



Missouri Foundation
for Health

a catalyst for change

REQUEST FOR QUALIFICATIONS

CAPACITY-BUILDING CONSULTANTS FOR MFH ADVOCACY GRANTEES

The purpose of this Request for Qualifications (RFQ) is to request statements of qualifications from consultants who are qualified and interested in providing capacity-building support to Missouri Foundation for Health advocacy grantees. This RFQ is open to nonprofits, universities, and independent contractors.

MFH Advocacy Strategy

One of the MFH advocacy strategies is focused on advocacy leadership and collaboration. Within this strategy, MFH is launching a funding program designed to build the capacity of organizations implementing a specific advocacy project of their design that aligns with the mission of MFH. Organizations applying to the program will self-identify an area of the project where they believe capacity building would be beneficial in helping them achieve success. The goals of this funding program are:

1. To increase the capacity of organizations to engage in health advocacy work in a sustainable and effective manner;
2. To build the diversity of the advocacy field in Missouri, including the diversity of organizations, individuals (emphasis on engaging young people and people of color), sectors, and ideas;
3. To create an effective and coordinated field of advocates aligned with the mission and values of MFH.

The responses to this RFQ will be used as part of the funding program's Request for Applications (RFA) process which will be released by MFH in the spring of 2019 and is described below:

1. Applicants will submit concept papers that will provide a) a brief summary of a proposed health advocacy project and b) a needed area of capacity building related to the project's implementation.
2. MFH staff will review applications and follow up with each applicant to determine if the organization will be invited to submit a full proposal.
3. If a full proposal is requested, MFH will provide applicants with the names of 2-3 consultants derived from this RFQ. The applicant will choose a consultant and work with them to build out the capacity-building portion of their full proposal including the project budget.

Please note: Consultant will not be reimbursed for the cost of working with the applicant in the development of the proposal. However, consultant will be included as a paid subcontractor in the full proposal to assist with implementation of the project.

Purpose of Capacity Building Consultants RFQ

MFH is seeking responses to this RFQ to connect nonprofit organizations to consultants that can provide capacity-building services. No awards will be made as a direct result of this RFQ. Responses will be catalogued by type of capacity-



building assistance that each respondent is offering to provide.

MFH is seeking a broad and diverse array of capacity-building consultants with experience working with advocacy organizations. All capacity-building services provided will be related to an organization's advocacy work. For example, the organization's proposed advocacy project may contain a public awareness component that uses social media channels and needs capacity-building assistance for this social media work. The following are examples of capacity-building areas for which MFH is seeking consultants, but it should not be taken as an all-inclusive list:

- Program/Project Development
- Storytelling
- Traditional and Social Media
- Message Development
- Hosting Public Forums
- Health Literacy
- Healing/Self-Care
- Coaching and Mentoring
- Community Engagement
- Engaging with Diverse Sectors/Partners
- Policymaker Education
- Evaluation
- Data Analysis
- Data Management

How to Respond

Responses must be received by the Foundation no later than 11:59 p.m. on Sunday April 7, 2019.

All response materials should be emailed to Rae Koch at rkoch@mffh.org. Respondents will receive a confirmation email within 48 hours of submission.

Questions concerning MFH's Health Advocacy strategies or this RFQ should be directed to Nicole Brueggeman, Advocacy and Community Affairs Manager, at nbrueggeman@mffh.org or (314) 345-5544.

Requirements for Response to Capacity Building Consultants RFQ

A title page and statement of qualifications (not to exceed eight pages with a minimum of 11-point font) and supporting documentation are required.

I. TITLE PAGE

Include a title page that cites this RFQ and provides the organization's name, address, email, phone number, name and title of a contact person, and the date the RFQ response was submitted.

II. STATEMENT OF QUALIFICATIONS

- ORGANIZATIONAL BACKGROUND:** A brief background on the organization or firm or independent contractor that is responding to this RFQ. Include a brief history of the entity's experience with capacity-building services.
- EXPERIENCE WITH ADVOCACY ORGANIZATIONS:** Description of experience working with health advocacy organizations.
- CONSULTANT SUMMARIES:** Provide brief bios and qualifications for each individual that may be involved in providing capacity-building services. Indicate who will be the lead for nonprofit organizations to contact when they are building a full proposal for MFH (include contact information for this individual).



- D. **CAPACITY-BUILDING SERVICES:** Provide a detailed description of each area of capacity-building services offered by the respondent. Please break out each service and provide a brief description of experience in this area.
- E. **APPROACH TO SERVICES:** Outline the typical approach the respondent would use to conduct the capacity-building services for a given organization.

III. SUPPORTING DOCUMENTATION

- A. A list of three references, complete with contact information.
- B. Fee schedule (including a rate for travel, MFH typically pays half the hourly rate for hours spent traveling plus expenses). Estimate of typical hours that would be spent in working with an organization on a capacity-building experience (MFH understands that this is only an estimate. Please note: Actual hours/ expenses for a specific project will be negotiated in the full proposal submission process).

Non-Discrimination Policy

MFH will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran status. Applicants will be required to affirm that the applicant will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran status either in its employment practices or in its policies and procedures concerning access to services.

Review and Evaluation

Responses will be reviewed in accordance with the requirements of this RFQ. A respondent's submission in no way guarantees procurement by Missouri Foundation for Health. MFH will not reimburse a respondent for the cost of developing or presenting a response to this RFQ. MFH reserves the right to request additional information from any or all respondents and to conduct discussions with respondents to ensure full understanding of and responsiveness to the solicitation requirements.

About Missouri Foundation for Health

Missouri Foundation for Health is a resource for the region, working with communities and nonprofits to generate and accelerate positive changes in health. As a catalyst for change, the Foundation improves the health of Missourians through partnership, experience, knowledge, and funding. To learn more please visit mffh.org.