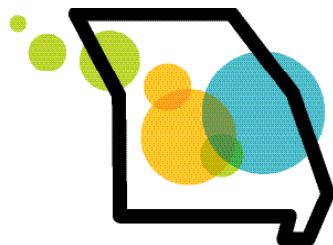




REQUEST FOR CONTRACTED SERVICE PROPOSALS

SNAP Advisory Group Facilitation



Missouri Foundation
for **Health**

a catalyst for change



Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to provide strategic counsel, group facilitation, and meeting logistics of the SNAP Advisory Group (SAG), a network of social safety net advocates specifically focused on SNAP improvements in Missouri.

MFH has supported the facilitation of SAG since 2022. This group builds on a model the Foundation had previously deployed with Medicaid-focused advocates. The model leverages our changemaking strategies of convening, health policy, and advocacy by bringing together Missouri Department of Social Services Family Support Division staff, policy advocates, direct service organization staff, and impacted Missourians who have a shared interest in improving safety net programs.

Key Application Dates	
Close Date	March 31, 2025
Anticipated Award Notification	May 15, 2025

MFH Food Justice Commitments

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 invest our resources in support of that outcome. Specific to MFH's food justice efforts, there are three commitments that direct our actions: 1. Be in relationship as humans, 2. Create conditions that enable shifting power and addressing root causes of injustice, and 3. Get out of the way and trust and support those doing the work of systems change. We partner with contractors who work in alignment with these commitments.

Description of Services

We are seeking 24 months of facilitation support for our SNAP Advisory Group to reorient this work in alignment with our commitments and in response to our partners. Services requested are:

- Work with MFH Food Justice team members to refine and implement strategy for this group, specifically:
 - Hearing from state officials on enrollment numbers, high-level trends, and department projects
 - Identifying opportunities for cooperation among group members on enrollment projects
 - Identifying opportunities for cooperation on state-level legislative or administrative advocacy
 - Identifying opportunities for cooperation on federal policy advocacy
- Support the needs of Missouri advocates by developing and implementing meetings that are additive to their work
- Build trust and rapport with state department leaders to encourage information sharing and receptivity to concerns from advocates
- Maintain list of group participants; current list is approximately 40 members
- Develop meeting agendas in partnership with MFH staff and group participants



- Facilitate meetings
- Coordinate meeting logistics for virtual meetings every other month for approximately 35 participants
- Coordinate meeting logistics including paying for the meeting expenses for hybrid meetings every other month (in-person in Jefferson City, MO, with virtual option for those who cannot travel) including space, refreshments, audio/visual needs, and mileage reimbursement and per diem for approximately 20 in person attendees and 15 virtual attendees
- Provide communication in advance of and in follow up to all meetings
- Other mutually agreed upon activities (such as launching subcommittees, bringing in guest speakers)

General Requirements

Specific knowledge of SNAP eligibility and enrollment policy. Ability to work constructively with both state level government employees and community based non-profit professionals. A commitment to anti-hunger work that is rooted in human dignity and health equity.

Proposal Submission

Proposals must be submitted online by noon Central on Monday, March 31, 2025

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:
 - Provide a description of activities and responsibilities to be provided under this contract, grouped by type of work (strategic counsel, group facilitation, meeting logistics).
 - How would your proposed activities and responsibilities align with our commitments, which include: be in relationship as humans, create conditions that enable shifting power and addressing root causes of injustice, and get out of the way and trust and support those doing the work of systems change?
 - Provide key indicators that you will track for use in evaluating the effectiveness of the group.



- **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 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. 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. Please include meeting expenses for hybrid meetings every other month as outlined in the Description of Services section above. 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 [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 24 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](#). 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 Melanie Theriault, Health Policy Coordinator, at mtheriault@mffh.org or (314) 345-5552. Proposals must be received by noon Central on Monday, March 31, 2025.

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.