- We will reimburse coach air travel as far in advance as possible to take advantage of low-cost fares. We will only reimburse the coach rate.
- Do your own research for transportation and travel options on the internet. This includes hotels and car rentals.
- When making hotel reservations, look at all rate rules and options and choose accordingly. If possible, take advantage of discounts offered as bundles with air and car rental options.
- Consider purchasing the travel insurance (generally less than \$25.00 per occurrence) offered by airlines and hotels to mitigate penalties for trip changes or cancellations. This could be especially valuable if you book further ahead and realize your plans may need to change.
- Limit the use of car services (limo/town cars) for local meetings.
- Limit the use of car services (limo/town cars) for transportation to and from the airport. Affordable and cost-effective resources include:
 - Taxis – share taxis or Uber car share services with other staff members when possible
 - Shared airport shuttle services (e.g., Super Shuttle)
 - Hotel provided shuttles, where available
 - Public transportation
- Other reimbursable expenses include any business use of copying, messenger service, phone/ internet access, audio visual, supplies, shipping expenses, etc. as long as it is related to your scope of work and has been approved in advance.
- Meal's incidental to business meetings must be preapproved include the participants and the business purpose and must include the itemized receipt. Under **no** circumstances is alcohol charge allowable.

Reimbursement

No reimbursement for authorized expenses shall be made unless and until selected Vendor/Contractor provides NACHC with documentation of expenses as follows:

1. Include the original receipts for all travel expenses, including airline ticket receipts, taxi or shuttle receipts, hotel receipts, rental car or mileage (if using a personal car) receipts or documentation, and other miscellaneous receipts. Private automobile mileage is reimbursed at the current IRS rate based on beginning and ending odometer readings. Reimbursement for tolls and parking require a receipt.
2. If reimbursed by NACHC for travel time, the following applies for each one-way trip:
 - a. Traveling within the same time zone – the lesser of actual time or 4 hours.
 - b. Traveling within one to two time zones – the lesser of actual or 6 hours.
 - c. Traveling within three or more time zones – the lesser of actual or 8 hours.
3. Meals will be paid on a per diem basis:
 - a. If the trip begins before 12 noon, reimbursement is \$40/day.
 - b. If the trip begins after 12 noon, reimbursement is \$20 for that day.

Three hours prior to a flight or train departure is reasonable in determining your per diem amount.

4. Selected vendor/consultant must submit complete invoices for payment to NACHC within 30 days of service delivery.