



Missouri Foundation
for Health

REQUEST FOR PROPOSALS

Grants Management Software

Missouri Foundation for Health (MFH) is seeking proposals from qualified vendors to provide a comprehensive Grants Management System (GMS). The purpose of this system is to ensure the process of managing awards effectively, efficiently, and transparently.

About Missouri Foundation for Health

MFH 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. The Foundation takes a multifaceted approach to health issues, understanding that strategic initiatives, policy, communications, and research all play a role in creating lasting impact.

An independent philanthropic foundation, MFH was created in the year 2000, following Blue Cross Blue Shield of Missouri's conversion from nonprofit to for-profit status. It is the largest organization of its kind in the state.

Project Overview

MFH implemented their first GMS in 2002 with MicroEdge GIFTS. Subsequently, Blackbaud acquired MicroEdge GIFTS and MFH is now using Blackbaud Grantmaking.

Current State:

- 45 universal users with varying permission sets, all of which allow for data entry
- 16 view-only users with ability to view records, create and save views and searches, and run reports
- 50-60 internal and external reviewers
- Average of 500 applications per year submitted through the online portal
- Average of 240 approvals per year with 60% of awards being multi-year (ranging from 18 months – 60 months)
- Average of 350 active awards at any point in time
- Average of 400 reports per year submitted through the online portal



Scope of Services

The selected vendor shall provide the following services:

- **Customization and Implementation:** Customize the GMS to align with the specific needs and workflows of MFH
- **Adoption and Change-Management Strategies:** Provide support during the implementation process to ensure smooth transition and user adoption
- **Training:** Conduct training sessions for administrators, staff members, and relevant stakeholders on how to use the GMS effectively
- **Data Migration:** Assist in migrating existing data and documents into the new system while ensuring data integrity and security
- **Maintenance and Support:** Provide ongoing technical support, troubleshooting, and system updates to ensure the smooth operation of the GMS
- **Integration:** Integrate the GMS with Salesforce, Power BI, financial software, Candid demographic data, and other relevant systems or databases, as necessary
- **Developer Tools:** Access to any developer tools, including a Sandbox

Technical Requirements

- Automate the application, review, evaluation, charity check, and approval process
- Centralize all data and documentation for easy access and management
- Ensure compliance with regulatory requirements and reporting standards
- Facilitate communication between applicants, reviewers, and administrators
- Generate comprehensive reports and analytics for decision-making
- Integrate with other systems (e.g. Salesforce) is required
- Manage annual awards budget, including forecasting for current and subsequent years

Proposal Requirements

The proposal should include, but not be limited to, the following:

- **Overview of the Vendor:** Provide background information about your company, including experience in developing and implementing GMS
- **Technical Specifications:** Describe the features and functionalities of the GMS, including any customization options available
- **Implementation Plan:** Outline the proposed timeline, milestones, and methodologies for implementation
- **Adoption Strategies and Training Plan:** Describe user adoption and change-management strategies, as well as training programs and materials to ensure effective user adoption



- **Data Migration Strategy:** Explain how you will migrate existing data and documents into the new system, while ensuring data integrity and security.
- **Maintenance and Support:** Describe your approach to providing ongoing technical support, troubleshooting, and system updates.
- **Integration:** Provide information for the systems to which your solution integrates/connects
- **Pricing:** Provide a detailed breakdown of all costs associated with the implementation, customization, training, maintenance, and support of the GMS
- **Challenges:** Specify any limitations or constraints that may impact the project

Cost Proposal Example

Component	Description	Cost

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and reputation of the vendor
- Suitability and flexibility of the GMS
- Implementation and training plans
- Data migration strategy
- Maintenance and support services
- Integration with other systems
- Adoption and change-management strategies
- Cost effectiveness

Proposal Submission

Proposals must be submitted online by June 13, 2024.

To begin a proposal, [click here](#).

For inquiries, contact Wendy Rohrbach, Project Coordinator, at wrohrbach@mffh.org or (314) 345-5504.



Estimated Timeline

Proposal Submission Deadline	June 13, 2024
Vendor Presentations/ Demonstrations, if applicable	July/August 2024
Sandbox/Trial Testing	September 2024
Vendor Selection	October 2024
System Implementation	January 2025

Review and Evaluation

Responses will be reviewed in accordance with the requirements of this RFP. A respondent's submission in no way guarantees procurement. MFH will not reimburse for the cost of developing a response to this RFP. MFH reserves the right to request additional information and to conduct discussions with respondents to ensure full understanding of and responsiveness to the solicitation requirements.

Confidentiality

All information provided in response to this RFP is considered confidential and shall not be disclosed to any third party without prior written consent of respondent.

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 discriminates 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 ground for cancellation, termination, or suspension in whole or in part of any related agreement by MFH.