



Request for Proposals (RFP)

Project Title: Language Translation Services for Revised Protocol for Responding to & Assessing Patients' Assets, Risks & Experience (PRAPARE®) Screening Tool

RFP Released: December 6, 2023

Proposals Due: January 19, 2024

*Questions on the RFP must be received by **January 11, 2024**, for the NACHC SDOH team to internally review and post responses by January 15, 2024.*

Point of Contact

Cydnee Parsley, Deputy Director, Social Drivers of Health (cparsley@nachc.org)

Organization Overview

The [National Association of Community Health Centers](#) (NACHC) is a national membership organization supporting federally qualified health centers (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.

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 advancing health equity at health centers across the country.
- Develops partnerships with the public and private sectors to build stronger and healthier communities.

Purpose

Through this Request for Proposal (RFP), NACHC is seeking a vendor to translate the revised **Protocol for Responding to & Assessing Patients' Assets, Risks & Experience** (PRAPARE®) screening tool into 32 languages.

Background

PRAPARE® is a nationally recognized and standardized patient social risk assessment tool that is evidence-based and stakeholder-driven. PRAPARE® contains measures on 26 social drivers of health (SDOH) that align with national initiatives, including the standardized codification sets under ICD-10, LOINC (Logical Observation Identifiers Names and Codes) and the Uniform Data System (UDS). PRAPARE®, when paired with the [Implementation and Action Toolkit](#), empowers users to leverage data to improve health equity at the individual, community, and systems levels.

The revised PRAPARE® tool [[Appendix A](#)] contains additional domains and questions added for the purpose of not only expanding the scope of needs, but also the assets of the communities to show the strengths they have within themselves and together.

Previous PRAPARE® translations: By 2019, the original PRAPARE® tool was translated into all 32 languages as requested in this RFP. The [methodology for translation](#) summarizes the approach to the original translations. Additionally, the original PRAPARE® translations can be viewed on the [PRAPARE® website](#).

Time Period

The period for the initial translation services is **January 29, 2024**, through **March 29, 2024**. Vendor(s) may be retained for additional translation services after the contract period if agreed upon by all parties and based upon successful performance during the period of initial service and ongoing availability of funds.

Scope of Work and Deliverables

Selected vendor will collaborate closely with the NACHC SDOH team on all activity tasks. We expect to have an initial kick-off conference call on Monday, January 29, 2024. Bi-weekly check-in calls may be needed as the project proceeds, but the selected vendor should be prepared to answer questions by email.

Project needs to be considered in completing this scope of work are described below:

Adequate Translation: The PRAPARE® screening tool is implemented in Community Health Centers with diverse patient populations. Accuracy, cultural appropriateness, and ease of understanding should be considered in the translation of the revised PRAPARE® tool.

Additional Field Testing: The PRAPARE® team considers the development of the tool translations as an iterative process. Therefore, the vendor should be prepared to make modifications to the translations based on stakeholder feedback.

Activity tasks and deliverables:

- 1. Translation:** For each language, the revised [PRAPARE® assessment tool](#) should be translated, edited, and proofread by three different professionally vetted, and trained linguists. Languages for translation (in alphabetical order):

Arabic	Farsi	Karen	Russian
Bengali	French	Lao	Spanish
Bosnian	German	Khmer	Somali
Burmese	Haitian Creole	Korean	Swahili
Chinese (Traditional)	Hakha Chin	Marshallese	Tongan
Chinese (Simplified)	Hindi	Nepali	Uzbek
Chuukese	Hmong	Pashto	Vietnamese
Dari	Karenni	Portuguese	Tagalog

- 2. Revision/Editing and Finalization:** The Vendor will work with their translators to make revisions based on stakeholder feedback received by the PRAPARE® team.

Note: Each activity task may have several iterations of review revisions between NACHC and the vendor. Final approval and listed date ranges are subject to change based on the final work plan developed between the selected vendor and NACHC.

Vendor Requirements

Organizations should meet the following qualifications to be considered:

- At least three years of full-time professional translation experience
- Completed a university degree (BA or MA) or equivalent industry experience.
- Accreditation by at least one related professional organization, such as the ATA, Federal and District Courts, State Department, the United Nations, or professional translation organizations in their native country
- Members of official translation and localization organizations

Additional considerations: Breadth of language capability of the vendor to facilitate uniformity and feasibility of translation.

Note: Vendors must include Human Translation in their approach. Vendors who utilize Machine or AI (Artificial Intelligence) Translation will be considered only if these are used as supplemental translation tools and not the primary source of translation. Use of Machine or AI Translation tools should be disclosed in the application if applicable.

Funding & Budget Information

Funding: Health Resources Service Administration (HRSA)

Vendor(s) must provide a comprehensive budget based on the ideal methodology and process used to meet the desired services, scope of work and deliverables. All costs must be itemized into the appropriate budget categories and must directly relate to the project activities described in the RFP. Budget negotiations may occur.

Information Requested

Applications should be submitted as a PDF document with the applicant's name and date of submission in the file name. The application narrative should be no more than 5 pages (11-point font, 1-inch margins, 1.5 space lines) describing understanding of the project needs and strategies for achieving the project tasks and deliverables. [Appendix C](#). (Attestation Statement) should be signed and submitted along with the completed application.

Applications should be emailed as attachments to Cydnee Parsley, Deputy Director, SODH, cparsley@nachc.org by **January 19, 2024, 11:59 pm PT (i.e., January 20, 2024, 2:59 am ET)**

If NACHC selects your proposal, you will be notified no later than **COB January 26, 2024**. 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.
2. Bidders must submit at least two projects/ examples that are similar to this project as part of their response. 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. This will not count towards the 5-page limit.
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. This will not count towards the 5-page limit.

Selection Criteria

Selection will be made based on:

1. Clear understanding of project objectives, responsiveness to tasks/deliverable timelines, and a proposed workflow and plan that is clear, manageable, and achievable.
2. Past experience
3. Budget Narrative and Total cost
4. Aesthetics and layout of project samples
5. Proven ability to meet deadlines (use previous experience examples)
6. Other factors relevant to deliverables

A complete list of the evaluation criteria and scoring can be found in [Appendix B](#).

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

Appendix A. Revised PRAPARE® Screening Tool Page 1/3



Revised as of October 15, 2023

Personal Characteristics															
<p>1. How would you describe yourself? If more than one race, check all that apply.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Asian</td> <td style="width: 50%; padding: 2px;">Native Hawaiian</td> </tr> <tr> <td style="padding: 2px;">Pacific Islander</td> <td style="padding: 2px;">Black/African American</td> </tr> <tr> <td style="padding: 2px;">White</td> <td style="padding: 2px;">American Indian/Alaskan Native</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Other (please write):</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	Asian	Native Hawaiian	Pacific Islander	Black/African American	White	American Indian/Alaskan Native	Other (please write):		I choose not to answer this question		<p>6. Have you served in the United States military, armed forces or unformed services? <i>This includes Air Force, Army, Coast Guard, Marines, Navy, National Guard, or Reserves or the US Public Health Service (PHS) and National Oceanic and Atmospheric Administration (NOAA).</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Yes</td> <td style="width: 50%; padding: 2px;">No</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	Yes	No	I choose not to answer this question	
Asian	Native Hawaiian														
Pacific Islander	Black/African American														
White	American Indian/Alaskan Native														
Other (please write):															
I choose not to answer this question															
Yes	No														
I choose not to answer this question															
<p>2. Are you Hispanic or Latino?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Yes</td> <td style="width: 33%; padding: 2px;">No</td> <td style="width: 34%; padding: 2px;">Other (please write):</td> </tr> <tr> <td colspan="3" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	Yes	No	Other (please write):	I choose not to answer this question			<p>7. What language are you most comfortable speaking?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">English</td> <td style="width: 50%; padding: 2px;">Language other than English (write in language)</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	English	Language other than English (write in language)	I choose not to answer this question					
Yes	No	Other (please write):													
I choose not to answer this question															
English	Language other than English (write in language)														
I choose not to answer this question															
<p>3. Do you think of yourself as (check one):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Lesbian or Gay</td> <td style="width: 50%; padding: 2px;">Straight or Heterosexual</td> </tr> <tr> <td style="padding: 2px;">Bisexual</td> <td style="padding: 2px;">Queer</td> </tr> <tr> <td style="padding: 2px;">Pansexual</td> <td style="padding: 2px;">Something else (please write)</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Don't Know</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	Lesbian or Gay	Straight or Heterosexual	Bisexual	Queer	Pansexual	Something else (please write)	Don't Know		I choose not to answer this question		<p>Family & Home</p> <p>8. How many family members, including yourself, do you currently live with?</p> <p style="text-align: center;">_____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	I choose not to answer this question			
Lesbian or Gay	Straight or Heterosexual														
Bisexual	Queer														
Pansexual	Something else (please write)														
Don't Know															
I choose not to answer this question															
I choose not to answer this question															
<p>4. What is your current gender identity? (Check all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Female/woman/girl</td> <td style="width: 50%; padding: 2px;">Male/man/boy</td> </tr> <tr> <td style="padding: 2px;">Nonbinary, genderqueer, or not exclusively female or male</td> <td style="padding: 2px;">Transgender girl/woman/female</td> </tr> <tr> <td style="padding: 2px;">Transgender boy/man/male</td> <td style="padding: 2px;">Another gender (please write)</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Don't know</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	Female/woman/girl	Male/man/boy	Nonbinary, genderqueer, or not exclusively female or male	Transgender girl/woman/female	Transgender boy/man/male	Another gender (please write)	Don't know		I choose not to answer this question		<p>9. What is your living situation today?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">I have a steady place to live</td> </tr> <tr> <td style="padding: 2px;">I do not have a steady place to live</td> </tr> <tr> <td style="padding: 2px;">I have a place to live today, but I am worried about losing it in the future</td> </tr> <tr> <td style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	I have a steady place to live	I do not have a steady place to live	I have a place to live today, but I am worried about losing it in the future	I choose not to answer this question
Female/woman/girl	Male/man/boy														
Nonbinary, genderqueer, or not exclusively female or male	Transgender girl/woman/female														
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Don't know															
I choose not to answer this question															
I have a steady place to live															
I do not have a steady place to live															
I have a place to live today, but I am worried about losing it in the future															
I choose not to answer this question															
<p>5. At any point in the past 2 years, has seasonal or migrant farm work been your or your family's main source of income?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Yes</td> <td style="width: 50%; padding: 2px;">No</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	Yes	No	I choose not to answer this question		<p>10. What address can you be reached at?</p> <p>Street: _____</p> <p>City, State: _____</p> <p>Zip code: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	I choose not to answer this question									
Yes	No														
I choose not to answer this question															
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Appendix A Cont. Revised PRAPARE® Screening Tool Page 2/3



Revised as of October 15, 2023

<p>11. Think about the place where you live. Do you have any problems with the following? (Check all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Pests</td> <td style="width: 50%; padding: 2px;">Mold</td> </tr> <tr> <td style="padding: 2px;">Lead paint or pipes</td> <td style="padding: 2px;">Inadequate or no heat</td> </tr> <tr> <td style="padding: 2px;">Oven/Stove not working</td> <td style="padding: 2px;">No/not working smoke detectors</td> </tr> <tr> <td style="padding: 2px;">Water leaks</td> <td style="padding: 2px;">Inadequate or no air conditioning</td> </tr> <tr> <td style="padding: 2px;">Electricity</td> <td style="padding: 2px;">Refrigerator</td> </tr> <tr> <td style="padding: 2px;">Other (Please specify)</td> <td style="padding: 2px;">I am not sure</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table> <p>Money & Resources</p> <p>12. What is the highest level of school that you have finished?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Less than high school degree</td> <td style="width: 50%; padding: 2px;">High school diploma or GED</td> </tr> <tr> <td colspan="2" style="padding: 2px;">More than high school</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table> <p>13. What is your current work situation?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Unemployed</td> <td style="width: 33%; padding: 2px;">Part-time or temporary work</td> <td style="width: 33%; padding: 2px;">Full-time work</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Otherwise unemployed but not seeking work (ex: student, retired, disabled, unpaid primary caregiver) Please write: _____</td> </tr> <tr> <td colspan="3" style="padding: 2px;">I choose not to answer this question</td> </tr> </table> <p>14. What is your main insurance?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">None/uninsured</td> <td style="width: 50%; padding: 2px;">Medicaid</td> </tr> <tr> <td style="padding: 2px;">CHIP Medicaid</td> <td style="padding: 2px;">Medicare</td> </tr> <tr> <td style="padding: 2px;">Other public insurance (not CHIP)</td> <td style="padding: 2px;">Other public insurance (CHIP)</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Private Insurance</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	Pests	Mold	Lead paint or pipes	Inadequate or no heat	Oven/Stove not working	No/not working smoke detectors	Water leaks	Inadequate or no air conditioning	Electricity	Refrigerator	Other (Please specify)	I am not sure	I choose not to answer this question		Less than high school degree	High school diploma or GED	More than high school		I choose not to answer this question		Unemployed	Part-time or temporary work	Full-time work	Otherwise unemployed but not seeking work (ex: student, retired, disabled, unpaid primary caregiver) Please write: _____			I choose not to answer this question			None/uninsured	Medicaid	CHIP Medicaid	Medicare	Other public insurance (not CHIP)	Other public insurance (CHIP)	Private Insurance		I choose not to answer this question		<p>15. During the past year, what was the total combined income for you and the family members you live with? <i>This information will help determine if you are eligible for any benefits.</i></p> <p align="center">_____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">I choose not to answer this question</td> </tr> </table> <p>16. In the past year, have you or any family members you live with been unable to get any of the following when it was really needed? (Check all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Yes</td> <td style="width: 5%;">No</td> <td style="width: 20%;">Food</td> <td style="width: 5%;">Yes</td> <td style="width: 5%;">No</td> <td style="width: 40%;">Clothing</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Utilities</td> <td>Yes</td> <td>No</td> <td>Child care</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Phone</td> <td>Yes</td> <td>No</td> <td>Other (please write):</td> </tr> <tr> <td>Yes</td> <td>No</td> <td colspan="4">Medicine or any health care (medical, dental, mental health, vision)</td> </tr> <tr> <td colspan="6" style="padding: 2px;">I choose not to answer this question</td> </tr> </table> <p>17. Has lack of transportation kept you from medical appointments, meetings, work, or from getting things needed for daily living? (Check all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 95%;">Yes, it has kept me from medical appointments or from getting my medications</td> </tr> <tr> <td></td> <td>Yes, it has kept me from non-medical meetings, appointments, work, or from getting things that I need</td> </tr> <tr> <td></td> <td>No</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table> <p>Social and Emotional Health</p> <p>18. How often do you see or talk to people that you care about and feel close to? (For example: talking to friends on the phone, visiting friends or family, going to church or club meeting)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Less than once a week</td> <td style="width: 50%; padding: 2px;">1 or 2 times a week</td> </tr> <tr> <td style="padding: 2px;">3 to 5 times a week</td> <td style="padding: 2px;">6 or more times a week</td> </tr> <tr> <td colspan="2" style="padding: 2px;">I choose not to answer this question</td> </tr> </table>	I choose not to answer this question	Yes	No	Food	Yes	No	Clothing	Yes	No	Utilities	Yes	No	Child care	Yes	No	Phone	Yes	No	Other (please write):	Yes	No	Medicine or any health care (medical, dental, mental health, vision)				I choose not to answer this question							Yes, it has kept me from medical appointments or from getting my medications		Yes, it has kept me from non-medical meetings, appointments, work, or from getting things that I need		No	I choose not to answer this question		Less than once a week	1 or 2 times a week	3 to 5 times a week	6 or more times a week	I choose not to answer this question	
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NACHC RFP: Language Translation Services for Revised Protocol for Responding to & Assessing Patients' Assets, Risks & Experience (PRAPARE®) Screening Tool

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Revised as of October 15, 2023

<p>19. Stress is when someone feels tense, nervous, anxious, or can't sleep at night because their mind is troubled. How stressed are you?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Not at all</td> <td style="width: 50%; text-align: center;">A little bit</td> </tr> <tr> <td style="text-align: center;">Somewhat</td> <td style="text-align: center;">Quite a bit</td> </tr> <tr> <td style="text-align: center;">Very much</td> <td style="text-align: center;">I choose not to answer this Question</td> </tr> </table> <p>20. In the last year, has anyone ever made you feel trapped, controlled, afraid, tried to hurt you, or made you do something sexual/illegal/immoral you did not want to do?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Yes</td> <td style="width: 33%; text-align: center;">No</td> <td style="width: 33%; text-align: center;">Unsure</td> </tr> <tr> <td colspan="3" style="text-align: center;">I choose not to answer this question</td> </tr> </table> <p>Optional Questions</p> <p>21. Have you spent more than 2 nights in a row in a jail, prison, detention center, or juvenile correctional facility? (Check all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Yes, in the past year</td> <td style="width: 33%; text-align: center;">Yes, over a year ago</td> <td style="width: 33%; text-align: center;">No</td> </tr> <tr> <td colspan="3" style="text-align: center;">I choose not to answer this question</td> </tr> </table> <p>22. Are you a refugee?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Yes</td> <td style="width: 33%; text-align: center;">No</td> <td style="width: 33%; text-align: center;">I choose not to answer this question</td> </tr> </table> <p>23. Do you feel physically and emotionally safe where you currently live?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Yes</td> <td style="width: 33%; text-align: center;">No</td> <td style="width: 33%; text-align: center;">Unsure</td> </tr> <tr> <td colspan="3" style="text-align: center;">I choose not to answer this question</td> </tr> </table> <p>If you answered "No" to Q23, please answer the following: Have you been afraid of your partner or ex-partner in the past year?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Yes</td> <td style="width: 33%; text-align: center;">No</td> <td style="width: 33%; text-align: center;">Unsure</td> </tr> <tr> <td colspan="3" style="text-align: center;">I have not had a partner in the past year</td> </tr> </table>	Not at all	A little bit	Somewhat	Quite a bit	Very much	I choose not to answer this Question	Yes	No	Unsure	I choose not to answer this question			Yes, in the past year	Yes, over a year ago	No	I choose not to answer this question			Yes	No	I choose not to answer this question	Yes	No	Unsure	I choose not to answer this question			Yes	No	Unsure	I have not had a partner in the past year			<p>24. Do you have access to the internet? (Check one)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">All of the time</td></tr> <tr><td style="text-align: center;">Most of the time</td></tr> <tr><td style="text-align: center;">Sometimes</td></tr> <tr><td style="text-align: center;">Rarely</td></tr> <tr><td style="text-align: center;">Never</td></tr> <tr><td style="text-align: center;">I choose not to answer this question</td></tr> </table> <p>25. How comfortable are you with using your computer or phone for a video visit with your care team? (Check one)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">I am able to do video visits, and would like to</td> <td style="width: 50%; text-align: center;">I am able to do video visits, but prefer not to</td> </tr> <tr> <td style="text-align: center;">I am not able to do video visits, but would like to</td> <td style="text-align: center;">I am not able to do video visits, and prefer not to</td> </tr> <tr> <td colspan="2" style="text-align: center;">I choose not to answer this question</td> </tr> </table> <p>26. Which of the following should we know about you before we provide care? (Check all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Health beliefs</td></tr> <tr><td style="text-align: center;">Cultural preferences</td></tr> <tr><td style="text-align: center;">Religious beliefs</td></tr> <tr><td style="text-align: center;">Spiritual beliefs</td></tr> <tr><td style="text-align: center;">Food restrictions</td></tr> <tr><td style="text-align: center;">Caregiving status</td></tr> <tr><td style="text-align: center;">Other (please write):</td></tr> <tr><td style="text-align: center;">I choose not to answer this question</td></tr> </table>	All of the time	Most of the time	Sometimes	Rarely	Never	I choose not to answer this question	I am able to do video visits, and would like to	I am able to do video visits, but prefer not to	I am not able to do video visits, but would like to	I am not able to do video visits, and prefer not to	I choose not to answer this question		Health beliefs	Cultural preferences	Religious beliefs	Spiritual beliefs	Food restrictions	Caregiving status	Other (please write):	I choose not to answer this question
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Do not Distribute. For reference in accordance with RFP: Language Translation Services for Revised Protocol for Responding to & Assessing Patients' Assets, Risks & Experience (PRAPARE®) Screening Tool.

NACHC RFP: Language Translation Services for Revised Protocol for Responding to & Assessing Patients' Assets, Risks & Experience (PRAPARE®) Screening Tool

Appendix B. Evaluation Criteria

Rating Factor	Application Selection Criteria To earn full points in each domain, the applicant must demonstrate:	Points
Capability Statement	<p>Capability statement gives background on the bidder and demonstrates ability to deliver technical skills and/or subject matter expertise.</p> <p>Please ensure the statement addresses the following:</p> <ul style="list-style-type: none"> • Brief description of the organization. • State project number(s) for the proposed scope of work. • Specific subject matter expertise applicable to the proposed scope of work. • Ability to work with others and collaborate. • The bidder’s established partnerships and relationships that will aid in the proposed scope of work. • A narrative description of the project approach. 	10
Justice, Equity, Diversity, & Inclusion (JEDI) Capability Statement	<p>Capability statement demonstrates experience and ability to deliver technical skills and/or subject matter expertise consistent with justice, equity, diversity, and inclusion (JEDI) principles.</p>	10
Workplan, Project Milestones, & Proposed Timeline	<p>A well-formulated and thorough workplan and timeline of project milestones demonstrates the ability to deliver technical skills and/or subject matter expertise of proposed scope of work.</p> <p>Please ensure the workplan, project milestones, and proposed timeline are:</p> <ul style="list-style-type: none"> • Clear and consistent with guidelines listed in the RFP. • The information can include but is not limited to narrative form. 	10
Budget Justification	<p>Reasonableness of proposed budget for the scope of work. Reasonableness is assessed based on market or industry standards and in consideration of the not-for-profit status of health centers and NACHC.</p> <p>Please ensure to include:</p> <ul style="list-style-type: none"> • Daily and hourly rates for all experts and staff that may be involved in the scope of work. The rates should reflect overall cost rate inclusive of 	10

	any fringe, overhead, and/or general & administrative (G&A) expense, if required. Please ensure costs are delineated as appropriate and by task.	
Experience & Education	Resume(s)/CV(s) of expert(s)/staff clearly show tenure, professional experience, and/or education that reflects knowledge and ability in content expertise.	10
Work Samples & Evaluation/ Documentation of Success	<p>Evidence of successful and effective outcomes in the proposed content area(s) to the targeted audience(s) (as appropriate).</p> <ul style="list-style-type: none"> • Work Sample(s) should demonstrate evidence of successful analysis, design, and implementation in topic areas listed in proposed scope of work. • Include at least 2 program evaluations or documentation demonstrating a record of accomplishment of proven success with clients. 	10
	Total	60

Appendix C. Attestation Statement

By my signature below, I hereby certify that this Proposal reflects my best estimate of the capability of the 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: