



REQUEST FOR CONTRACTED SERVICE PROPOSALS

Exemplary Advocate Cohort  
**Trainer for Network  
Theory and Practice**



*Missouri* Foundation  
for *Health*

*a catalyst for change*



This request for proposals (RFP) invites trainers and facilitators to guide Missouri Foundation for Health's (MFH) Exemplary Advocate Cohort (EAC) to achieve understanding of network theory and practice among cohort members and through overarching learning goals and planned session objectives.

### **Advocacy: Exemplary Advocate Cohort**

Missouri Foundation for Health's Exemplary Advocate Cohort is a cohort of 24 health advocates representing 12 organizations. The EAC members actively work in the field of health, adopt a health equity lens in their work, exhibit experience and knowledge of advocacy activities throughout the state, and challenge themselves to promote a relationship-driven advocacy field. The members are required to contribute their time and attention to nine MFH-sponsored cohort workshops/trainings per calendar year; participate in peer-to-peer learning; engage in organizational development, individual/group coaching, and technical assistance provided by the Foundation. The EAC began meeting in January 2019.

### **Description of Services Required**

MFH recognizes the need to create and mobilize networks to advance health initiatives in Missouri equitably, efficiently, and inclusively. In alignment with the EAC's overarching learning goals and planned session objectives, we are seeking a trainer who will facilitate a learning experience that will build shared language and frameworks toward better understanding the basic principles of network theory and practice, resulting in both individual and collective action. Networks, how they work, and how they can be strengthened, is a distinct area of knowledge and practice around which we seek an expert outside of the existing facilitation team. Once the cohort is introduced to the key frameworks, language and operating principles of networks, the existing facilitation team can continue to weave them throughout the cohort's experience.

We see this as foundational work that will be built upon in future years of the cohort and anticipate a session design for two, one-day sessions that will include components such as:

- Understanding Missouri's health system from a network and systems perspective
- Visualizing networks that the cohort members and their organizations are a part of and channeling that knowledge into positive social change. The cohort has already seen initial network maps that were created by the EAC's evaluators. The facilitator will help the group create strategies for going from the picture of the existing network maps to a more densely connected network
- Reflecting on challenges and complexities of systems change and how a network-building lens can help to work at a systems level on health issues
- Understanding the critical importance of developing trusting relationships and shared decision-making processes in a strong network
- Understanding linkages and key players and how to build upon these relationships to affect change

We are seeking the following qualifications:

- Knowledge about health outcomes and the health advocacy field in Missouri
- Training style that is interactive, responsive, and inclusive



- Knowledge of additional resources, readings, and tools that cohort members use to further develop their knowledge and support them in applying this lens to their work
- Knowledge of the network theory and practice field and experts who may be brought in to complement the work of the trainer

### 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 MFH.

MFH 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 Submission

Proposals must be submitted online.

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

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

### Proposal Requirements

- Submission acknowledgement.** Complete and submit the [one-page acknowledgement form](#).
- Proposal narrative** Address each of the sections below (*include section headings*).
  - **Organization name and primary contact information.**
  - **Approach to services.** Provide a brief description of the approach to services and address each of the following:
    - Provide examples of how you will prep for engaging with the cohort and each of its members.
    - Provide examples as you think they relate to facilitating and providing technical assistance on network development and systems level thinking. Provide a summary of experience and qualifications of your organization's staff as well as any proposed subcontractors. Include bios of key personnel.
  - **Deliverables and 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.
- **Cost proposal.** Cost information provided in the proposal will be held confidential. 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. MFH 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. 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



## Contact and Deadline

If you have questions please contact Nicole Brueggeman, Advocacy and Community Affairs Manager, at [nbruggeman@mffh.org](mailto:nbruggeman@mffh.org). The proposal is due no later than midnight on August 26, 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](mailto:jminelli@mffh.org) or (314) 345-5531.

## 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](http://mffh.org).