



Mobilizing for Action through Planning and Partnerships

REQUEST FOR PROPOSALS

COMMUNITY HEALTH IMPROVEMENT COALITION COORDINATION

MAPP of the Southern Kenai Peninsula is seeking Requests for Proposals from individuals with the interest and experience to develop and manage a Community Health Improvement Coalition on behalf of the MAPP Steering Committee. MAPP of the Southern Kenai Peninsula is a coalition of local agencies, organizations and individuals working together to improve community health. MAPP is led by a community-wide steering committee. The goal of MAPP is to help identify opportunities for health improvement and provide backbone support for collective community action. MAPP's current focus is on increasing family well-being.

Our goal is to engage a passionate, collaborative and entrepreneurial professional grounded in working with community partners and engaging community stakeholders for collective action around the findings of our recent community health needs assessment that improves individual and community health and well-being.

Contractor Responsibilities

- Facilitate the creation of a Community Health Improvement Plan (CHIP)
 - using the findings from the 2016 Community Health Needs Assessment (CHNA)
 - using MAPP's broad definition of health, including the eight dimensions of wellness
 - engaging diverse leadership and stakeholders
- Facilitate community prioritization of the assessment findings
- Facilitate the CHIP's goal setting and strategic planning efforts
- Facilitate alignment of local agencies and resources in support of the goals
 - using the collective impact model
 - supporting the issues-specific workgroups
- Manage infrastructure to collect, analyze and house data and project documentation
- Establish and manage an effective communication strategy both within the CHIP and with the community at large
- Facilitate the work of the MAPP steering committee

Scope of Work

In order to accomplish the above stated objectives, the selected contractor will be expected to complete several key activities, outlined here:

1. Organize, support and facilitate bi-monthly MAPP steering committee meetings
 - building the agenda



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- encourage participation
 - send out reminders
2. Facilitate community meetings
 - Plan community meetings and develop materials in conjunction with MAPP steering committee
 - Make logistical arrangements (locations, times, food, participation, incentives, etc.)
 - Create necessary infographic materials in formats that include but are not limited to handouts, posters, electronic media
 3. Facilitate health issue prioritization process
 - Assist community members in identifying the most important health issues amongst presented health concerns identified in the CHNA
 - Provide flexible facilitation methods to stimulate community engagement
 4. Community engagement and marketing
 - Promote community meetings to encourage robust participation
 - Create marketing materials and organize participation incentives, when applicable
 - Utilize existing social media to promote community engagement including e-newsletter, Facebook and others
 - Solicit information from community members during existing community events such as local health fairs and farmer's markets

Deliverables

1. Facilitate a sufficient number of MAPP steering committee meetings to achieve MAPP goals.
 2. Facilitate at least two large community-wide meetings (30+ participants) annually as well as focus groups for visioning sessions, assessments, prioritization, strategic issue identification and establishing goals and strategies.
 3. Demonstrate active engagement of 50+ organizations throughout the Southern Kenai Peninsula.
 4. Produce a written Community Health Improvement Plan (CHIP) including detailed timelines for CHIP development and outcomes, the prioritization process and ranking of outcomes, a final report summarizing the facilitation process used, brief summaries of meetings, priorities identified or information gathered at each meeting and any regional or demographic differences in identified priorities.
 5. Produce an Executive Summary report outlining the health issues and priorities identified that will be distributed to key stakeholders and decision makers as well as a one-page overview that can be distributed for educational purposes.
 6. Maintain electronic copies of all written reports and all original data submitted on the MAPP website and submitted to the MAPP steering committee.
- Deliverables negotiable upon date of signature.

Contract Terms

Initial contract term is from October 1st 2016 to June 30th 2017 with annual renewal possible based on funding and performance. The full contract fee is \$35,000. The following expenses are covered by the project independent of the contractor fee: software licensing, MAPP website,



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Survey Monkey account, MAPP phone, community meeting food and venue.

Submission Guidelines

1. Cover Letter – Include your interest, availability and key contact information.
2. Statement of Qualifications - Contractor should identify prior direct experience and education which exhibits the individual's ability to provide the services necessary to complete the CHIP and CHIP implementation. Provide evidence of recent successful facilitation and leadership working with multiple partners in a collaborative collective impact approach.
3. Methodology for completing scope of work
4. References – Provide at least three references, including name, title/position, agency, email, phone, scope of relationship relative to this proposal.

Completed proposals should be emailed by 5pm September 15th to the MAPP steering committee via kyra@sustainablehomer.org. Questions regarding the proposal submission should be directed to 907-299-4920. Contract is open until filled. Proposal review and screening will begin September 16th with interviews to be held on September 20th. The anticipated contract start is October 1st.