



Introduction

The [National Association of Community Health Centers \(NACHC\)](#) posts opportunities for goods and services that support its mission to strengthen community health centers nationwide. These Request for Proposals (RFP) include defined timelines, eligibility requirements, and evaluation criteria, and are open to all qualified vendors. Many opportunities are supported through collaboration with the [Health Resources and Services Administration Bureau of Primary Health Care \(BPHC\)](#), helping advance high-quality training and technical assistance (TTA) for health center professionals.

The Frequently Asked Questions (FAQs) below address common questions to help guide you through the RFP process and submission requirements.

Frequently Asked Questions

Where can I find the scope of the RFP?

The scope of work is outlined in the “Scope of Work” section of each RFP, available on the [NACHC Procurement Opportunities](#) website.

Where can I find information on eligibility?

Eligibility requirements are detailed within each RFP posted on the NACHC website.

Does NACHC provide any sample documents?

No, sample documents are not provided. Vendors are encouraged to use their best judgment and respond thoughtfully to all questions.

What is a reasonable budget range?

Budget ranges are included in each RFP. In general, NACHC uses the [GSA Rate Simulator](#) to guide applicable budget assessments.

I plan to submit or have started filling out the submission survey but I have some questions, how can I get feedback?

Please submit questions to the Submission Point of Contact listed in the RFP for logistical or process-related inquiries. For content-specific questions, you may contact the designated Content Lead if provided.

For some RFPs, questions must be submitted during a defined question period (as specified in the RFP); responses may be compiled and shared in a Q&A document after the deadline.

The tool is not accepting my attachment; what am I doing wrong?

The submission platform (Qualtrics) has limitations on file size, type, and quantity. Only one file can be uploaded per question. If you need to include multiple files, please combine them into a single compressed (.zip) file.

I uploaded a document and wanted to edit, delete, or replace it. How can I do that?

Uploaded files cannot be deleted. However, you may replace a file prior to final submission by hovering over the uploaded filename and selecting the replace option. If you need further assistance, you may also contact the Submission POC listed in the RFP via email.

How do I know if my submission was received?

Upon submission, you will receive an automatic confirmation message on your screen from Qualtrics indicating your submission was successfully received.

What is the timeline for decisions?

Decision timelines are provided within each RFP on the NACHC website.

How do I know if my submission was not selected?

All vendors who submit a proposal will be notified of their status by the vendor notification date outlined in the RFP.