

National Leadership Exchange (NLE) for Chief Information Officers (CIO) Curriculum Request for Proposals

The [National Association of Community Health Centers](#) (NACHC) is seeking proposals from qualified vendors to design professional development workshops for the NACHC Leadership Exchange for Chief Information Officers (NLE CIO). The selected vendor(s) will work collaboratively with our staff to develop content that is interactive, practical, and relevant for the community health center (CHC) audience.

We are looking for vendors with demonstrated expertise in adult learning, instructional design, and the relevant health information technology topics. We encourage instructional design vendors to submit proposals in partnership with subject matter experts and vice-versa.

About NACHC

NACHC is a national organization supporting federally qualified health centers and federally qualified health center look-alike organizations and expanding health care services for the medically underserved and uninsured. Founded in 1971 NACHC advances access to high-quality, community-driven health care through advocacy, education, training and technical assistance, leadership development, and strategic partnerships that strengthen health center performance and improve health outcomes in medically underserved communities nationwide.

About the NLE CIO

The NLE CIO is a 6-month professional development program for leaders responsible for information technology strategy and decision-making at CHCs. It is designed for individuals new to the CIO or equivalent role, new to the CHC field, or those seeking an information technology leadership education. The program will run on an annual basis for 30-60 learners in a cohort model.

The program includes leadership development and technical topic instruction. This RFP focuses exclusively on the development of the technical topic instruction of the program. Two technical topic sessions will be delivered at in-person events, and six technical topic sessions will be delivered in a live, virtual format (topics specified below). Vendors may submit proposals to create **one or more** sessions. No preference will be given to vendors that submit for more than one session.

Project Objectives

The selected vendor(s) will:

- Design engaging professional development workshops that address the stated learning objectives (see below for session descriptions) for a CHC audience.

- Ensure sessions are aligned with adult learning principles and evidence-based instructional practices.
- Create interactive learning experiences with an emphasis on practice-based exercises.
- Develop session materials that participants can use in their organizational work.
- Develop facilitation instructions and instructor notes (in PowerPoint) that enable different faculty members to deliver content in subsequent years.
- Deliver workshop content for the 2026-2027 NLE CIO program.

Deliverables

- All instructional aids and/or presentation visuals in editable source files (e.g., PowerPoint).
- All learner materials in editable source files.
- Sufficient facilitation instructions and instructor scripts in editable source files for any subject matter expert to deliver learning content.
- Live delivery of session content.

Workshop Descriptions

Vendors may submit proposals to create **one or more** sessions. No preference will be given to vendors that submit for more than one session.

1. The CIO as a Strategic Leader (In-person format, 1 hour, November 14, 2026)

Addressing the following learning objectives:

- Discuss the importance of Information Technology (IT) in a health center's overall strategic planning.
- Define the key components of an effective healthcare IT strategy and how it supports organizational mission, clinical quality, operational performance, and financial sustainability in health centers.
- Assess approaches for developing and maintaining a multi-year IT roadmap that balances innovation, risk management, infrastructure modernization, and budget constraints.

2. Cybersecurity Incident Response (In-person format, November 15, 2026, 2-4 hours)

Addressing the following learning objectives, this **must** include an interactive tabletop exercise:

- Examine best practices for responding to cybersecurity incidents, including ransomware attacks, data breaches, and operational disruptions.
- Develop executive-level strategies for coordinating incident response efforts across IT, compliance, legal, communications, operations, and clinical leadership teams.
- Analyze the regulatory, legal, and reporting requirements associated with cybersecurity incidents in healthcare environments, including HIPAA breach of notification obligations.

3. Cybersecurity Overview (Live virtual via Zoom, December date TBD, 1.5 hours)

Addressing the following learning objectives:

- Identify key components of a comprehensive cybersecurity program, including governance, staff training, incident response, business continuity, and regulatory compliance.
- Assess emerging cybersecurity threats, vulnerabilities, and risks impacting health care organizations and develop strategies to strengthen organizational resilience.
- Explore strategies for working with the CEO on engaging the board on the health center's approach to and investment in cybersecurity.

4. Data Governance, Compliance, and Risk Management (Live virtual via Zoom, January date TBD, 1.5 hours)

Addressing the following learning objectives:

- Identify key healthcare regulatory and compliance requirements related to information technology, including HIPAA, Health Center Program Compliance, CMS interoperability and reporting rules, cybersecurity, and other related considerations.
- Develop approaches for establishing policies, procedures, and oversight structures that strengthen compliance including ongoing staff education.
- Explore strategies for monitoring compliance performance, conducting audits, and responding to regulatory changes and findings.

5. Population Health Data and Value-Based Care (Live virtual via Zoom, February date TBD, 1.5 hours)

With three or more of the following learning objectives:

- Examine the role of health information technology in enabling population health strategies, including care coordination, risk stratification, and preventive care delivery.
- Evaluate data requirements for population health and value-based care programs, including clinical claims, non-clinical factors impacting health, and quality reporting data sources.
- Analyze how interoperability, data integration, and analytics platforms support actionable insights for high-risk patient identification and care gap closure.
- Explore strategies for leveraging dashboards, predictive analytics, and reporting tools to support value-based care performance and decision-making.
- Identify key regulatory, payer, and quality program requirements (e.g., CMS measures) that influence population health IT strategy.

6. AI and Machine Learning (ML) (Live virtual, March date TBD, 1.5 hours)

With three or more of the following learning objectives:

- Examine current and emerging use cases of AI and ML in health centers, including clinical decision support, population health management, revenue cycle optimization, and patient engagement.
- Assess cybersecurity, privacy, and regulatory considerations related to the use of AI/ML tools in healthcare environments.
- Analyze data requirements for effective AI and ML implementation including data quality, interoperability, governance, and integration with electronic health record (EHR) systems.
- Explore governance frameworks for responsible AI use, including oversight structures, accountability, and ethical decision-making.
- Discuss ways to partner with the CEO on board education and policy approval related to AI.

7. IT Financial Management (Live virtual, April date TBD 1.5 hours)

Addressing the following learning objectives:

- Define the core principles of healthcare IT financial management, including budgeting, cost allocation, capital planning, and operational expenditure oversight.
- Analyze total cost of ownership (TCO) for technology investments, including hardware, software, licensing, staffing, maintenance, and lifecycle replacement costs.
- Explore methods for financial justification of IT projects, including return on investment (ROI), cost-benefit analysis, and risk-adjusted decision-making.

8. Vendor Selection and Management (Live virtual, May date TBD, 1.5 hours)

Addressing the following learning objectives:

- Identify organizational, operational, and clinical requirements that should guide IT vendor and software selection decisions.
- Develop strategies for engaging stakeholders across clinical, operational, financial, and IT departments during the vendor and/or software selection process.
- Examine best practices for conducting vendor assessments, including requests for proposals (RFPs), FHIR compatibility, product demonstrations, reference checks, and contract review.
- Explore strategies for vendor management.

Timeline

- RFP Issued: July 20, 2026
- Proposal Submission Deadline: August 7, 2026
- Vendor Selection: Rolling
- Final Deliverables Due:
 - Session 1: The CIO as a Strategic Leader: October 12, 2026
 - Session 2: Cybersecurity Incident Response: October 12, 2026
 - Session 3: Cybersecurity Overview: November 2, 2026

- Session 4: Data Governance, Compliance, and Risk Management: December 4, 2026
- Session 5: Population Health Data and Value-Based Care: January 8, 2027
- Session 6: AI and Machine Learning: February 5, 2027
- Session 7: IT Financial Management: March 5, 2027
- Session 8: Vendor Selection and Management: April 2, 2027

Proposal Requirements

Vendors may submit proposals to create **one or more** sessions. No preference will be given to vendors that submit for more than one session.

In your proposal, please include the following:

1. Vendor description (maximum 250 words).
2. The name(s) of the session(s) for which you are applying.
3. An outline of a session design including timing and descriptions of any hands-on learning, activities, or post-session resources. This can be a past project from the last 3 years or a hypothetical session design for one of the NLE CIO sessions. Please include sufficient descriptions to demonstrate application of learning design and subject matter expertise.
4. A description of the vendor's experience with the specific technical subjects of the sessions included in the proposal (maximum 500 words).
5. A description of the vendor's experience with learning design or adult instruction (maximum 200 words).
6. A pricing proposal, including a detailed budget per session.
 - Applicants must provide complete and reasonable rate information for proposed personnel. Rates should reflect fully burdened costs and include any applicable labor, fringe, overhead, administrative, and indirect expenses.
 - In general, NACHC uses the GSA Rate Simulator to guide applicable budget assessments.

Proposal Evaluation

Proposals will be evaluated on:

Rating Factors	Weight
Quality of session design outline	40%
Vendor's experience with specific technical subjects of relevant sessions	30%
Vendor's experience with learning design	15%
Cost and value	15%

Submission Instructions

Proposals must be submitted via an online submission form no later than August 7, 2026 at 12:00 am EDT. Please upload the proposal as a single PDF file. The submission form includes three brief questions, including a question about daily and hourly pricing rates.

Submission Portal: [NACHC's NLE CIO Request for Proposals](#)

Questions

Questions regarding this RFP should be submitted by email to Megan Ward at trainings@nachc.org.