



REQUEST FOR CONTRACTED SERVICE PROPOSALS

Diverting to Care Grantee and Stakeholder Convening



*Missouri Foundation
for Health*

a catalyst for change



Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to plan, coordinate, and help execute a Diverting to Care convening for a group of behavioral health, public health, and criminal legal system stakeholders interested in building knowledge and skill to divert individuals with mental health or substance use disorders from interaction with the criminal justice system. This group of stakeholders includes MFH grantees as part of our 2022 Diverting to Care Community-Based Grantee cohort as well as other community and state-level leaders working on this topic.

The Foundation's Diverting to Care initiative builds on MFH's long-term investment in behavioral health systems change. It is specifically aimed at improving the crisis response process in order to prevent the involvement of the criminal justice system with individuals experiencing behavioral health issues. Our strategy includes investments in a statewide Sequential Intercept Model mapping project and four community-level planning and implementation projects to improve crisis response so that in the long-term behavioral health services are more responsive, accessible, and available to those who need them. This initiative prioritizes rural, Black, and Hispanic communities in Missouri, as these populations are experiencing disparities in access to and effectiveness of diversion efforts.

Description of Services

The selected contractor will play a critical role in co-designing with MFH staff, grantees, and stakeholders at large a convening to ensure stakeholders build their knowledge of diversion efforts happening in our state and nationally. Stakeholders should have ample opportunity to build their relationships with others doing this work in Missouri. For current grantees, the convening should provide an opportunity to reflect on their efforts thus far and highlight promising work, being explicit about the implications for strengthening existing efforts. We anticipate hosting this convening in person in either St. Louis or Columbia, Missouri and will require the contractor to travel for the event.

A successful facilitator(s) will be able to:

- Collaborate with grantees and MFH staff to identify the learning needs of each grantee and the field at large to co-design the convening content and activities. This assessment should be reflected in the work plan and cost proposal.
- Design and facilitate an appropriate convening that includes group learning, as well as opportunities for collective reflection among grantees and individualized support to grantees based on their funded project progress.
- Ground convening participants in up-to-date evidence on the prevalence of behavioral health and the need for crisis services, promising practices for preventing criminal justice involvement of individuals with behavioral health issues, and historical context related to current diversion practices.



- Recruit and contract expert presenters and facilitators in collaboration with MFH staff to address the needs of each grantee and the field at large and to facilitate a learning session among grantees to identify lessons learned and emerging questions. The assistance should be reflected in the cost proposal.
- Develop a convening deliverable that captures key takeaways and resources that attendees can use to revisit or further disseminate information. The exact format of the deliverable should be determined based on grantee input, but may include graphic recording, convening booklet, or other visually engaging product.
- Facilitate an after-action review of the planning period and event for Foundation staff that includes data collected from participants on their experience of planning and attending the convening.

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.** Provide a brief description of the approach to services and address each of the following:
 - Describe your experience working around the topic of behavioral health emergency response. What is your familiarity with the spectrum of emergency response models and systems change required to better meet the needs of people experiencing behavioral health crises?
 - In designing a convening experience, how will you balance meaningful, evidence-based learning and training for behavioral health emergency response stakeholders, with individual grantee needs?
 - Describe how you would lead stakeholders through reflection on diversion work that has been completed and elicit topics for future learning.
 - Describe your approach for evaluating participant experience and developing the convening deliverable for grantees. Please provide a sample of final documents or artifacts from previous facilitation projects.



- Deliverables and proposed timeline. Provide a work plan and timeline that identifies activities and deliverables and presentation format.
 - Organization history and qualifications. Provide a summary of the experience and qualifications of the organization's staff as well as any proposed subcontractors. Include bios of key personnel. Provide information and examples, if any, demonstrating how your organization shares MFH values and critical concerns as described below.
- 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 that can be tracked specifically to the project. Respondents should submit a cost proposal that aligns with the scope of the project and supports required deliverables. MFH reserves the right to negotiate proposed costs.

Note: Requested travel will be reimbursed for coach airfare booked within a reasonable timeframe, lodging, standard rental car or public transportation, meals and incidental expenses at a rate 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 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. Successful proposals will describe a workflow and approaches to ensure the above expectations are met. 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. The proposal will be considered confidential.



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 up to 9 months in duration with an anticipated start date of September 1, 2022. 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 Katie Kaufmann, Senior Strategist, at kkaufmann@mffh.org or (314) 345-5536. Proposals must be received by noon, Central, on Wednesday, July 20, 2022.

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 or (314) 345-5504.

MFH Values and Critical Concerns

MFH is committed to engaging partners who share and demonstrate our values of equity, integrity, humility, and commitment. In addition, MFH has identified advancing equity and inclusion, promoting human dignity, and making environmentally conscious decisions as critical concerns. Should your organization wish to become a provider, you will be asked to sign a statement affirming that:

- Employment practices of your organization ensure that there is no discrimination in hiring and promotion practices. This includes discrimination based on gender, age, race, disability, veteran status, religious affiliation, or sexual identification.



- No part of your organization's operations or communication with the public discriminate against any individual or group based upon any of the factors listed above.
- Any violation of this provision shall be considered a violation of the 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.

About Missouri Foundation for Health

Missouri Foundation for Health is building a more equitable future through collaboration, convening, knowledge sharing, and strategic investment. Working in partnership with communities and nonprofits, MFH is transforming systems to eliminate inequities within all aspects of health and addressing the social and economic factors that shape health outcomes. To learn more please visit mffh.org.