



## Request for Proposals Facilitator and Work Group Advisor

### **Summary**

Trailhead Institute is requesting proposals from qualified professional vendors to plan, develop and facilitate an advisory board to inform the next edition of the State of Adolescent Sexual health Report (SASH). This next edition of the report will include a stronger and more robust anti-oppressive framework and recommendations that elevate the next evolution of sex education. Previous editions of the SASH report can be found at <http://trailhead.institute/youth-sexual-health>. The proposal must include a single point of contact that will manage the relationship/contract with Trailhead.

This is intended to be a short-term contract for 4-6 months with an option to extend.

Application review will start on: **May 7, 2021**

Desired start date: **July 19, 2021**

Email submissions only to [hire@trailhead.institute](mailto:hire@trailhead.institute)

### **Background**

Trailhead Institute (Trailhead) works to ensure that everyone has the opportunity to be healthy and live in a healthy environment by fulfilling its mission of advancing innovation and collaboration in public and environmental health. For over 26 years, Trailhead has infused strategy, creativity, and innovation into community-based public health initiatives that make a positive impact in the quality of people's lives.

Trailhead's long history of supporting and creating partnerships with a diverse set of health organizations uses everyone's unique talents and skills in ways that are meaningful to communities. Trailhead believes effective partnerships are essential to addressing the needs of communities, and its approach to partnerships is organic and collaborative by nature.

Trailhead Institute's goal is to become a trusted, centralized, multi-sector, go-to resource for youth sexual health, education and resources across Colorado as a way to connect initiatives, dismantle silos, and build seamless synergy across health topics. We operate and implement programming based on the belief that every young person has the right to receive affirming and medically accurate information so that they are empowered to make informed decisions about their own sexual health.

### **Services Required**

#### *Phase 1: Advisory Committee and Mapping*

Devise a plan for and executes a short-term multi-sector advisory board, in partnership with the Youth Sexual Health Program Team, including the following:

- Creating and executing a plan for recruiting an advisory board
- Planning 4-6 meetings with advisory boards, including meeting objectives and goals
- Co-facilitating each meeting and guiding conversations on anti-oppressive practices and inclusion of marginalized communities in the design and development of a report that addresses youth sexual health from public health, public education and community based perspectives

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- Guide a process to engage and support emergent recommendations from the advisory board on the next edition of the SASH
- Write a report outlining initial advisory board recommendations, along with lessons learned in working with advisory boards for future reference and quality improvement
- Design a timeline, plan and outline for Phase 2, the 2021/2022 SASH Report

### ***Qualifications:***

- High-level single point of contact
- Experience facilitating and bringing together diverse groups of stakeholders
- Grounded perspective in anti-oppressive methods and frameworks that apply/could be applied to youth sexual health
- Expertise facilitating conversations on anti-oppressive practices, approaches and/or the practical application of frameworks with diverse groups of stakeholders
- Excellent communication skills that ensures clear and timely communication
- Excellent editing, writing and reporting skills
- Self-Directed and takes initiative while also able to function effectively in a highly collaborative team environment
- Knowledge on/experience with equitable practices for recruiting and compensating advisory boards; inform project budget decisions based on this perspective.

### ***Submittal Requirements***

The following information shall be required in the RFP submittal:

1. Background, including:
  - b. Brief description of firm or organization
  - c. History, years of operation
  - d. Areas of expertise
  - e. Experience working with non-profit clients, public health, school districts, and/or in the field of youth sexual health, if applicable.
  - f. Employer Identification Number
  - g. Contact information
  - h. Resume of key staff who will work on the project.
2. Rates and fee structure for the proposed work, assuming an effort not to exceed \$20,000.
3. Briefly state your understanding of the services to be performed and your positive commitment to provide the services as specified.
4. Beyond the scope of this RFP, what services (related or otherwise) does your organization provide?
5. Provide the name, title, address, and contact information of three (3) references of clients for whom you have provided similar services.

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### ***Cost of Services:***

The proposal must include a fee schedule that indicates hourly rates or monthly rates for proposed services. As Trailhead is a not-for-profit entity, any applicable discounts intended for not-for-profit entities would be of interest. Please detail any programs and discounts that may apply.

Respondents should clearly state their firm's pricing structure in response to this RFP. All fees, charges, billing rates, etc. should be explained in detail. Each item must identify all available discounts as stated in above. Charges must be tied to deliverables, which must be identified. Payments should not be associated with the passage of time. Trailhead does not reimburse for vendor out-of-pocket cost. Trailhead does not pay in advance for services.

### ***Evaluation Criteria and Process***

Successful applicants may be invited in to discuss the proposal with Trailhead's Youth Sexual Health Team ("the hiring team"). This presentation/meeting will not be charged to Trailhead.

The hiring team will evaluate and rate each submittal based upon the following criteria:

- Experience and expertise with facilitating and bringing together diverse groups of stakeholders, anti-oppressive methods and frameworks, and synthesizing feedback from stakeholders into a comprehensive report.
- Understanding of Trailhead's needs and corresponding services to be provided
- Project approach
- Satisfaction of clients/end users
- Cost

### ***Contract***

Trailhead anticipates a 3-4 month contract, with an option to extend. All fees should be set for a month-by-month term and clearly stated in the proposal. A Master Services Contract is available on request. Finalists will be asked to review and indicate any requested changes to the Master Services Contract prior to receiving an offer.

If selected for this contract, the following additional documents will be required prior to contract execution: W-9 • Certificate of Liability Insurance naming Trailhead as an additional insured and Certificate Holder. • Certificate of Worker's Compensation Insurance • Waiver of Subrogation

### ***Termination of Contract***

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.



## ***Inquiries***

Please direct inquiries regarding this RFP to [awall@trailhead.institute](mailto:awall@trailhead.institute).

Email submissions only to [hiring@trailhead.institute](mailto:hiring@trailhead.institute)

## ***Submission Instructions***

Please submit required materials in any reasonable format, as long as all information requested is included to: [hiring@trailhead.institute](mailto:hiring@trailhead.institute). Trailhead reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals, to reject any and all proposals and statements of qualifications, and accepts no responsibility for the cost of proposal preparation.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute actively supports working with businesses owned and led by women, people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.