



Call for Proposals: RFP Development/Technical Writing Services: Learning Management System (LMS) Implementation and Organizational Change Management

Submission Period: July 10, 2026 – July 31, 2026 at 5PM ET

Submission Instructions: Please submit your proposal to the [submission portal](#) by Friday, July 31, 2026 at 5PM ET. All questions can be sent to Sarah Rittner (SASU Project Management), on behalf of NACHC, at sarah@sasuprojectmanagement.com.

Period of Performance: August 24 – September 25, 2026

Budget: Up to \$9,500

Project Overview

NACHC intends to procure a fully integrated, accessible Learning Management System (LMS) that centralizes content, enhances the learner experience, supports community engagement, and is scalable to meet organizational growth and workforce training objectives over the next 3–5 years. This will likely be a replacement for NACHC’s existing LMS.

NACHC is seeking proposals from qualified organizations to assist in developing an RFP to facilitate and support NACHC’s internal organizational change management strategies and implementation activities with a specific focus on “Year 1” of the LMS transition (target: November 2026-June 2027).

Note, any individual or organization selected in response to **RFP Development/Technical Writing: LMS Implementation and Organizational Change Management** RFP will be excluded from responding to the final RFP posted by NACHC due to a conflict of interest.

Due Dates

A first draft of the RFP needs to be completed and submitted to NACHC on Monday, September 14, 2026 to allow for NACHC review and additional edits back to vendor by Monday, September 21, 2026 prior to the final deliverable being due on September 25, 2026.

Qualifications

- Demonstrated experience writing RFPs for enterprise learning technology implementation and organizational change management.
- Some knowledge of LMS features and user experience best practices.
- Ability to deliver high-quality RFPs within a defined timeline.

Scope of Services

- Develop a professional, structured RFP that clearly communicates functional, technical, integration, and administrative (e.g., change management and communication) requirements.
- Hold brief weekly 30-minute meetings with NACHC staff project lead(s) to review status and address questions or issues.
- Recommend evaluation criteria, scoring rubrics, and vendor selection processes.
- Ensure the RFP aligns with NACHC’s timeline and organizational needs, including the goal of full LMS implementation and organizational uptake by late Spring/early Summer 2027.

Timeline and Proposal

This RFP is expected to be released and posted by NACHC in early October 2026.

Interested consultants should submit a brief proposal including:

- Point of Contact Information (Name, Role, Organization, Email, Phone, Resume)
- Overview of experience and qualifications, including prior RFP drafting experience
- Strategy and Project Management approach to drafting the RFP
- Timeline or draft project plan reflecting period of performance
- Professional References for similar projects that have been completed in the last 24 months.
- Proposed Budget outlining rates of the vendor or vendor team to complete the requested deliverables. Note, the budget must be at or below \$9,500 in total.
- Signed Attestation Statement (see Q6 in the submission portal)

Upon submission of a complete proposal, NACHC’s review team will evaluate the applicant’s qualifications based on the following criteria:

Rating Domain	Application Selection Criteria To earn full points in each domain, the applicant must demonstrate:	Points
Strategy and Project Management Approach + Timeline	The vendor should fully explain their approach to completing the deliverables as outlined in this Call for Proposals such as their use of (not limited to) a process followed for RFP development, a schedule of activities/work plan 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.	25
Experience and Qualifications	Evidence of work must align with the project described in this Call for Proposals, describe subject matter expertise, and demonstrate the ability to deliver the services requested.	25
Proposed Budget	The budget proposal should include the hourly and/or daily rates of the vendor or vendor team to complete the requested scope of work and deliverable(s). If working in a team, an estimated hours/daily rate of the team is sufficient if all team members have been outlined in the Resume section. Further, direct costs must include the daily and hourly rates for all expert(s) and staff engaged in work. Rates should reflect the overall cost rate, including any fringe, overhead, and/or general & administrative expense (G&A) if required.	25

Professional References	<p>The vendor should provide at least two client references that include the following information:</p> <ul style="list-style-type: none"> • Contact name and title, organization name, email, phone number, and a short description of services rendered. 	25
Total:		100

Submission Details

Submit your proposal using the link provided below by Friday, July 31, 2026 at 5PM ET.

Submission Portal: [Call for Proposals: RFP Development/Technical Writing Services](#)

Attestation

By my signature below, I hereby certify that this Proposal reflects my best estimate of the capability of the 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 signing my name below, I certify that the information provided in the application is true and accurate.