



REQUEST FOR CONTRACTED SERVICE PROPOSALS

# Exemplary Advocate Cohort Team Development Training



**Missouri Foundation  
for Health**

*a catalyst for change*



Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to provide the 22-member Exemplary Advocate Cohort (EAC) with an in-person training that will help EAC members and their organizations with team development skills, including tactical strategies.

### Background

The EAC is composed of 22 experienced advocates representing 11 diverse organizations across the state of Missouri. These seasoned advocates have been members of the EAC since 2019 and have been charged with collectively working toward building an effective and coordinated field of health advocates in Missouri. The cohort has been meeting regularly and collectively building an inclusive network, fostering diversity of thought, giving back to their advocacy community, and adopting a health equity lens in an effort to create a cohesive and transformative health advocacy community.

The EAC is pursuing a strategic plan which identifies tactical goals, one of which is to build organizational capacity. As a result of input from EAC members indicating that their organizations would benefit from training on team development, the EAC Build Capacity subgroup is initiating the following training opportunity. Specifically, supporting diverse staff and developing a positive work culture were identified as professional development goals by EAC members. We are seeking qualified trainers to provide engaging and informative training to our group. Additional information about the EAC initiative and its advocates can be found on the [Foundation's website](#).

### Description of Services Required

The EAC is seeking a training expert who can provide the cohort with team development training on **August 17, 2023**. If needed, the training could be split over sessions. The first session will occur on August 17, 2023. The second session could occur on August 18, October 19, or October 20 at the EAC's scheduled in-person convenings.

The training should be both informative and engaging with the goal of teaching EAC members knowledge and skills around team development. Specifically, the cohort is interested in learning more about the following topics:

1. Promoting a positive work culture
2. Fostering effective team collaboration
  - a. Moving through the "stages of development"; ways to inspire each other and lift up the work; collaborating in ways that build team cohesiveness; collaboration in a virtual setting
3. Supporting diverse staff and their goals
  - a. Influencing work environments that support diverse staff, from every level of the organization (early career to leadership) e.g., Mentoring/coaching staff



## 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.
  - **Approach to services.** Provide a brief description of the approach to services and address each of the following:
    - What specific expertise, experience, and/or skillset does your firm bring to this opportunity? This can include:
      - Tailoring in-person trainings to specific group needs
      - Working with non-profit organizations
      - Other team and work culture development trainings
    - Providing one or two in-person training session(s) tailored to approximately 22 people
    - Sessions are generally expected to last 2-4 hours. However, we are flexible to the consultant's expertise.
    - Ensuring that sessions are appropriately tailored to address the group's needs. This can include reassessing group needs as necessary.
    - Engaging attendees from every level of the organizations (from early career to leadership).
    - Providing an overview of your training content for the proposed session(s)
    - Outlining your proposed process with working alongside the EAC Build Capacity group for adapting the proposed training content
    - Please include any specific parameters necessary for your presentation (slide decks, mics, pens, printing access, 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. Provide information and examples 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. Overhead/indirect expense can only be applied to other direct costs. 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: If required, 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



## Contact Provisions

The agreement will be up to six 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 Megan Bhatti, Strategist, at [mbhatti@mffh.org](mailto:mbhatti@mffh.org) or (314) 345-5573. Proposals must be received by **12pm Central on April, 13, 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](mailto: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. The organization will be asked to affirm 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](http://mffh.org).