REQUEST FOR CONTRACTED SERVICE PROPOSALS

Birthing Justice

Documentary Screenings

Missouri Foundation for Health
a catalyst for change
Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to work closely and collaboratively with MFH staff and partners on the planning and execution of screenings for Birthing Justice in different parts of Missouri in spring 2023.

Birthing Justice (run time 1 hour 36 minutes) is a documentary about the Black maternal mortality crisis in America and the progress being made by maternal child health initiatives, advocates, and policymakers across the country. Profiling the on-the-ground realities in Washington, D.C., Missouri, California, and Georgia, the documentary features medical experts, social justice leaders, and pregnant Black women and mothers to challenge conventional assumptions about the cause of maternal deaths among Black women.

**Description of Services**

MFH invites firms with event production experience to submit proposals to lead this project that will include pre-event planning, budget management, logistics, and on-site event execution. Work will begin in February and conclude in July of 2023 with screenings planned around key dates in April for Black Maternal Health Week and Maternal Mental Health Month in May.

Our goals for the screening include:

- Deepen people's understanding of the Black maternal mortality crisis, especially as it relates to Missouri’s ranking
- Broaden conversation around state and national policy as well as community-driven policy solutions
- Create opportunities for movement-building for reproductive justice
- Amplify the voices of Black birthing people and their experiences during pregnancy and childbirth

The consultant will:

- Collaborate with MFH and partners to host between 3 - 5 screenings in various parts of Missouri
- Provide project management and oversight of each screening, including pre- and post-event needs
- Assist in identifying potential partners, speakers, panelists, and audiences for screenings
- Develop invite list and create invitations, promotional materials, necessary signage
- Secure speakers and panelists for each screening
- Manage logistics (venue options, a/v needs, refreshments, travel arrangements, vendor coordination, walkthroughs, run of show, etc.)
- Develop communications plan to promote event, including media outreach
**General Requirements**

Interested firms should have the following qualifications:

- Knowledge of the maternal health landscape in Missouri, including familiarity with social service agencies, community organizations and coalitions and current policy
- Commitment to racial equity and a deep understanding of historical and structural contexts that creates inequitable outcomes in health
- Demonstrated experience and expertise planning convenings, educational/awareness events and media outreach.

**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.**
  - **Organization name and primary contact information.**
  - **Approach to services.** Provide a description of the approach to services and address each of the following:
    - Describe the activities and approaches you will engage in to achieve goals and fulfill services outlined in the Description of Services section.
    - Detail your approach and experience with bringing stakeholders together to develop strategic partnerships, elevate policy, and support community-led efforts.
    - Describe relevant experience with convening stakeholders around topics that center racial and health equity.
    - Detail potential opportunities you see for incorporating activities to build off these screenings to create sustained momentum around addressing Black maternal health inequity (this could include strengthening relationships and networks, shifting power dynamics, changing practices, advancing policy, challenging mental models, supporting narrative change efforts, etc.).
• **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.

□ **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. MFH will not reimburse for the cost of developing or presenting this proposal.

  *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 six 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 Molly Crisp, Senior Communications Strategist, at mcrisp@mffh.org. Proposals must be received by noon Central on January 19, 2023.

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](https://mffh.org).