

2027 Request for Qualifications

Community Based Care Coordination: Application Instructions

[Posted Month Day, 2026]

These instructions explain how to prepare and submit a response to the 2027 Community Based Care Coordination Request for Qualifications. The 2027 RFQ Guidelines are the governing document, and where the two differ the Guidelines control. Confirm that your organization meets the Minimum Qualifications in the Guidelines before you begin.

What to Submit

A complete response contains the two documents below. Additional materials are not required and will not be reviewed.

- 2027 RFQ Application Checklist.** Answer every item, select all populations, services, and counties that apply, and have the certification signed and dated by a person authorized to submit on behalf of the organization.
- Qualifications Narrative, three pages maximum.** Address the four topics described in the Guidelines: experience providing community based care coordination in the GHN region, experience serving the 2027 prioritized populations, your staffing plan and the number of FTE you could support, and three partner references.

The reference list of three partner organizations may be attached as a separate document. It does not count against the three page limit. The narrative may be prepared on your organization's letterhead.

Format Requirements

- File format.** Submit your response as PDF or Word files. Do not password protect or encrypt your files.
- Page limits.** The Qualifications Narrative is limited to three pages. Content past the page limit will not be read.
- Type and layout.** Minimum 11 point body text, letter size pages, margins of at least 0.75 inch.
- Completing the checklist.** The checklist is a fillable PDF. Complete it on screen and save it, or print and scan it. A typed signature is accepted.
- File names.** Name each file with your organization name and the document type.

How to Submit

Email your complete response to socialcarenetwork@greaterhealthnow.org using the subject line **2027 CBCC RFQ Response: [Organization Name]**. The deadline is **September 11, 2026, 5:00 pm Pacific**. Responses received after the deadline will not be reviewed.

Questions and Applicant Support

Open office hours run August 24 through September 11, 2026. **[Insert schedule and join information.]** Questions of general interest raised in office hours are answered in writing and shared with all applicants.

Key Dates for Applicants

RFQ responses due	September 11, 2026, 5:00 pm Pacific
Applicant interviews	September 29 through October 23, 2026
Notification of evaluation results	November 2026

The full timeline, including budget development and contract execution, is in the Guidelines.

What Happens After You Submit

GHN reviews each response for completeness and may request clarification or ask to meet with an applicant before making an award determination. Interviews are scheduled between September 29 and October 23, 2026, so reserve availability during that window. Results are expected in November 2026.

Selected organizations then complete a budget and a Statement of Work with GHN, with contract execution planned for December 2026 and a term of January 1, 2027 through June 30, 2028. *All awards are contingent on continued funding from the Health Care Authority and on approval of the 2027 GHN budget by the GHN Board of Directors.*