



## **Request for Proposals (RFP)**

### **Secure Electronic Voting Platform and Election Administration Services**

#### **RFP Released:**

March 18, 2026

#### **Proposals Due:**

April 1, 2026

#### **Points of Contact**

Subject Matter Content Inquiries: Erin Griebe ([egriebe@nachc.org](mailto:egriebe@nachc.org))

Submission Process Inquiries: Membership Team ([membership@nachc.org](mailto:membership@nachc.org))

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## **Organization Overview & Background**

The [National Association of Community Health Centers](https://www.nachc.org/) (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**

The National Association of Community Health Centers (NACHC) seeks proposals from qualified vendors to provide a secure electronic voting and balloting platform and associated election support services to administer governance voting during the NACHC Annual Meeting.

The selected vendor will provide a comprehensive electronic voting solution capable of supporting secure member voting processes, including live voting during meetings, motion voting, and election certification. Vendors should demonstrate experience administering electronic elections for national associations or comparable membership organizations.

## Proposed solutions should include, at minimum, the following capabilities and services:

### Platform & Election Administration

- Secure electronic voting platform capable of supporting up to approximately **500 eligible voters** or more.
- Ability to design and administer ballots including:
  - Multiple motions or ballot questions
  - Candidate elections
  - Write-in candidates where applicable
  - Weighted voting or segmented voting groups if required.
- Capability to run voting during a **live meeting environment**, including the ability to open and close votes in real time and display or publish results immediately after voting closes.

### Voter Management

- Secure voter authentication and credentialing.
- Ability to import and validate voter lists (including name, email, mobile phone if applicable).
- Tools to detect duplicate or invalid voter records.
- Ability to track voter participation and issue reminders to voters who have not voted.

### Voting Methods & Accessibility

- Voting accessible via:
  - desktop and laptop computers
  - mobile devices (iOS and Android)
  - optional onsite voting kiosks if required.
- Ability to support electronic voting and, if necessary, integrate paper ballots into the final tally.

### Election Security & Integrity

Vendors must demonstrate strong security standards including:

- Anonymous ballots and secure voting processes.
- Encryption of voting data (e.g., SSL or equivalent security).
- Unique voter access credentials to ensure voters can vote only once.
- Audit logs and verifiable vote tracking.
- Secure storage and backup of election data.
- Compliance with relevant security and privacy standards.

### Election Support Services

Vendors should provide election support services that may include:

- Dedicated election implementation support.
- Ballot and motion configuration assistance.
- Pre-election testing with staff or designated test voters.
- Support for voter inquiries and technical troubleshooting.
- Remote scrutineer support during the voting process.
- Post-election reporting and certification of results.

## Reporting and Certification

The platform should provide:

- Real-time vote tallying and result reporting.
- Downloadable election reports and visual summaries.
- Voter audit reports where appropriate.
- Formal certification of election results following completion of voting.

### **Vendors must include a separate line item in their pricing proposal for Optional Onsite**

**Election Support** (If this optional service is not available, vendor must state that in their proposal):

Provision of onsite technical and election administration support during the NACHC Community Health Conference (CHI) & Expo on:

- **August 16, 2026**  
Aria Resort & Casino  
Las Vegas, Nevada

This optional service should include assistance with live voting administration, troubleshooting, and coordination with meeting leadership.

## Time Period

The anticipated period of performance for this engagement is:

**Implementation Start:** On or after **May 1, 2026**

**Election Administration:** During the NACHC Annual Meeting, including live voting activities.

**Post-Election Activities:** Certification, reporting, and post-election review to be completed no later than **August 31, 2026**.

The vendor will work with NACHC staff to establish a detailed project timeline that includes implementation, election preparation, testing, and post-election reporting milestones.

## Funding & Budget Information

NACHC has allocated approximately \$4,000 for the core deliverables associated with this RFP. Additional funding may be considered depending on the cost of optional onsite election support services.

Vendors must submit a comprehensive, itemized budget that reflects the proposed methodology and approach for delivering the services, scope of work, and deliverables outlined in this RFP. All costs should be clearly categorized and directly related to the project activities described. NACHC reserves the right to negotiate budget and scope with the selected vendor.

## Scope of Work and Deliverables

The selected vendor will provide a secure electronic voting platform and related services to support the successful administration of NACHC governance elections.

### Implementation and Setup

The vendor will:

- Conduct an initial project kickoff meeting with NACHC staff.
- Provide implementation guidance and election planning support.

- Configure ballots, motions, and voting processes.
- Review voting workflows and election requirements with NACHC staff.
- Provide recommendations to ensure compliance with NACHC governance processes.

### **Election Preparation**

The vendor will:

- Configure the election platform and ballots.
- Import and validate the voter registration list.
- Provide testing opportunities for NACHC staff and designated test voters.
- Finalize ballot setup and voter notifications prior to the election.
- Ensure the system is ready for live election administration.

### **Election Administration**

The vendor will:

- Provide technical support during the election period.
- Support live voting during the meeting if applicable.
- Assist with motion voting and amendments that may arise during the meeting.
- Monitor election integrity and system performance throughout the voting process.

### **Post-Election Reporting and Certification**

Following the election, the vendor will:

- Provide official vote results and summaries.
- Deliver election reports and audit documentation.
- Provide formal election certification verifying the integrity and completion of the voting process.
- Participate in a post-election review with NACHC staff if requested.

## **Information Requested**

Proposals must be submitted using NACHC's web-based portal by **Wednesday, April 1, 2026**. Incomplete proposals will not be considered. NACHC will notify all applicants on or around **Friday, April 31, 2026**.

### **Online Submission Portal:**

***Secure Electronic Voting Platform and Election Administration Services***

[Application Submission Link](#)

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, title, organization, phone number, and email address for the primary contact responsible for the proposal.
- **Organization Overview** – Name and description of the organization, years in operation, and experience providing electronic voting services for associations, nonprofits, or membership-based organizations.

- **Capability Statement** – Description of the vendor’s electronic voting platform and services, including security protocols, voter authentication methods, audit capabilities, accessibility (ADA/WCAG compliance), and ability to support governance elections.
- **Relevant Experience and Client References** – Examples of comparable projects supporting electronic elections for associations or membership organizations, including at least three client references.
- **Project Workplan and Implementation Approach** – Proposed timeline and approach for implementation, election preparation, testing, election administration, and post-election certification and reporting.
- **Technical Platform Description** – Overview of system functionality including ballot configuration, voter list management, voting methods (desktop/mobile), reporting capabilities, and integration options with membership or database systems.
- **Proposed Budget** – Detailed pricing proposal including platform licensing, implementation support, election administration services, and a **separate line item for optional onsite election support on August 16, 2026 in Las Vegas, Nevada.**
- **Resumes / Key Personnel** – Resumes or brief bios of key staff responsible for implementation, election administration, and technical support.
- **Signed Statement** – Signed certification confirming that the proposal is accurate and that the vendor can meet the requirements outlined in this RFP.

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.

## ATTESTATION

By my electronic signature, I certify that this Proposal reflects my best estimate of the organization's capability 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.

## EVALUATION

Evaluation Criteria	Description	Weight
<b>Security and Election Integrity</b>	Strength of security protocols, encryption standards, voter authentication methods, anonymous ballot protections, audit logs, and safeguards ensuring election integrity.	<b>25%</b>
<b>Platform Functionality and Governance Support</b>	Ability to support association election needs including board elections, motion voting, multiple ballot types, voter segmentation, live meeting voting, and certification of results.	<b>20%</b>
<b>Vendor Experience and Qualifications</b>	Demonstrated experience supporting electronic elections for associations or membership organizations of similar size and complexity.	<b>15%</b>
<b>Ease of Use, Accessibility, and Voter Experience</b>	User-friendly interface for administrators and voters; mobile compatibility; and accessibility features including <b>ADA-compliant design and support for users with visual or hearing impairments</b> (e.g., screen reader compatibility, accessible navigation, captioning support where applicable).	<b>10%</b>
<b>Implementation and Support Services</b>	Quality of implementation plan, election preparation support, testing processes, and availability of technical support during the election period, including support for live voting sessions.	<b>10%</b>
<b>Cost and Value</b>	Overall cost of services, pricing transparency, and value relative to the capabilities offered.	<b>10%</b>
<b>Reporting and Audit Capabilities</b>	Ability to generate detailed election reports, participation metrics, audit logs, downloadable results summaries, and formal election certification.	<b>5%</b>
<b>Vendor Demonstration / Platform Walkthrough</b>	Evaluation of the vendor’s platform during a demonstration, including ballot setup, voter experience, live vote administration, reporting dashboards, and demonstration of <b>accessibility features supporting ADA compliance</b> .	<b>5%</b>

Score	Rating
<b>5</b>	Excellent – Fully meets or exceeds requirements
<b>4</b>	Very Good – Meets requirements with minor strengths
<b>3</b>	Adequate – Meets basic requirements
<b>2</b>	Limited – Partially meets requirements
<b>1</b>	Poor – Does not meet requirements

