



REQUEST FOR CONTRACTED SERVICE PROPOSALS

Exemplary Advocate Cohort:
Equity Training



Missouri Foundation
for *Health*

a catalyst for change



This request for proposals (RFP) invites trainers to integrate racial and health equity learning into Missouri Foundation for Health's (MFH) Exemplary Advocate Cohort (EAC) experience.

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 and are learning how to adopt a health equity lens in their work. Each organization exhibits experience and knowledge of advocacy activities throughout the state and challenges themselves to promote a relationship-driven advocacy field. Cohort 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 is requesting proposals from qualified contractors to provide a learning experience that will build shared language and frameworks among the EAC to improve their ability to have constructive conversations about race and equity and incorporate these conversations into their individual and collective work. Equity is a distinct area of knowledge and practice around which we seek an expert outside of the existing facilitation team. We expect the trainer to work collaboratively with the existing facilitation team to integrate racial and health equity learning into the cohort experience. The trainer should be comfortable incorporating racial and health equity into learning on individual, organizational, and cohort levels. The expected contract is for 12 months, with an estimated start date of November 2019.

The trainer will be expected to provide ongoing support in the following ways:

- Deliver a comprehensive, introductory Equity training
- Design, three dedicated three-hour sessions covering key concepts in 2020
- Coordinate with the facilitation team to co-design cohort convenings to weave racial and health equity into the curriculum designed to build or enhance advocates' capacity around leadership, advocacy, network development, communications, and design thinking
- Provide individual coaching sessions to each cohort member throughout 2020

This is foundational work that will need to be built upon in future years of the cohort. We are open to the best approach as recommended by an experienced trainer(s). Overall, we anticipate workshops will cover the following key concepts:

- County-specific data-driven assessment of disparities
- Bringing an individual and systemic lens to race, racial equity, and structural racism
- Situating racial and health equity into the historical context of Missouri and the broader U.S.
- Connecting racial equity to advocacy and policy change



- Understanding trauma from racial oppression
- Exploring the intersection of race and other identities
- Internalizing racism and counteracting racial bias
- Constructing a power analysis

General Requirements

- Range of experience creating introductory and more advanced racial equity trainings
- Knowledge about health outcomes and the health advocacy field in Missouri and the U.S.
- Interactive, responsive, and inclusive training style
- Knowledge of additional resources, readings, tools that cohort members use to further develop their knowledge and support them in applying this lens to their work
- Missouri-based or familiarity with the Missouri political landscape

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.
 - **Organization name and primary contact information.**
 - **Approach to services.** Provide a brief description of the approach to services and address each of the following:
 - Describe how you would invite participatory discussion around an individual and systemic lens to race, racial equity, and structural racism.
 - Provide your range of experience creating and facilitating introductory and advanced diversity, equity, and inclusion trainings.
 - The cohort is a group comprised of people with varying lived experiences that contribute to their individual understanding of the concept of identity. How would you set the stage for and encourage participatory discussion around identity with the cohort?



- Discuss how you evaluate, and respond to, various levels of racial, identity, and equity understanding within a group setting.
- **Deliverables and proposed timeline.** Provide a work plan and timeline that identifies activities and deliverables.
- **Respondent 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 MFH can contact to verify past work.
 - Completed [W-9 form](#)
 - Completed [Conflict of Interest Disclosure 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

Contract Provisions

The agreement will be 12 months in duration. If selected, the contractor will be required to enter into a Service Agreement with MFH. To review the terms of the agreement, [click here](#).

Contact and Deadline

If you have questions please contact Nicole Brueggeman, Advocacy and Community Affairs Manager, at nbrueggeman@mffh.org. The proposal is due no later than midnight on **Wednesday, September 18, 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 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.

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.