



Request for Proposals (RFP)

Professional Services: Project Management and Meeting Facilitation

RFP Initial Release: November 10, 2025

Proposals Due: Ongoing

Points of Contact

Content Inquiries: Latisha Harley (lharley@nachc.org)

Submission Inquiries: NACHC Trainings (trainings@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's Training and Technical Assistance (TTA) Service Line supports existing and potential health centers in addressing operational demands while maintaining their mission of ensuring access to care, community governance, and service to care for all populations. With a diverse cadre of subject matter experts, professional service providers and delivery methods, NACHC's TTA services are highly utilized and must remain well-prepared to respond to emerging health care delivery issues. Effective project management and meeting facilitation expertise are critical to ensuring the timely, coordinated, and high-quality execution of these efforts.

Time Period

NACHC anticipates engaging selected vendors on an as-needed basis for projects occurring between the award date and the end of this period.

Specific assignments and task orders may be issued at any time during this open period, depending on organizational priorities and emerging needs. Successful applicants will be contacted regarding availability and project-specific scope, timeline, and budget as opportunities arise.

Vendors must maintain sufficient flexibility to respond to assignments initiated at various points throughout the open period. Vendors may also be considered for continued or future engagements based on successful performance, ongoing needs, and availability of funds.

Budget

The budget for services under this Request for Proposals (RFP) will vary based on the number, scope, and complexity of projects assigned. While total compensation is anticipated to exceed \$10,000, the final amount will be determined based on negotiated task orders or project assignments issued under the resulting agreement.

NACHC anticipates establishing one or more vendor agreements through this RFP. Selected vendors will be engaged on an as-needed basis to provide project management, meeting facilitation, and subject matter expertise aligned with NACHC's Training and Technical Assistance (TTA) priorities. Each engagement will be defined by an approved scope of work, timeline, and budget mutually agreed upon in advance.

RFP Services Desired

Through this RFP, NACHC is seeking qualified vendors with subject matter expertise in the Health Center Program and specific skills in project management and group facilitation. A vendor may apply for one or more area. The vendor's active engagement with internal and external partners will be a key aspect of their role, as they develop project plans, materials, and/or resources and ensure alignment with NACHC's TTA priorities.

Scope of Work

Selected vendors will have knowledge of the Health Center Program or other federally funded public health programs, and/or direct experience working with Federally Qualified Health Centers (FQHCs) or FQHC Look-Alikes. Regardless of selected area, vendors will be expected to engage effectively with internal and external partners including Primary Care Associations (PCAs), Health Center Controlled Networks (HCCNs), National Training and Technical Assistance Partners (NTTAPs), and other stakeholders. Specific professional services sought through this RFP include:

Project Management

- Provide structured project planning, implementation, and tracking support.
- Monitor timelines, deliverables, and milestones to ensure alignment with organizational and funder requirements.
- Develop project reports, status updates, and related documentation.

Meeting and Group Facilitation

- Design and facilitate virtual and/or in-person meetings, trainings, and stakeholder engagements.
- Support consensus-building and decision-making among diverse participants.
- Prepare facilitation materials, agendas, and follow-up documentation.

The vendor will work closely with a designated NACHC staff member on one or multiple projects that may vary in complexity, execution processes, and methodologies. Ongoing feedback will be an integral part of the process, promoting continuous improvement and ensuring alignment with NACHC's TTA priorities.

Information Requested

Proposals must be submitted using NACHC's web-based portal. Incomplete proposals will not be considered. If NACHC selects your proposal, you will be notified within six to eight weeks of submission.

Online Submission Portal:

Professional Services: Project Management and Meeting Facilitation
[Application Submission](#)

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.

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

- Point of Contact Information
- Name / Description of Organization
- Quality of Work Samples
- Capability Statement
- Resume(s)
- Daily/hourly Rate and Justification
- Signed Statement (see "Attestation" 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.

I agree that my electronic signature is the legal equivalent of my manual signature on this application.

Evaluation Criteria

Complete proposals will be evaluated based on the criteria outlined below. Proposals should include descriptions and documentation that support all service areas for which they are applying.

Rating Domain	Application Selection Criteria	Points
Work Sample(s)	<p>Work samples must demonstrate understanding of respective Professional Service areas as described in this RFP.</p> <ul style="list-style-type: none"> • • A completed project plan or timeline, agenda, facilitation notes, or a summary report. • Past client evaluations, reference letters, and/or testimonials demonstrating successful engagements occurring within a year of RFP application date. <p>Page Limit for Work Samples: 10 pages per each Professional Service area selected.</p> <p>Page Limit for past client evaluation(s), reference letter(s), and/or testimonial(s): 5 page limit total</p>	25
Capability Statement	<p>Capability statement must demonstrate ability to deliver Professional Service areas selected. Please showcase ability to collaborate and work with others across multiple organizations.</p> <p>Page Limit: 3 pages</p>	25
Resume(s)	<p>Demonstrates education and work experience consistent with vendor requirements and Professional Service areas selected in the RFP.</p> <p>Page Limit: 5 pages</p>	25
Daily/hourly Rate and Justification	<p>Daily and Hourly Rates for all expert(s) and staff that may be engaged in work are reasonable. Rates should reflect overall cost rate inclusive of any fringe, overhead and/or general & administrative expense (G&A), if required.</p> <ul style="list-style-type: none"> ○ “Reasonableness” is assessed based on market or industry standards and in consideration of the not-for-profit status of health centers and NACHC 	25
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