

**Mid-City Community Advocacy Network (Mid-City CAN)
City Heights Building Healthy Communities Initiative
RFP for Strategic Planning Facilitation Consultant**



Background

In 2010, The California Endowment (TCE) will launch the implementation phase of Building Healthy Communities (BHC), a 10-year strategic initiative to improve health systems and the physical, social, economic, and service structures that support healthy living and healthy behaviors in California. City Heights is one of 14 communities throughout California that has been selected to participate in this process through a commitment to:

- 1) Create and maintain long-term, place-based partnerships with residents, local leaders, agencies, government and community residents, businesses, and other community stakeholders to improve environments, policies and health outcomes for children, youth and their families in underserved communities; and
- 2) Elevate the successes achieved by local communities to shape and influence regional, state and national policy decisions, thus sustaining and institutionalizing what is accomplished in this 10-year partnership.

The California Endowment's (TCE) following 10 outcomes have provided the basis for this planning process:

1. All children will have health coverage.
2. Families have improved access to a health home that supports healthy behaviors.
3. Health and family-focused human services shift resources toward prevention.
4. Residents live in communities with health-promoting land use, transportation and community development.
5. Children and their families are safe from violence in their homes and neighborhoods.
6. Communities support healthy youth development.
7. Neighborhood and school environments support improved health and healthy behaviors.
8. Community health improvements are linked to economic development.
9. Health gaps for young men and boys of color are narrowed.
10. Strategic use of media elevates local experience to help influence policy and systems change at all levels.

Based on the outcomes of two community meetings in May 2009, Mid-City CAN was selected by the residents of City Heights to serve as the lead agency of a 9-month planning grant and to guide the process of developing the community-based, resident-driven 10-year BHC Plan for City Heights. This process will build upon the resident engagement strategies implemented over the past four months.

Request for Planning Facilitation Consultant

As the lead agency for the BHC Initiative, Mid-City CAN is seeking the services of 5 consultants to each facilitate one designated Momentum Team in the development of the BHC 10-year plan; which will be incorporated into the overall plan for City Heights. Momentum Teams (MTs) are where the work of Mid-City CAN gets done. There are five Momentum Teams connected to this project: Food Justice, School Attendance, Peace Promotion, Access to Healthcare, and Built Environment. The consultant(s) will be part of a team that will include some members of the Mid-City CAN Coordinating Council, and Momentum and Resource Team Chairs. Social Advocates for Youth San Diego (SAY) will serve as the fiscal agent for the project.

Each of Five Consultant's Scope of Work

- Attend designated Momentum Team Meetings (5 meetings, 2 – 2.5 hours each meeting) through the length of the contract.
- Attend 5 consultant orientation / coordination meetings (2 – 2.5 hours each meeting).
- Attend 5 “All-Team” Meetings. (2 – 3 hours each meeting).
- Attend TCE-sponsored trainings as determined by TCE (hours vary from half-day to full-day).
- Support Momentum Team Chairs by facilitating Momentum Team meetings to ensure group process norms are followed and logic model goals and timelines are met.
- Summarize and incorporate existing community data into Momentum Team discussions to ensure decisions are made on the basis of available data (this may require preparation hours).
- Assist teams in synthesizing and integrating community input, information, and evaluation into the final plan (this may require preparation hours).
- *This project is estimated to require 50 hours per momentum team.*

Qualifications Forming Basis for Selection

- Successful past experience (at least 3 years) facilitating similar projects and foundation funded initiatives.
- Working knowledge of the Logic Model and/or community driven planning.
- Staffing capacity to perform the required duties within the time frame identified.
- Understanding of BHC Initiative; specifically the community engagement process for City Heights (as defined in the Planning Process Proposal Document).
- Ability to engage and facilitate diverse community residents and agencies.
- Demonstrated cultural competency and sensitivity to diverse populations.
- Fluency in Spanish, Vietnamese or Somali is preferred but interpretation can be made available.
- Familiar with the City Heights Community and with community-centered and driven processes.

- Demonstrated excellence in working relationships with funders, diverse stakeholders, and community health planners with a focus on prevention and policy changes.
- Strong strategic planning and writing background.
- Ability for rapid turn around and work on evenings and weekends.

Eligibility

Individual consultants, consulting firms or a collaboration of consultants are eligible to apply. Individual consultants, consulting firms or a collaboration of consultants must have at least one San Diego County-based office. Applicants may apply for one or more of the 5 spaces. Mid-City CAN reserves the right to select and partner consultants to work together on this initiative based on qualifications and fit with the project.

Available Funding

Consultant proposals should not exceed \$4,400 per Momentum Team for the 5-month period, starting November 1, 2009 through March 31, 2010. Total contract will not exceed \$22,000 if awarded all five spaces. *This is a flat-rate (not hourly) contract and estimated hours stated in the scope of work section are approximations only. Selected consultants are expected to complete the project without a contract renegotiation for up to and including 7 meetings per momentum team and related prep and follow-up work, in order to bring each team completely through the logic modeling process.*

Application Instructions

Please send the following documents as part of your application:

1. Completed cover sheet (provided).
2. Proposal Narrative; including the sections below (no more than 2 pages)
 - Familiarity with the community of City Heights
 - Knowledge of the Building Healthy Communities Initiative in City Heights
 - Summary of qualifications and experience in: facilitation, strategic planning, cultural competency, conflict resolution, consensus participation systems, and logic modeling (please discuss all)
 - Subject-matter expertise in one or more of the Building Healthy Communities Four Big Result Areas
3. Attach a Logic Model you have constructed in the past (1page)
4. Resumes of applicable personnel
5. List of references (3-5)

Please submit these documents by e-mail to: Jen Henry at

jhenry@projects.sdsu.edu. All questions regarding RFP can also be emailed to Jen Henry at jhenry@projects.sdsu.edu. All documents submitted become the property of Mid-City CAN.

Timeline***Application deadline: 5 pm on October 30.***

Applicants will be notified if they have been selected for an in-person interview on November 4. If you are notified that you have been selected as a candidate, candidates must be prepared to participate in an interview and mock facilitation on November 5 or November 6. This interview is expected to be approximately 1 hour. Notifications of final candidates will be made on November 9, 2009.

Selection Process

The BHC Subcommittee of the Mid-City CAN Coordinating Council will review proposals and select 1-5 consultants based on qualifications. Mid-City CAN will oversee contract compliance and processing of payments for services. Mid-City CAN reserves the right to negotiate scope of work and budget.

**Mid-City Community Advocacy Network (Mid-City CAN)
City Heights Building Healthy Communities
RFP Cover Sheet**

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Please check Momentum Team spaces applying for:

Peace Promotion

Built Environment

School Attendance

Access to Health Care

Food Justice

Please answer the questions below by circling yes or no:

- 1- Do you (or your firm) have a location in San Diego? (yes/no)
- 2- Are you a member of Mid-City CAN? (yes/no)
- 3- Are you a resident of City Heights? (yes/no)
- 4- Have you attended a Mid-City CAN Networking Council Meeting? (yes/no)
- 5- Have you participated in a Mid-City CAN Momentum Team prior to BHC? (yes/no)
If yes, which one? _____
- 6- Have you participated in the Building Healthy Communities Planning Process in City Heights? (yes/no)
If yes, how? _____
- 7- Please list any languages spoken other than English: _____