



**REQUEST FOR CONTRACTED PROPOSALS**

Building the Behavioral Health Field  
**Learning Cohort Facilitator**



**Missouri Foundation  
for Health**

*a catalyst for change*



## REQUEST FOR CONTRACTED PROPOSALS

Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to design and facilitate a learning cohort of seven organizations implementing projects to change their local behavioral health systems.

The selected contractor will be responsible for designing and facilitating a cohort structure that:

1. Bolsters project leaders' systems-level thinking
2. Strengthens the system-change approaches of the seven projects involved
3. Shares the challenges and successes of systems change across the projects with the intent of advancing and sustaining change beyond the project period

### **Background**

The local system-change cohort is part of the Foundation's behavioral health strategy which focuses on systems-level approaches to test new models, improve access, and spread innovations with the potential for long-term impact.

The cohort is comprised of seven awardees (e.g., organizations, collaborative partnerships, etc.) engaged in efforts to adapt or change their local behavioral health system. Project aims and approaches include building stronger networks, bringing in partners from overlapping systems (e.g., criminal justice, education, etc.), and creating streamlined information sharing systems.

Projects are 36-months in length and began in February 2020. Led by MFH staff, the cohort has met two times in 2020 to orient themselves to each other's projects and gain a common understanding of systems thinking.

### ***Why a Learning Cohort?***

We believe individual projects will have greater impact if we provide time, space, and support for them to learn and reflect together about how to create systemic and structural change.

The intent of the learning cohort is to assist participants with developing familiarity and skills with systems-change principles and strategies, building relationships, and leveraging each other's learning in order to accelerate sustainable change. As such, the objectives are as follows:

- Through training and resource sharing provide a group structure for project participants to gain a common understanding of systems-change principles
- Leverage learning and experience in real time through discussions of successes, challenges, and lessons learned
- Provide a mechanism for the Foundation and the field to learn from participants about how systems-level change occurs in communities

### ***Cohort Structure***

Specifically, the contracted facilitator will:

- Develop a virtual cohort structure and meeting frequency over the remaining course of the grant period (2021-2022) to ensure participants receive resources and training on systems-change principles and strategies.
- Identify themes and challenges arising from individual projects and leverage the cohort structure to address these topics



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- Track each organization's progress toward their defined local system improvement with project staff via telephone/virtual calls, interviews, or other relevant methods
- Provide annual synthesizing of the cohort's learning and highlighting the application of this learning in individual projects. Leverage participant learning and experience in real time by creating a space for sharing successes, challenges, and lessons learned
- Maintain regular communication and contact with the Foundation and participants in disseminating learnings and further understanding how system-level change occurs in communities

### A successful applicant will demonstrate:

- Experience with learning collaboratives or other collective project support formats
- Knowledge of systems-change literature and conceptual frameworks
- Expertise in training and coaching related to systems thinking, program development, and adult learning
- Excellent in-person and online facilitation skills
- Knowledge of the behavioral health field a plus
- Ability to produce engaging and thoughtful written or presentation materials to synthesize information from individual projects, as well as summarize the overall cohort progress

## 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 acknowledgment.** Complete and submit the [one-page acknowledgment 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 your experience facilitating (in-person and online) learning collaboratives or other collective training and coaching formats.
    - Describe your experience and approach to providing feedback and support regarding systems-level change, systems thinking.
    - Describe how you would approach culling learning and providing support to individual projects in a way that also benefits the cohort as a whole.
    - Describe the methods you would use to gather individual participant information.



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- Describe how you would ensure that group cohort meetings meaningfully accelerate individual project learning, and ultimately the ability to create systems-level change.
  - If relevant, describe your experience working with systems change related to behavioral health.
  - **Deliverables and proposed timeline.** *The cohort facilitator will begin their contract period in early 2021 and work with the cohort through the end of 2022.*  
Please describe the anticipated timeline, activities and deliverables you are proposing to meet the expectations of this request.
  - **Organization 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), subcontractor fees related to specific outside technical assistance for cohort participants (attach proposal or contract), and other direct costs related specifically to the project. MFH reserves the right to negotiate proposed costs. MFH will not reimburse for the cost of developing or presenting this proposal.
- 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



### Contact Provisions

The agreement will be up to 24 months in duration. If selected, 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 Michael Renner, Strategist, at [mrenner@mffh.org](mailto:mrenner@mffh.org). Proposals must be received by February 8, 2021, at noon (Central Time).

For more information on the online submission process, [click here](#). If there are additional questions, please contact Wendy Rohrbach, Project Coordinator, at [wrohrbach@mffh.org](mailto:wrohrbach@mffh.org).

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