



REQUEST FOR CONTRACTED SERVICE PROPOSALS

Planning and Facilitation for Missouri Firearm Violence Prevention Convenings



**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 two firearm violence prevention (FVP) related convenings to be held in the first half of 2023. It is anticipated that each convening will be one day long.

Background

Firearm-related deaths and injuries, including homicides, suicides, and accidental shootings, have generally increased over the past few decades and are a predominant cause of injury and death in the United States. In 2017, MFH made a commitment to address this issue. The Foundation's strategy is focused on strengthening a diverse network of stakeholders to engage and drive community-based firearm violence prevention efforts. Recognizing that firearm violence impacts people of all ages, backgrounds, and geographies (rural and urban), MFH has taken a multi-faceted and comprehensive approach to understand and respond to the issue across Missouri communities.

Description of Services

The selected contractor will play a critical role in co-designing, with MFH staff and stakeholders at large, two FVP-related conferences. The first convening will bring together organizations engaging in firearm violence prevention (e.g., FVP organizations) as well as those working in areas or topics adjacent to firearm violence prevention (e.g., behavioral health, intimate partner violence) to promote common understanding of firearm violence and root causes, create a safe space for diverse stakeholders to become acquainted, and increase fluency in the culture and language surrounding this topic. The convening will also serve to elevate the Foundation's FVP strategy publicly to encourage other organizations to engage in this effort. MFH anticipates announcing several upcoming funding opportunities at the event. The contractor should plan to incorporate activities during the convening to obtain feedback and input from participants to identify potential technical assistance and support needs that would allow them to engage in or strengthen FVP efforts in the future. Target audiences may include, but are not limited to, organizations currently working to address firearm injury and death, organizations working in adjacent and intersecting areas (e.g., behavioral health, employment), researchers, advocates, people with lived experience/survivors, and local policymakers. Convening content will need to be designed to address the differing needs of the target audiences and their history and experience with firearm violence prevention.

The second convening will be a communicators' convening. The goal of this event is to spur discussion among communicators and share strategies to help them shift the narrative around firearm violence through tested communication frames and effective messaging. Through this work, communicators, journalists, and small organizations looking to gain communications capacity and expertise in this area, will be more effective in discussing the topic of firearm violence, while elevating the root causes, impacts, and potential solutions to the issue. Additionally, journalists will walk away with a better understanding of how to cover firearm violence effectively, building trust with sources and learning to engage without retraumatizing.



Participants will hear lessons learned and information on communication and reporting strategies and techniques from national and local firearm violence reporting efforts (e.g., Kansas City Star's [Missouri Gun Violence Project](#)). In collaboration with MFH, a deliverable will be developed that will assist participants in connecting with local FVP media resources and contacts. Additional convening deliverables and resources may be identified during the event planning phase. Target audiences may include journalists, nonprofits, communications staff from interested foundations in the Midwest, along with other key communicators and influencers.

For the communicators' convening, it is anticipated that the contractor will convene a small planning committee consisting of MFH staff and 1-3 external stakeholders to help inform the content and strategies for identifying and engaging the target audiences (e.g., promotion of the event, development of a survey to inform convening sessions).

For each convening, the contractor will work collaboratively with MFH staff to develop the agenda for the event; solicit input of key stakeholders from across Missouri; identify and secure convening speakers; provide event planning and facilitate logistics; and capture key learnings, recommendations, and next steps from the events. Opportunities for participant networking, relationship building, and coordination in and across communities should be incorporated into the convenings.

MFH anticipates these convenings will be hybrid, including both in-person and virtual options. To support equitable participation, stipends for participants to cover travel costs (e.g., mileage, one night of lodging, offset staff time) will be offered on an as-needed basis and should be reflected in the proposed budget. The budget should include stipends for up to 75 participants.

In addition, the proposed budget should reflect costs to host the convenings (e.g., food, space) in a location in mid-Missouri or St. Louis. It is anticipated that the two convenings will be held on separate dates that are not necessarily consecutive.

Due to the sensitive nature of the topic area, the contractor will work closely with MFH staff to ensure that session content and communications are informed by and consistent with MFH FVP framing and messaging.

General Requirements

Interested contractors should have the following qualifications:

- Missouri-based or familiarity with Missouri
- Facilitation style that is interactive, responsive, and inclusive
- Knowledge and experience in network- and/or field-building
- Knowledge and experience with in-person and virtual facilitation and event planning
- Experience working on firearm violence prevention or other politically sensitive topics is preferred but not required narratives that reflect lived experiences and values.



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.
 - **Approach to services.** Provide a brief description of the approach to services and address each of the following:
 - Describe your experience with facilitation, event planning, and using stakeholders to inform convenings or similar events.
 - Detail your approach to facilitating large diverse groups (virtual and in-person), providing opportunities for networking, and engaging participants to identify needs and assets.
 - In designing the convening, how will you ensure that content addresses health equity and reflects the impacts of and solutions for firearm violence across Missouri communities? How will you work with MFH to promote equitable participation across geographies, sectors, demographics, experience, and FVP areas of focus?
 - Describe your experience and approach to capturing key learnings from events like the one proposed and how you will work with MFH and partners to inform next steps.
 - **Deliverables and proposed timeline.** Provide a work plan and timeline that identifies activities and deliverables.
 - **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. [Expenses related to convenings should also be included.](#) Please review the Description of Services for additional items to be included in the budget. 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 a list of [intellectual property](#) that may be used in performing the services.
- **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.

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 nine 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 Jessi LaRose, Senior Strategist-Initiatives, at jarose@mffh.org. Proposals must be received by noon, Central, on Tuesday, August 30, 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.