



## **Request for Proposal (RFP)**

### ***Building a Promising Practices Collection of Health Center Workforce Development Pathways Programs***

**RFP Released:** October 10, 2025

**Proposals Due:** October 28, 2025

#### Points of Contact

Subject Matter Inquiries: Gina Capra ([gcapra@nachc.org](mailto:gcapra@nachc.org)) Luis Padilla ([lpadilla@nachc.org](mailto:lpadilla@nachc.org))

Submission Process Inquiries: Latisha Harley ([lharley@nachc.org](mailto:lharley@nachc.org))

## **Organization Overview**

The [National Association of Community Health Centers](https://www.nachc.org/) (NACHC) is a national organization that supports federally qualified health centers and federally qualified health center look-alike organizations (also known as FQHCs or Community Health Centers), expanding healthcare services for the medically underserved and uninsured. Founded in 1971 to promote efficient, high-quality, comprehensive healthcare that is accessible, community-directed, and patient-centered for all, NACHC’s mission and strategic framework continue to guide our values and priorities as an organization representing the national health center movement.

## **Background**

NACHC, working in close collaboration with the national Primary Care Association (PCA) Leadership Council Workforce Committee, seeks a vendor to:

1. Develop a set of common terminology and assessment criteria related to Health Center Workforce Development Pathways and Promising Practices to be utilized for this project.
2. Develop and administer a promising practices assessment and collection tool for use with health centers through the PCAs and NACHC.
3. Provide analysis of findings, recommendations on “spread and scale” and an accessible collection repository that can be updated or maintained by NACHC, PCAs and/or health centers.

Members of NACHC Staff and the PCA Workforce Committee will serve as the Project Advisory Committee. The repository will be owned and maintained by NACHC, on behalf of health centers and program partners, like the PCAs.

## **Time Period**

**The period for services is December 1, 2025 through June 30, 2026.** Vendor(s) may be retained for a multi-year period of service, based upon successful performance during the period of initial service (contract year ending June 30, 2026) and ongoing availability of funds.

## **Budget Information**

NACHC estimated A budget range of \$40,000 - \$60,000 is estimated for this project. The selected 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.

## **RFP Services Desired**

There is a current need for a national inventory and actionable knowledge about effective and replicable workforce development programs and related services. The establishment, maintenance, and ongoing expansion of an up-to-date comprehensive, easily searchable and sufficiently detailed collection of key workforce development promising practices will meet that need. Appropriate collection and assessment tools and resulting repository will promote efficiency and effectiveness based on current or prior efforts, barriers, impacts, and outcomes (i.e. “lessons learned”). More specifically, this project will support the current and future health center workforce to meet patient and community needs.

The information gathered through this project will assist in:

- Providing technical assistance to health centers as they develop and maintain comprehensive and strategic workforce development plans spanning retention, recruitment, training, wellbeing, and other key focus areas.
- Providing training on retention and workforce well-being strategies that can help health centers maintain and support their workforce.
- Operationalizing participation in and partnering with workforce development investment programs to identify and advocate for Local, State, Federal, and philanthropic funding opportunities.
- Creating or expanding community-based workforce development partnerships with technical and vocational training programs and community colleges to advance education and career laddering for local talent working in underserved communities.
- Deepening partnerships with workforce development and career training programs.
- Assisting PCAs in developing and implementing apprenticeship programs at the health centers in their State.

- Influencing the design of loan repayment programs, preceptor incentive programs, and other national, regional, state-based, or local workforce investments to include important health center careers, particularly for roles beyond licensed care providers.

## Scope of Work and Deliverables

The main deliverables, solicited through this RFP, are:

1. Phase I (estimated December 2025 - February 2026):
  - a. Establish common definitions, metrics, terminology and criteria foundational to the assessment, using a collaborative and consensus facilitation approach with key stakeholders, including but not limited to representatives from NACHC, PCAs, State Offices of Primary Care and health centers of diverse size, geography and staffing. Definitions must include clarification of what is a:
    - i. workforce development programs, pipelines and pathways
    - ii. promising practices criteria (to include how the program/practice is/was funded or resourced)
    - iii. barriers list (encountered and how they were addressed)
    - iv. lessons learned (suggestions/recommendations for other PCAs and/or health centers)
    - v. legislative or policy changes (parameters)
2. Phase II (estimated March - June 2026):
  - a. Produce both a collection and assessment tool to be implemented on behalf of NACHC with the PCAs and health centers to identify workforce development promising practices being implemented at the local, state and regional levels.
  - b. Prepare communications, deliver messaging, and administer the tools, including evaluation/collection of user feedback.
  - c. Build and populate a user-friendly web-based interface model which makes available the collected information in a searchable repository to appropriate partners and that can be maintained and kept up to date.
  - d. Analyze results, formulate next steps/modifications recommendations to include a “spread and scale strategy”, product a short report and presentation materials in time for April 2026 NACHC Workforce Conference.
  - e. Provide project close out follow up as needed.

## Information Requested

Proposals must be submitted using NACHC’s web-based portal by **October 28, 2025**. Incomplete proposals will not be considered. NACHC will notify all applicants on or around **November 14, 2025**.

**\*ATTENTION: Applicants are requested to submit portions of the application without identifying organization. This will ensure the utmost objective review. The online submission portal will guide applicants accordingly.**

**Online Submission Portal:**  
*Building a Promising Practices Collection for Health Center Workforce Development Pathways Programs*  
[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 – remove identifying information\*
- Evidence of Work & References - remove identifying information\*
- Project Narrative: Proposed Workplan - remove identifying information\*
- Proposed Budget Rates and Budget Narrative - remove identifying information\*
- Capability Statement – remove identifying information\*
- Resume(s) Signed Statement (see below)

### **Attestation**

By my electronic signature, I certify that this Proposal reflects my best estimate of the organization's capability and the proper and necessary costs for the project, and the information provided herein is accurate, complete, and current as of the date of my signature below.

## Evaluation Criteria

Complete proposals will be evaluated based on the criteria outlined below.

Rating Domain	Application Selection Criteria	Points
<p><b>Evidence of Expertise &amp; References</b></p> <p><i>*(remove organization identifying information)</i></p>	<p>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.</p> <p>Evidence of work must include the following: Work samples required in this RFP include:</p> <ul style="list-style-type: none"> <li>• Sample assessment tool previously utilized ideally for workforce development program purposes</li> <li>• Example or wireframe specifications of previously implemented web-based database or retrieval model</li> </ul> <p>Page Limit: 10 pages per sample</p> <p>References required in this RFP include the following:</p> <ul style="list-style-type: none"> <li>• Past client evaluations, reference letters, and/or testimonials demonstrating quantitative and/or qualitative feedback from at least two clients' engagements occurring within the past two years of the RFP application date.</li> </ul> <p>Page Limit: 10 pages</p>	25
<p><b>Project Narrative: Proposed Workplan</b></p> <p><i>*(remove organization identifying information)</i></p>	<p>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.</p> <p>Page Limit: 10 pages</p>	25
<p><b>Resume(s)</b></p>	<p>Demonstrates education and work experience consistent with vendor requirements and scope of work deliverables outlined in the RFP.</p> <p>Page Limit: 5 pages</p>	20
<p><b>Budget Narrative* and Daily/hourly Rate</b></p> <p><i>*(remove organization identifying information)</i></p>	<p>Reasonableness of the proposed budget for project implementation, inclusive of preparation and delivery to the client. NACHC's non-profit status determines reasonableness.</p> <ul style="list-style-type: none"> <li>• Hourly Rate should reflect the overall cost rate inclusive of any fringe, overhead, and/or general &amp; administrative expense (G&amp;A), if required. Please ensure that costs are accurately delineated using the template categories.</li> </ul>	15
<p><b>Capability Statement</b></p>	<p>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.</p>	15

<i>*(remove organization identifying information)</i>	Page Limit: 2 pages	
<b>Total</b>		<b>100</b>

**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 vendors 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