

Request for Proposals (RFP):

Project Title: 2023 UDS - Congressional and State Map Fact Sheets

RFP Released: September 1, 2024
Questions Due: September 10, 2024
Proposals Due: September 30, 2024

Contact Information

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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.

RFP Services Desired

NACHC aims to create updated map-based fact sheets using the 2024 Uniform Data System (UDS) data (2023 reporting year). These fact sheets fall into two series:

- 119th House Congressional Districts: These fact sheets focus on health centers within specific congressional districts.
- State, Territory, or Country Boundaries: These fact sheets provide data at a broader level, covering health centers across entire states, territories, or countries.

Stakeholders use these fact sheets to advance the Community Health Center (CHC) movement. NACHC primarily relies on them when communicating with members of Congress to emphasize the importance of CHCs in providing essential health care services.

Time Period & Budget

Time period for tasks and services is October 1, 2024 – January 31, 2025, with a budget not to exceed \$13,000. Fact sheet creation will be done in batches to allow the project team time for accuracy checks and revision requests, anticipated delivery timeframes are listed below.

Task

Fact Sheet design proofs sent to NACHC for review
1st Batch of fact sheets delivered to NACHC for accuracy review
Final Batch of fact sheets delivered to NACHC for accuracy review

Timing

October 25, 2024
November 15, 2024
December 20, 2024

Scope of Work and Deliverables

This RFP seeks bids to create updated map-based fact sheet sets for 1) all the 119th congressional districts and 2) each state, DC, US territory, and U.S. Affiliated Pacific Islands (USAPI).

The project team will provide relevant information from the National Health Center Program Uniform Data System (UDS) from the 2023 reporting year. The fact sheets should be visually similar to previous series (see examples below) and conform to NACHC's style guide.

Congressional District Map Fact Sheets

441 Total Fact Sheets (435 voting members and 6 non-voting members)

The fact sheets should contain:

- Representative's Full Name
- Number of federally funded CHC organizations
- Total amount of federal investment
- Number of patients served
- Total number of delivery sites
- Map of the district showing the delivery sites color coded by organization

Below are example Congressional district map fact sheets

- [AL District 1](#)
- [AK District At-Large](#)
- [US VI District At-Large](#)

State, Territories, and USAPI Map Fact Sheets

- 50 US States + Washington DC
- 5 US Territories
 - American Samoa, Guam, Northern Mariana Islands, Puerto Rico, United States Virgin Islands
- U.S. Affiliated Pacific Islands (USAPI) countries with HRSA funded Health Centers

The fact sheets should contain:

- Number of federally funded delivery sites
- Number of federally funded CHC organizations
- Total amount of federal investment
- Number of patients served
- Percent of patients who are uninsured
- Percent of patients who have Medicaid insurance
- Map of the state showing all the delivery sites

Below are example fact sheets

- [Alabama State Map](#)
- [Alaska State Map](#)
- [Puerto Rico Map](#)

Information Requested

Proposals must be submitted to NACHC by September 30, 2024, Midnight PT. Incomplete proposals will not be considered. NACHC will notify all applicants on or around October 11, 2024.

Submission Instructions:

Email all proposal materials as PDF attachments to research@nachc.org by the deadline above.

Proposals must contain the items below, which are evaluated based on the specific criteria outlined in the Evaluation table below. Upon submission of a complete application, NACHC's review team will evaluate the applicant's qualifications in response to this RFP.

1. Point of Contact Information
2. Name / Description of Organization
3. Capability Statement
4. Resume(s)
5. Evidence of Work & References
6. Project Workplan
7. Proposed Budget
8. Signed Attestation 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.

By signing below, I certify that the information provided in the application is true and accurate.

Print Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

Evaluation Criteria

Rating Domain	Application Selection Criteria To earn full points in each domain, the applicant must demonstrate:	Weight Points
Evidence of Work & References	Evidence of work must align with the project described in this RFP and demonstrate the ability to 1) generate maps using congressional district, state, and country boundaries and 2) create fact sheets highlighting maps. Page Limit for Evidence of Work, excluding references: 4 pages	30
Capability Statement	Provide a brief document highlighting your company's ability to complete the tasks described in the RFP Page Limit for Capability Statement: 2 pages	25
Proposed Budget	The budget proposal must provide detailed costs for the project as described in this RFP. (No page limit.)	20
Project Workplan	The workplan must provide a schedule of activities that describes how the vendor will achieve the scope of work, and deliverables outlined in this RFP. The workplan should include activities, outputs, and a timeline. The project timeline must visually represent the chronology of works for the Scope of Work and Deliverables, placing the key points of the project (milestones) on a timescale. Page limit for Project Workplan: 2 pages	20
Resume(s)	Resume(s)/CV(s) of individual(s) that clearly reflects skills and knowledge needed to complete the project described in this RFP. Page Limit for Resume(s)/CV(s): 2 pages per key expert/staff	5
Total		100

Scoring Matrix

- a. Review team members 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