

The Wellness Coalition

Working together to improve health and access for all.

Request for Proposals Baby Cafe Location

Background

The Wellness Coalition is seeking services to assist in implementing the Baby Cafe center to serve and support breastfeeding families that live in the counties of Autauga, Lowndes, Macon, and Montgomery. The Wellness Coalition aims to protect, promote, and support breastfeeding families through the Racial and Ethnic Approaches to Community Health (REACH) cooperative agreement.

Scope of Professional Services Being Requested

Provide space for services to The Wellness Coalition and its staff: executive director, program coordinator, community coordinator, breastfeeding community liaison, breastfeeding consultant, and team in the following aspects. Services being sought include, but are not limited to:

1. Provide Breastfeeding/Baby Cafe Services targeting nursing mothers throughout the worksite and community.
2. Provide space that supports developing, testing, and implementing training materials to empower communities to support breastfeeding parents, families, and support systems.
3. Provide a clean and safe space for mothers and babies to receive breastfeeding support.
4. Assist with developing record participant data as required to meet program standards.
5. Inform the Wellness Coalition of how many mothers participate in the space monthly.
6. Assist with the Breastfeeding interventions for the targeted counties' guidance as outlined in the REACH Community Work Plan.
7. Promote Breastfeeding/Baby cafe services in agency, on website and social media platforms
8. Collaborate with Wellness Coalition staff, including the REACH Program Coordinator, Executive Director, Community Coordinator, staff, Baby Cafe Consultant, and contractor(s), to complete all photos and data collection for implementation in a timely manner and in accordance with budgetary guidelines and restrictions.
9. Register Your Entity or Get a Unique Entity ID on www.sam.gov.
10. Advise the Executive Director, REACH Program Coordinator, and other management staff regarding appropriate strategies and research related to breastfeeding families.
11. Work with The Wellness Coalition in the development and implementation of a Lactation Policy to provide employees, families, and all who receive assistance at the local agency breastfeeding a private place and reasonable break time to express breast milk for their nursing child.
12. Provide other services as requested or authorized by The Wellness Coalition Executive Director or designee.

Required Timeline of Health Ministry Consultant Services:

February 1, 2024 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 of the Agency
III.	Specialized Knowledge or interest in helping support Breastfeeding Families
IV.	How will the agency provide sustainability after the completion of the contract
V.	Personnel Assignments, Salaries, and Professional Qualifications
VI.	The proposed rental fee and any other services to be rendered between 2/1/2024 and 9/29/2024

I. Introduction (transmittal letter)

1. Name of Respondent
2. Respondent's address
3. Respondent's telephone number
4. Respondent's federal tax identification number
5. Name, title, address, phone number, and email address of the 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 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 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, if relevant.
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 the following:

Selection Criteria:

1. Introduction (transmittal letter)	10 points	
2. Background of the Agency.	10 points	
3. Specialized Knowledge or interest in helping support Breastfeeding Families	20 points	
4. Provides a Sustainability Plan.	20 points	
5. Provides a plan for personnel and professional qualifications to provide sustainability service.	20 points	
6. Rental Proposition included. It includes the fee for services to be rendered.	20 points	
7. Provides a schedule for usage of the space for the Baby Cafe.	20 points	
8. Provides a proposition for the use and fees for utilities.	20 points	

If needed, oral interviews may be held 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 **by 2:00 P.M. on Friday, February 1, 2024.**