Request for Proposals (RFP)

Faculty and Advisors for Emergency Management, Emergency
Preparedness, and Climate Change Resilience Trainings and
Technical Assistance

RFP Released: October 25, 2023

Proposals Due: November 21, 2023

Points of Contact
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Submission Process Inquiries: Latisha Harley (lharley@nachc.org)

Organization Overview
The National Association of Community Health Centers (NACHC) is a national organization supporting federally qualified health centers and federally qualified health center look-alike organizations (also known as FQHCs or Community Health Centers) and expanding health care services for the medically underserved and uninsured. Founded in 1971 to promote efficient, high-quality, comprehensive health care that is accessible, culturally and linguistically competent, community-directed, and patient-centered for all, NACHC's mission and strategic pillars continue to guide our values and priorities as an organization representing a national health center movement.

Background
As a trusted resource, NACHC delivers training and technical assistance (TTA) to preserve, strengthen, and expand the health center movement by assisting existing and potential FQHCs in addressing administrative, clinical, and operational demands. In addition, NACHC empowers health center professionals with strategies and best practices by maintaining a cadre of practitioners and subject matter experts who provide quality educational instruction and technical assistance utilizing adult learning principles, advanced instructional design, and the understanding and application of technology to advance learning and engagement.

Some of our vendor opportunities are supported by the U.S. Health Resources and Services Administration (HRSA) Bureau of Primary Health Care (BPHC) to improve existing and potential FQHCs' administrative, operational, and clinical outcomes through the provision of coordinated, collaborative TTA. NACHC seeks experienced and innovative professionals knowledgeable of the Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final Rule as applied to health centers and/or who are familiar with the leadership and operational needs of health centers to prepare for and manage emergencies, especially those caused by climate-fueled natural disasters.

RFP Services Desired

As part of NACHC's portfolio of services offered through its National Training and Technical Assistance Program (NTTAP) funded by HRSA, NACHC seeks qualified organizations and/or individuals to serve as emergency management, emergency preparedness, and climate resilience faculty.

Through this RFP, NACHC seeks to develop a diverse and expansive list of faculty, advisors, and experts. Selected vendor(s) will work in close coordination with the NACHC staff lead/team to develop and deliver virtual, hybrid, or in-person workshop sessions as part of NACHC's emergency management and climate resilience trainings and/or provide direct technical assistance to health centers or other stakeholders as identified by the NACHC lead/team. Subject matter experts and trainers should have a thorough understanding of the Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final Rule, and/or be knowledgeable of the environmental health and climate change implications underscored in Section 330 of the Public Health Service Act, and/or have experience in providing technical assistance in emergency management, emergency preparedness, or climate resilience.

NACHC's emergency management, emergency preparedness, and climate resilience training programs target the essential workforce competencies and tools that health center leaders need to play a critical role in providing continuity of care to support communities during and after natural or man-made emergencies, as well as emergent or established public health emergencies, like those caused by a changing climate. Educational events, resources, and technical assistance are offered on a broad range of relevant and timely topics. All TTA programs are responsive to the stated training needs of health centers and their partners at the state and regional levels.

The objectives for NACHC's emergency management, emergency preparedness, and climate resilience trainings are to:

- Identify the risks to health center operations and patient health from natural/climate and man-made emergencies
- Design patient-centered management plans for operations and clinical care during and after emergencies and climate change related events
- Build health centers' abilities to play a critical role in providing continuity of care during and after natural or man-made emergencies and adapt/become more resilient to a changing climate
- Apply principles of crisis leadership and communication during natural/climate and man-made emergencies

NACHC's emergency management, emergency preparedness, and climate resilience trainings will occur between July 2023 to June 2024. Vendor deliverables include the development and delivery of tailored sessions and stand-alone training events. Training events will include interactive presentations that may require vendor(s) to provide supporting resources (i.e., case studies, operational tools, assessments, etc.). NACHC is responsible for content planning and will develop trainings in partnership with the selected vendor(s). In addition, NACHC staff will be on-site/online to assist with the overall delivery of all trainings, virtual, hybrid, or in-person.

Time Period

The period for services is December 22, 2023, through June 30, 2024. Vendor(s) may be retained for a multi-year period of service through (June 30, 2026), based upon successful performance during the period of initial service (contract year ending June 30, 2024) and ongoing availability of funds.

Funding & Budget Information

Probable Funding Sources: Federal, corporate, foundation, and other funding sources. Funding sources may affect requirements for budgets and deliverables.

Vendor(s) are asked to provide the hourly and/or daily rates of the vendor or vendor team for a standard training and technical assistance project. NACHC understands that this may vary upon formal project identification and will negotiate final budget terms with a selected project vendor at the time of the contract. If working in a team, an estimated hours/daily rate of the team is sufficient if all team members have been outlined in the Resume section. Further, direct costs must include the daily and hourly rates for all expert(s) and staff engaged in work. Rates should reflect the overall cost rate, including any fringe, overhead, and/or general & administrative expense (G&A) if required.

Vendors will be asked to provide a comprehensive budget based on the ideal methodology and process used to meet the desired services, scope of work, and deliverables upon request for a proposal of a specific training engagement. All costs must be itemized into the appropriate budget categories (i.e., direct cost, indirect cost, materials, travel, etc.) at that time. Budget negotiations may occur.

Scope of Work & Deliverables
Organizations or individuals submitting responses to this RFP may apply for single or multiple training content areas described below.

Training Content Areas: Emergency Management/Preparedness and/or Climate Change Resilience
Scope of Work: Under this content area, selected vendor(s) will support NACHC in developing trainings that improves health centers' resilience, enhances continuity of care, and protects patients' health before, during and after emergencies and climate events. The vendor(s) responsibilities may include the co-creation of training based on adult learning principles and co-learning between health center participants that aid in understanding emergency preparedness, management, and climate change resilience processes and practices.

Deliverables: Under this content area, NACHC will develop and deploy four national audience sessions and one learning collaborative. Each of these sessions/learning collaborative modules will be between 60-120 minutes. In addition, resources such as case studies, toolkits, or capstone projects may be developed to complement learning modules, ensuring application and retention.
- Emergency management/preparedness content for national audience sessions: Through these sessions, health centers will learn to prevent and address issues related to continuity of care and patient safety during emergencies.
- Learning Collaborative: NACHC will create and facilitate opportunities for health center representatives to engage in at least 4 learning collaborative modules with other health centers to better understand the impacts of a changing climate and how to best prepare for extreme weather or other climate events. Sessions will focus on climate resilience and preparedness resources, practices, and tools that participants will leverage at their health centers.

| Emergency Management/Preparedness Content for National Audience Sessions (e.g., conference sessions, webinars, etc.) | As part of the emergency management/preparedness national audience learning sessions, NACHC offers sessions on topics that could include but would not be limited to:
• CMS Emergency Preparedness Rule
• Emergency preparedness planning
• Addressing health center hazards/vulnerabilities
• Working with Health Care Coalitions
• Post-disaster recovery
• Additional considerations:
    ○ Supply chain |

Climate Resilience Learning Collaborative	As part of the climate resilience learning collaborative, NACHC offers at least four modules with a group of health centers on topics that could include but would not be limited to: • Climate change and extreme weather impacts on health centers and their patients • Climate resilience and preparedness resources and tools • Implications of/ preparation for total power loss due to climate/weather events • Patient empanelment or use of Electronic Medical Records to identify those most impacted by climate-fueled events • Patient alerts/warnings • Leadership and communication during climate emergencies • Caring for the care team- mental health resources and support for care team members during climate change events • Additional considerations: ◦ Particular geographies or specific populations (e.g. hurricanes in southeastern states, outdoor workers)

Information Requested

Proposals must be submitted using NACHC's web-based portal by **November 21, 2023.** Incomplete proposals will not be considered. NACHC will notify all applicants on or around **December 15, 2023**.

> **Online Submission Portal:**
> Faculty and Advisors for NACHC's Emergency Management, Emergency Preparedness, and Climate Change Resilience Trainings and Technical Assistance
>
> [Application Submission](#)

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

• Point of Contact Information
• Name / Description of Organization or Consultant experience
• Capability Statement
• Resume(s)
• Evidence of Work & References
• Project Workplan Approach
• Proposed Budget
• Signed Statement (see below)

Please note, this RFP is not for a specific training event that is already planned in terms of date, location, modality, duration, etc. Upon submission of a complete application, NACHC's review team will evaluate the applicant's qualifications in response to this RFP. Determining "qualified" enables a vendor(s) to engage in procurement opportunities for future scheduled events.

ATTESTATION

By my electronic signature, I certify that this Proposal reflects my best estimate of the organization's capability 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.

Evaluation Criteria

Rating Domain	Application Selection Criteria **To earn full points in each domain, the applicant must demonstrate:**	Points
Evidence of Work & References	Evidence of work must align with the project described in this RFP and demonstrate the ability to deliver technical skills as a subject matter expert (SME) within the specified content area. In addition, an understanding of adult learning needs and content knowledge should be evident where appropriate. Evidence of work must include the following: Work samples required in this RFP include: • Sample curriculum and/or presentation(s) for a 75-minute and 1-2 day training program, supplementary training product(s), and/or publications developed and delivered by vendor demonstrating an understanding of the specific SME area(s), as described in this RFP. Page Limit: 10 pages per training content area References required in this RFP include the following: • Past client evaluations, reference letters, and/or testimonials demonstrating quantitative and/or qualitative feedback from at least two audiences, clients, or engagements occurring within the past two years of the RFP application date. Page Limit: 5 pages per training content area	25
Project Workplan	The vendor should fully explain their approach to developing a project work plan, such as their use of (not limited to) a process followed for project development, a schedule of activities that describes how the vendor will achieve the scope of work, measurement/evaluation, or other details that outline how the vendor approaches their project work. Vendors may choose to use a specific project example to demonstrate their approach.	25
Proposed Budget	The budget proposal should include the hourly and/or daily rates of the vendor or vendor team for a standard training and technical assistance project. A vendor should consider providing a sample budget for a 75-minute and a 1-2 day training development and delivery project. NACHC understands that this may vary upon formal project identification and will negotiate final budget terms with a selected project vendor at the time of the contract. If working in a team, an estimated hours/daily rate of the team is sufficient if all team members have been outlined in the Resume section. Further, direct costs must include the daily and hourly rates for all expert(s) and staff engaged in work. Rates should reflect the	20

	overall cost rate, including any fringe, overhead, and/or general & administrative expense (G&A) if required.	
Capability Statement	Provide a brief document highlighting your ability to deliver technical skills and/or subject matter expertise. Please ensure that the Statement includes your ability to work with others and collaborate. Page Limit for Capability Statement: 2 pages	15
Resume(s)	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. • Page Limit for Resume(s)/CV(s): 2 pages per key expert/staff	15
Total		100

Scoring Matrix

a. NACHC's review team will assign scores on a scale of zero (0) to five (5) where the end and midpoints are defined as follows:

Score	Description	Discussion
0	No Value	The Response does not address any component of the requirement, or no information was provided.
1-2	Below Average	The Response only minimally addresses the requirement and the Bidders ability to comply with the requirement or simply has restated the requirement.
3	Average	The Response shows an acceptable understanding or experience with the requirement. Sufficient detail to be considered "as meeting minimum requirements".
4-5	Above Average	The Response is thorough and complete and demonstrates firm understanding of concepts and requirements.

b. A score of zero (0) on any scored requirement may cause the entire application to be eliminated from further consideration.

c. Application scores will be calculated by multiplying the average (mean) score assigned by the review committee members by the weight assigned to each scored element: Average Score x Weight = Points Awarded