

Request for Proposals **Body and Soul/Health Ministry Consultant**

Background

The Wellness Coalition is seeking assistance with professional program consultation services Related to the implementation/continuation of Body and Soul health ministry services in Lowndes, Macon, and Montgomery counties through The Wellness Coalition's CDC Racial and Ethnic Approaches to Community Health (REACH) cooperative agreement.

Scope of Professional Services Being Requested

Provides program consultation services related to the Body and Soul/health ministry program.

Services being sought include, but are not limited to:

1. Develop training materials and curriculum for the Body and Soul program for the target counties guidance as outlined in the REACH Community Work Plan.
2. Assist with recruitment of interested churches within REACH identified 42 census tracts and met other specified requirements.
3. Provide assistance with the church selection process if requested.
4. Assist churches with the Body and Soul program, health ministries, and healthy nutritional program implementation to meet standards.
5. Assist churches with creating and/or enhancing a policy in reference to Body and Soul nutrition in alignment with healthy nutritional standards.
6. Provide support in developing, testing, and implementing training materials to empower church communities to support healthy nutritional standards with a pastor, identified program coordinators, and congregation.
7. Register Your Entity or Get a Unique Entity ID on SAMS.gov. This Unique Entity ID is used to start doing business with the federal government.

Required Timeline of Health Ministry Consultant Services:

October 1 2022 to September 30, 2023.

Required Content of Proposals to Provide Program Evaluation Support Services: Interested respondents are invited to submit proposals that contain the following information. Respondents should number and letter responses exactly as the questions are presented.

I.	Introduction (transmittal letter)
II.	Background and Experience/Capacity
III.	Specialized Knowledge
IV.	Work Plan
V.	Personnel Assignments, Salaries, and Professional Qualifications
VI.	The proposed fee for services to be rendered between 10/1/2022 and 9/30/2023

I. Introduction (transmittal letter)

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, phone number, and email address of contact person authorized to contractually obligate the Respondent. This person should also sign the letter.

II. Background and Experience / Capacity

1. Describe any prior engagements in which Respondent's firm assisted in delivering program evaluation services as part of grant projects. Respondents should include references with current contact information from previous clients.
2. Describe the firm's current capacity to accomplish the work in the required timeframe.

III. Specialized Knowledge

1. Describe the knowledge and experience of the firm with items listed in the Scope of Professional Services Being Requested.

IV. Work Plan, Personnel Assignments, Salaries, and Professional Qualifications

1. Describe briefly the approach to the services to be provided.
2. Identify staff members who would be assigned to provide the services described in the Scope of Services, the functions to be performed by each of the staff members, and the salaries of each staff member.
3. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, and email address.

V. Proposed Fee for Services to be rendered – Please provide a proposed budget for providing the requested services. Provide an hourly rate and number of hours proposed inclusive of all costs (fringe, etc.) for each employee that you propose to utilize on this project. Please include any other costs for supplies or other necessary expenses and provide a total proposed fee.

Selection Criteria:

Background and Experience	20 Points
Specialized Knowledge	20 Points
Work Plan, Personnel Assignments, Salaries & Professional Qualifications	40 Points
Proposed Fee for services	20 Points

If needed, oral interviews may be held and used to determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified via United Postal Service.

Any questions regarding this RFP process should be addressed to Delia Hasberry, REACH Program Coordinator, at 334-293-6502 or dhasberry@thewellnesscoalition.org.

Three (3) copies of your response to this RFP should be **hand-delivered or mailed** to the Programs Assistant, at the Wellness Coalition, 2nd Floor of the Montgomery County Health Department at 3060 Mobile Highway, Montgomery, AL 36108, or **e-mailed** to admin@thewellnesscoalition.org. We can be reached at 334-293-6502.

Responses to this RFP must be received **no later than 2:00 P.M. on Friday, September 30, 2022.**