



REQUEST FOR CONTRACTED SERVICE PROPOSALS

Missouri Opportunity Incubator
Documenting the Process



**Missouri Foundation
for Health**

a catalyst for change



Missouri Foundation for Health requests the services of a consultant to document how the Foundation's Missouri Opportunity Incubator was conceived, designed, and implemented.

Missouri Opportunity Incubator Background

In early 2019, Missouri Foundation for Health launched the Missouri Opportunity Incubator, a new project to discover and develop fresh ideas and innovative solutions to meet the needs of the state's underserved families and communities. The incubator brings together a diverse collective of leaders from different sectors across the state to bring their experience and perspective to bear on some of Missouri's most intractable problems. Our goal is to build a network of diverse leaders prepared to work across their individual silos and platforms to generate innovative, testable ideas to tackle the challenges that face Missouri families and communities.

Program Design

The Foundation is supporting the incubator throughout a 18-24-month process of convening, learning, and experimenting by providing access to research, field experts, and site visits, and ultimately, by funding any promising pilot projects. There are four phases:

1. **Discovery and learning:** A participant-informed curriculum of readings and dialogue, consultation with local and national experts, and educational site visits will familiarize incubator participants with the unique challenges facing Missouri's families with low incomes. Participants will also be encouraged to self-direct educational opportunities by sharing requests for meetings and site visits according to interests.
2. **Collaboration and ideation:** Through individual reflection and in conversation with peers, participants will reach alignment on the areas in which they will focus. Virtual and in-person meetings with fellow participants will create space for generating and iterating on ideas to address the problem(s).
3. **Proposals and pitches:** At the end of 2019, the group will go through a decision-making process to identify the best ideas to pilot. As a collective group or in smaller breakouts, participants will develop fleshed out proposals and review them with a panel of expert advisors.
4. **Pilot and evaluation:** In 2020, MFH will select the most promising programs for pilot implementation and subsequent monitoring and evaluation.

While the Missouri Opportunity Incubator will evolve over the course of implementation, the values in which the project is grounded will remain constant:

- Missouri's families are at the center of the work. We aim to lift up communities in need, and to do so, we must be willing to listen to the individuals and families.
- We embrace a commitment to equity. We acknowledge that social and economic factors play a significant role in the opportunities that people have access to, and we will approach this work through that lens.



- Learning, collaboration, and iteration are keys to success. Risky ideas, uncomfortable conversations, and a fair share of “bad” ideas are not only expected but welcomed. Only through an open-minded commitment to this kind of process will we find the best ideas.

Description of Services Required

Designed in partnership with The Aspen Institute—a nationally recognized hub for convening leaders to generate breakthrough ideas—the Missouri Opportunity Incubator is a first-of-its-kind project of Missouri Foundation for Health. At the end of this project, we want to have the ability to look back and understand how the incubator came to life and how the work unfolded over time.

MFH is seeking proposals from a qualified persons and/or firms to help us document the Foundation’s Missouri Opportunity Incubator. This work should explore and elevate how the project was conceived, designed, and implemented. The final report should be written in a descriptive, journalistic tone and should pull from multiple sources of information including interviews with MFH staff, partners, and members of the incubator as well as relevant documents pertaining to the incubator and related efforts taking place across the country.

The agreement will be up to eight months in duration. We expect to have work completed in early 2020. If selected, contractor will be required to enter into a Service Agreement with MFH. To review the terms of the agreement, click [here](#).

Proposal Submission

Proposals must be submitted online.

To begin a proposal, [click here](#).

To return to a proposal in progress, log in to your [Account](#).

Contact and Deadline

If you have questions please contact Sarah Smith, Learning Officer, at ssmith@mffh.org or (314) 345-5539. The proposal is due no later than midnight on Monday, May 27, 2019.

For more information on the online submission process, [click here](#). If there are additional questions, please contact Jenny Minelli, Program Assistant, at jminelli@mffh.org or (314) 345-5531.

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. Respondent will be required to affirm respondent 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 on account of any services, or activities made possible by or resulting from an agreement resulting from this RFP. Any violation of this provision shall be considered a violation of a material provision of this



procurement and shall be grounds for cancellation, termination or suspension in whole or in part of any related agreement by the Foundation.

The Foundation is committed to ensuring that equal opportunity is provided to minority and woman-owned enterprises and that its contractors have active programs for ensuring diversity in their workforce and sensitivity to the issues of race and gender.

Proposal Requirements

- Submission acknowledgement.** Complete and submit the [one-page acknowledgement form](#).
- Proposal narrative** (please include section headings below)
 - **Organization name and primary contact information.**
 - **Approach to Services.** Please describe your approach to documenting the Missouri Opportunity Incubator, including;
 - Method for documenting what has already happened (e.g. conception and the design of the incubator)
 - Method for documenting work that will happen over the course of 2019
 - **Proposed Timeline.** Provide a work plan and timeline that identifies activities and deliverables.
 - **Organizational History and Qualifications.** Provide a summary of experience and qualifications of the organization's staff as well as any proposed subcontractors. Include bios of key personnel.
 - **Sample of Work.** Provide a sample of your work to demonstrate experience and qualification for this project.
- Cost proposal.** Provide a detailed cost proposal and justification for: professional services (hourly rate and number of hours), travel specifically related to the project, subcontractor fees (attach proposal or contract), and other direct costs related specifically to the project. Foundation reserves the right to negotiate proposed costs. *Note: Requested travel will be reimbursed for coach airfare, reasonable lodging, rental car or public transportation, meals and incidentals expenses at reimbursed amount not to exceed the federal [per diem](#) rate.*
- Intellectual property list.** If applicable, attach list of intellectual property.
- Additional required documents:**
 - The names and contact information of 2 – 3 individuals or organizations the Foundation can contact to verify past work.
 - Completed [W-9 form](#)



Proposal Review and Evaluation

Proposals will be reviewed in accordance with the requirements of this RFP. Only those proposals that meet all the mandatory criteria in the RFP will be given consideration.

A respondent's submission of a proposal in no way guarantees procurement by Missouri Foundation for Health. MFH will not reimburse a respondent for the cost of developing or presenting a proposal in response to this RFP.

Right to Reject

MFH reserves the right to:

- Reject any or all proposals submitted
- Request additional information from any or all respondents
- Conduct discussions with respondents to ensure full understanding of and responsiveness to the solicitation requirements
- Negotiate modifications to a respondent's proposal prior to final award for the purpose of obtaining best and final offers
- Approve subcontractors proposed or used in carrying out the work

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.