



## Request for Proposals (RFP):

Research Strategy Subject Matter Expertise:  
Health Center Board Research Strategy

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**RFP Released:** January 3, 2022

**Proposals Due:** January 30, 2022

**Interview of Top Proposals:** February 23 – February 25, 2022

### Points of Contact

Training and Technical Assistance Department, NACHC - Phone (301) 347-0400

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## **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 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 delivery venues, the NACHC TTA Program is highly utilized and well prepared to respond to emerging healthcare delivery issues. Specifically, NACHC maintains a professional cadre of experts 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) provides resource support to NACHC to improve health center operational and clinical outcomes through the provision of coordinated, collaborative TTA.

## **RFP Services Desired**

The COVID-19 pandemic created unprecedented challenges for Federally Qualified Health Centers (FQHCs or “health centers” in this document) and the patient-majority boards that govern them. While health centers and their boards adapted to these challenges, NACHC aims to explore strategies for gathering data to learn more about health center board characteristics, practices, and other relevant data to learn what governance practices health center boards are adopting and to enable the assessment of health center board impact.

Through this Request for Proposal (RFP), NACHC is seeking a subject matter expert to collaborate with NACHC staff in developing a strategy for gathering a national data set of health center board characteristics, practices, and other relevant data to learn what governance practices health center boards are adopting and to enable the assessment of health center board impact.

NACHC is seeking expertise in various forms of research strategy formation; the vendor should also have expertise in research and data collection, as well as data analysis. The vendor should also have some understanding of nonprofit governance and/or health centers.

## **Time Period**

**Time period for services is April 1, 2022 through June 30, 2022.** Vendor(s) may be retained for this multi-year period of service, based upon successful performance during period of initial service (contract year ending June 30, 2022) and on-going availability of funds.

## **Scope of Work and Deliverables**

The selected vendor will work with NACHC staff to develop a strategy for gathering a national data set of health center board characteristics, practices, and other relevant data to learn what governance practices health center boards are adopting and to enable the assessment of health center board impact.

The selected vendor will:

1. Hold meetings with NACHC staff to understand data collection needs as well as historical barriers to data collection. These meetings should also be used to further refine data collection and analysis goals as needed.
2. Conduct a brief inventory of existing “data” related to health center boards (e.g, in academic literature).
3. Conduct a brief assessment of other board governance surveys (e.g., by American Hospital Association National Health Care Governance Survey, BoardSource Leading with Intent, etc.) to capture methodologies already employed in the governance field.
4. Propose a strategy that NACHC can employ to establish a national data set of health center board characteristics, practices, and other relevant data to learn what governance practices health center boards are adopting and to enable the assessment of health center board impact. The proposed strategy should address how to handle data collection barriers and leverage good practices from other nonprofit board research and/or academic research. The strategy will be presented to NACHC staff for feedback and refined based on this feedback.
5. Submit a final report outlining the finalized strategy for future implementation.

Note that the actual data collection and analysis will be conducted later. The focus of this scope of work is to develop an overall *strategy* to establish a national data set as outlined above.

### ***Deliverable:***

1. Written strategy that NACHC can leverage for gathering a national data set of health center board characteristics, practices, and other relevant data to learn what governance practices health center boards are adopting and to enable the assessment of health center board impact.

### ***Budget:***

The budget for this work is up to \$10,000. Vendor should submit a budget that reflects initial establishment and the deliverables/timeline noted above in the RFP. If NACHC requires additional, related services, the selected vendor(s) agrees and demonstrates capacity to offer additional hours and served, if needed, via an appropriate contract addendum.

## **Information Requested**

Proposals must be submitted using NACHC's web-based portal by **January 30, 2022, 11:59 pm PT (i.e., January 31, 2:59 am ET)**. Incomplete proposals will not be considered. If your proposal is top-rated, NACHC will schedule a 30-minutes interview with vendor applicant to occur by COB, February 25, 2022. If NACHC selects your proposal, you will be notified no later than March 4, 2022.

Online Submission Portal: [https://nachc.co1.qualtrics.com/jfe/form/SV\\_6Fsuyvh6oeNP98](https://nachc.co1.qualtrics.com/jfe/form/SV_6Fsuyvh6oeNP98)

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**  
Specifically state if you are an independent consultant, if you are applying on behalf of an organization, or if applying as part of a joint proposal with other independent consultants.
- **Education and Experience**  
Resumes/CVs for each expert / staff clearly show tenure, professional experience and/or education that reflects knowledge and ability required in this RFP.
- **Capability Statement**  
Capability statement demonstrates ability to deliver services outlined in the RFP. Specifically indicate qualifications for the work and provide details on how the work would be approached. This should include a timeline for completing the work.
- **Work Sample**  
The work sample should demonstrate prior development of a research strategy, examples of data collection, impact analysis, or include other relevant demonstration of qualifications for this work such as understanding of health centers and/or governing boards.
- **Hourly Rate**  
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 will be required for completion of the scope of work.
- **Budget Narrative**  
Justification of budgetary costs, inclusive or preparation and delivery, is reasonable and in line with market rate of services. Reasonableness is determined by NACHC's non-profit status
- **Signed 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.

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:**

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## Evaluation Criteria

Complete proposals will be evaluated using the criteria below.

Selection Domain	Application Selection Criteria To earn full points in each domain, the applicant must demonstrate:	Points
<b>Experience and Education</b>	Resumes/CVs for each expert / staff clearly show tenure, professional experience and/or education that reflects knowledge and ability required by this RFP.  Page Limit for Resumes/CVs: 2 pages per consultant / expert	25
<b>Capability Statement</b>	Capability statement that demonstrates you/your organization's ability deliver services in the content area identified.  This should include an anticipated timeline for completing the work.  Page Limit for Capability Statement: 4 pages	25
<b>Work Samples</b>	The work sample should demonstrate prior development of a research strategy, examples of data collection, impact analysis, or include other relevant demonstration of qualifications for this work such as understanding of health centers and/or governing boards.  Page Limit for Work Sample: 10 pages	20
<b>Hourly Rate and Budget Narrative</b>	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"> <li>• Hourly Rate should reflect overall cost rate inclusive of any fringe, overhead and/or general &amp; administrative expense (G&amp;A), if required. Please ensure costs are delineated as appropriate using the template categories.</li> </ul> Page Limit of Budget Narrative: 2 pages	25
<b>Completeness of Application</b>	Application materials submitted are clear, complete, and responsive to RFP guidance, including page limits.	5
<b>Total</b>		100