

REQUEST FOR PROPOSAL (RFP)

Physical Activity Consultant The Wellness Coalition REACH Program

Proposal Submission Deadline: October 29, 2023

Background

The Wellness Coalition is seeking professional Nutritionist/Physical Activity consultant services to provide guidance in implementing Healthy Nutrition and Physical Activity Standards in Autauga, Lowndes, Macon, and Montgomery counties relative to the Racial and Ethnic Approaches to Community Health (REACH) cooperative agreement with the Centers for Disease Control and Prevention (CDC). The following individuals should provide evidence of a degree in Kinesiology, A degree in sports science or a related field, be a certified personal trainer, have experience in the fitness industry, and possess knowledge of exercise physiology and anatomy.

Ability to develop and implement individualized fitness plans for community members and partners.

Scope of Professional Services Being Requested

The Physical Activity consultant will support and assist the REACH program in establishing Physical Activity standards according to the Physical Activity Guidelines for Americans, as the CDC recommends for community programs, worksites, and churches through the Body and Soul program/health ministry services, Trails for Pedestrians and Bicyclists Assessment, and help implement the “Move Your Way” program. Services being sought include but are not limited to:

1. Provide assistance in developing the REACH Physical Activity plan for the target counties' guidance as outlined in the REACH Community Work Plan.
2. Assist with the Physical Activity Guidelines interventions for partners in the REACH target counties as outlined in the REACH Community Work Plan.
3. Assist in the implementation and execution of The Active Communities Assessment Modules tool in the identified census tracts.
4. Assist partners with Physical Activity within REACH-identified census tracts and meet other specific needs.
5. Serve as a Champions For Change (Advisory Council/Trusted Messengers) group member and provide guidance for the REACH Physical Activity.
6. As required, attend monthly program update meetings, community outreach events,

conference calls, and support/focus groups.

7. Advise the Executive Director, Program Coordinator, Community Coordinator, Community Liaison, and other management staff regarding appropriate strategies and research related to Physical Activity Standards.
8. Coordinate with program evaluators to develop instruments for focus group meetings and surveys to assess barriers to Physical Activity among the priority population.
9. Assist with developing and recording participant data as required to meet program standards.
10. Provide other services as requested or authorized by The Wellness Coalition Executive Director or designee.
11. Register Your Entity or Get a Unique Entity ID on www.SAM.gov. This Unique Entity ID is used to start a business with the federal government.

Required Timeline of Health Ministry Consultant Services:

October 1, 2023, to September 29, 2024.

Required Content of Proposals:

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 10/1/2023 and 9/29/2024

I. Introduction (transmittal letter)

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent's federal tax identification number
5. Name, title address, phone number, and email address of contact person authorized to obligate the Respondent contractually. 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 Physical Activity consulting.
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 staff member, and the salaries of each staff member.
3. Include resumes or curriculum vitae of each 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, including all costs (fringe, etc.) for each employee 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 the United Postal Service.

Any questions regarding this RFP process should be addressed to Belkys Gomez, REACH Program Coordinator, at 334-293-6502 or bgomez@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, November 3, 2023**