



REQUEST FOR CONTRACTED SERVICE PROPOSALS

Firearm Injury and Death Prevention Learning Support Group Facilitator



**Missouri Foundation
for Health**

a catalyst for change



Key Application Dates

Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to facilitate a learning support group with MFH’s firearm injury and death (FID) prevention grantees.

Close Date	October 22, 2024
Anticipated Award Notification	December 2024

MFH’s Firearm Injury and Death Prevention Approach

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. Through our FID prevention efforts, MFH takes a holistic approach to addressing all types of firearm injury and death (e.g., community violence, suicide, unintentional, interpersonal). The Foundation’s strategy is focused on strengthening a diverse network of stakeholders to engage and drive community-based firearm violence prevention efforts.

MFH’s strategy also includes a focus on strengthening capacity, elevating resiliency, and bolstering networks of organizations engaging in firearm injury and death prevention (i.e., FID-prevention organizations) as well as those working in areas or topics adjacent to the topic (e.g., behavioral health, intimate partner violence). The purpose of this approach is to support organizations’ efforts to learn more about and be responsive to the communities they serve, build upon skills and knowledge to support effectiveness of efforts and their organization, further connection and collaboration with other organizations to leverage complementary resources and skills, and foster relationships as a means of social support for a topic that is often difficult to address. The ultimate goal of this work is to provide support and resources to organizations that will assist them in developing and implementing effective interventions and advocacy efforts to address aspects of firearm injury and death at the local and regional level.

MFH has three funding opportunities available to support organizations with varying levels of engagement in FID prevention activities. This list is current as of July 31, 2024.

Funding Opportunity	Intent	# of Grantees and Duration
Infrastructure and Support	<ul style="list-style-type: none"> Organizational characteristics: Significant expertise and experience in FID prevention; history of engagement in local/regional efforts around various aspects of FID, including systems-level efforts Funding intent: Support and maintain the grantee’s staffing and operational infrastructure; strengthen coordination, programmatic, and policy approaches; and enable these organizations to sustain momentum in the field 	<ul style="list-style-type: none"> One grantee (St. Louis)
Planning Grants	<ul style="list-style-type: none"> Organizational characteristics: Experience with initial or exploratory efforts to understand and/or address FID; demonstrated commitment by organization and partners to address FID in their community; early success in community and/or partner engagement around FID Funding intent: Support engagement of key individuals in planning, preparing, and building support for community-driven FID efforts planning efforts 	<ul style="list-style-type: none"> Two-or-three year grants Two grantees (Southwest) One grantee (Southeast)
Pre-planning (Imagine, Build, and Respond: Supporting Communities to Examine and Explore Firearm Violence)	<ul style="list-style-type: none"> Organizational characteristics: Little to no previous direct experience addressing FID; interested in exploring and understanding firearm violence. Funding intent: Offered to support initial efforts to elevate the issue, form essential connections, and identify where their organization would be best poised to make a difference in the field. 	<ul style="list-style-type: none"> One-year grant Two grantees (Southeast) One grantee (Southwest)



MFH Firearm Injury and Death Prevention Values and Principles

MFH's mission is to eliminate underlying causes of health inequities, transform systems, and enable individuals and communities to thrive. A key driver of MFH's work as an organization is to contribute toward an enabling environment for achieving health equity and target our resources to this end. In addition, specific to MFH's FID prevention efforts are several core principles that guide our work. These principles shape MFH's work in FID prevention, including how we partner with communities.

- **Systems change:** Systems change involves addressing the root causes that hold social problems in place. This intentional process focuses on transforming and disrupting the deeply embedded systems and structures that enable the status quo. We work to have a shared understanding of the ways in which policies, practices, relationships, resource flows, power dynamics, and mental models prevent and/or contribute to firearm injury and death and prioritize partnerships and investments that seek to disrupt these patterns.
- **Health and racial equity:** Health equity means that everyone has a fair and just opportunity to be as healthy as possible. In a racially equitable society, all people would have this opportunity regardless of their racial identity. We intentionally reflect on, uplift, and challenge the historic and current practices, policies, systems, and narratives within systems that create inequitable opportunities, foster environments and circumstances that drive FID, and undermine the ability of marginalized/disenfranchised communities to determine solutions.
- **Centering communities:** From ideation to implementation, we prioritize the essential insights, lived experience, and expertise that local organizations and community members possess, and work collaboratively to craft and execute strategies that are responsive and accountable to impacted communities and the organizations representing them.
- **Addressing stigma:** We understand the impact of stigma in addressing firearm injury and death prevention and support partners in creating brave space to hold uncomfortable conversations and implement strategies to challenge stigma.
- **Humility, learning, and experimentation:** We recognize that our insights and understanding of the issue may be limited. We apply mechanisms to ensure we are constantly listening, learning, and adapting in partnership with organizations with deep ties to communities and promoting flexibility and experimentation for understanding and implementing solutions to complex problems.

Description of Services

At MFH, we are committed to continuous learning. We work collaboratively with our partners to determine how to detect opportunities for change, share insights, and use those insights for continuous reflection and improvement. MFH is committed to navigating the complex field of firearm injury and death prevention as a learning partner and to centering those who are most closely connected to the work and community experiences. While MFH has its own learning questions, it is not our intent to be extractive in our partnership with grantees. Instead, we are committed to co-creating learning approaches with grantees in such a way that is meaningful and useful to their own efforts, organization, and team. MFH has begun to engage partners and grantees around our learning questions as part of our early discussions on a joint learning approach. For example, MFH learning questions include but not limited to, how do we approach sharing power with grantees and communities and what has MFH's support enabled grantees to do that they may have not otherwise been able to do. We had initial conversations with grantees to better understand organizational and staff capacity, interest, and usefulness of engaging in collaborative learning.



Key insights and trends included:

- The grantees expressed diverse interests in learning from each other's experiences and strategies. Areas of interest included, but not limited to bridging rural-urban divides, fostering community cohesion, building relationships and collaborative coalitions, successful youth and community engagement strategies, and identifying areas for collective impact.
- Grantees recognized the importance of both in-person and virtual meetings, with an inclination toward a mix of formats depending on the topic and logistics. Suggestions for learning meeting length ranged from 50 minutes to several hours, with flexibility in length and location being necessary for deeper dives into specific tools or methods. Grantees noted that an annual in-person meeting might be beneficial, in which case it will need to be longer to account for travel. Some grantees indicated a desire to meet as frequently as monthly, though quarterly was also viewed as sufficient.
- Engagement of key champions and stakeholders was emphasized, including those outside the grantee cohort.

Feedback and insights from these conversations have informed the scope of services requested in the RFP and should be considered in the application response. Services requested under this RFP include:

- Structure and facilitate a learning support group inclusive of MFH and the FID prevention grantees. Note: Two or three additional grantees may join the cohort in 2025.
- Co-create a learning approach and engagement strategy with grantees that is responsive to their interests and needs. Mechanisms for sharing power with grantees to decide on the direction, content, format, and design should be prioritized and incorporated into the facilitation approach. This may also include group model building to jointly understand and address the complex issue of FID prevention.
- Develop a process for monitoring emerging learning needs of the grantees and capturing lessons learned for both internal and external use. Engage in meaning-making with learning group participants to ensure accurate interpretation and translation of lessons learned.
- Establish meaningful methods for fostering grantee rapport and engagement and sustaining momentum.
- Support learning efforts as needed that are inclusive of other Missouri FID champions and organizations. These opportunities should be co-created with grantees.
- Recruit and contract (if needed) with technical experts to support identified technical assistance and/or topically specific learning needs of the grantees. Expenses should be reflected in the cost proposal.



General Requirements

Interested contractors should have the following qualifications:

- Familiarity with Missouri's culture and political context.
- Possess strong skills in both virtual and in-person settings and capable of engaging diverse groups effectively and efficiently.
- Adaptable to the needs of the group and able to identify cross-cutting themes and advance conversations that can drive progress statewide.
- Ability to listen authentically, communicate clearly without jargon, maintain neutrality, and tailor their approach to different audiences, ensuring inclusivity and understanding at all levels of expertise.
- Knowledge and experience with cohort/collaborative development, network building, and/or field-building efforts.
- Preferred but not required are:
 - Experience in firearm injury and death prevention programs and policies

Applicants may consider collaborations and subcontracts with other entities to ensure that the scope of the services requested in this RFP is addressed.

Proposal Submission

Proposals must be submitted online by noon Central on October 22, 2024.

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 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 the activities and approaches you will engage in to provide the services outlined on pages 4 of the RFP.
 - Detail how you will incorporate the identified considerations raised by the grantees on page 4 into your proposed approach. How will you be adaptable and respond to grantee's needs, preferences, and priorities?
 - Describe your organization's applicable experience and expertise as it relates to this RFP (e.g., addressing firearm injury and death, facilitating learning groups).



- What key values shape how you will approach this work? What would it look like for you to engage in ways that align with the principles on page 3?
- How will you promote shared leadership and ownership across grantees? What activities will you undertake to ensure that grantees have “ownership” of the learning efforts? How will you ensure an equitable approach to grantee engagement and participation?
- How will you identify and facilitate meaningful learning and support for members? What steps will you take to create an environment that supports meaningful participation in meetings and other activities?
- **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 as well as brief statement on how your team’s personal identities inform their understanding of and approach to thinking about the issue of FID and working with community organizations in a consulting capacity.
- **Cost proposal.** Provide a detailed cost proposal and justification for: professional fees (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. **Please include in your response travel funds (mileage, lodging, and meals) to support grantees and/or FID stakeholders’ participation in any proposed in-person activities, this may include airfare (if out of state) and transportation for your organization to attend.** Overhead/indirect expense cannot be applied to professional fees. 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: 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 [Conflicts 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 twelve months in duration, with the potential of additional years depending on successful execution of services and the continued needs of the grantee learning support group. If selected, the contractor will be required to enter into a Service Agreement with MFH. To review the terms of the agreement, [click here](#). Potential contractors are encouraged to review the agreement as contract negotiations could affect the project timeline.

Contact and Deadline

If you have questions please contact Jessi LaRose, Director of Strategic Initiatives, at jarose@mffh.org. **Proposals must be received by noon Central on October 22, 2024.**

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. 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.

Communications from our online portal are sent from mail@grantapplication.com. To ensure that you receive all information and notifications, please add this email address to your safe senders list and contacts. If you need help ensuring that our emails are not routed to your spam folder, follow these instructions for [Google](#) or [Outlook](#) email clients.