



Missouri Foundation  
for Health

REQUEST FOR PROPOSALS

# Consulting Services, Executive Team Effectiveness

Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to provide consulting services to our executives who are seeking to become more effective as a team, improve decision making, and institute change management processes.

## Description of Services Required

The selected consultant will assist with:

- Initial scoping of needs, including but not limited to individual interviews of executive team members (10)
- Assist team in identifying topics that should be focused on, including those that are interdependent, higher stakes for MFH, and align with organizational priorities
- Propose guidance on effective decision making and keeping meetings results oriented
- Facilitate executive two team retreats and observe two regular meetings (21 hours total)
- Provide strategies to the team in achieving constructive conflict and effective candor to enhance team productivity
- Assist individual team members with identifying leadership styles and possible coaching needs
- Review and provide recommendations to enhance MFH's change management approaches to guide development and implementation of current and future MFH projects.

## General Requirements

Consultant should have experience with executive teams, preferably those with foundations or nonprofits. Consultant should also have experience in change management.



## Proposal Requirements

Responses to the following will be submitted through an online form. To submit a response, [click here](#).

- Title page.** Include a title page that identifies the RFP, organization's name and address, primary contact name, title, email, and phone number, and date submitted.
- Proposal narrative.** Address each of the sections below
  - **Approach to required consulting services.** Provide a brief description of the approach to the services requested.
  - **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, if any, 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. 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: 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 list of intellectual property.
- 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

## Contractual Arrangements

If selected, the contractor will be required to enter into a Service Agreement with MFH. Terms to be agreed upon by contractor and MFH.

## Proposal Submission

Proposals should be submitted via the link above by **Noon (CT) on Wednesday, April 30, 2025**.

## Inquiries

If you have questions regarding this proposal, please contact Mark Seebeck, at [mseebeck@mffh.org](mailto:mseebeck@mffh.org) or (314) 345-5570.

## MFH Values and Critical Concerns

MFH is committed to engaging partners who share and demonstrate our [core values](#) of equity, trust, humility, integrity, 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 race, sex, religion, national origin or ethnicity, age, disability, sexual orientation, gender identity, or veteran status.
- 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



## **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).