

**Colorado Farm to Early Care & Education Coalition
RFQ for Coalition & Workgroup Development**



2021-22 Request for Qualifications

**Funded by the ASPHN in partnership with Department of Public Health and
Environment and Nourish Colorado**

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DEADLINE FOR SUBMISSIONS: December 10th 2021

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Colorado Farm to ECE Network RFQ for Coalition & Workgroup Development

Background

This effort is funded through the Association of State Public Health Nutritionists (ASPHN) 2021-22 Farm to ECE Implementation Grant (FIG). The goal of the grant is to enhance and advance state-level farm to early care and education (ECE) initiatives in order to increase the quality of ECE settings and access to healthy environments for all young children. The FIG provides technical guidance and funding for Colorado to strengthen and build a diverse, multi-organizational, state farm to ECE coalition; network with other states and experts working on farm to ECE; sustain Colorado local food systems; help farm to ECE stakeholders respond to COVID-19 challenges and rebuild with long-term sustainability; and ultimately to implement policy, systems, practices and environmental changes to support state-level farm to ECE. This is Colorado's 2nd year of FIG funding.

Project Overview

Colorado's [Year 2 FIG work plan](#) is informed by Colorado Farm to ECE Coalition members and guests, and the information received through over 100 interviews captured in listening sessions for the [Colorado Farm to Child Roadmap](#). Coalition members prioritized primary drivers of *equitable access*, *programmatic capacity*, and *state level collaboration*. These three drivers are contained within this [Year 2 application](#).

This RFQ process will support this third primary area of focus: sustainable collaboration. Please review the year 2 application for more details on other planned activities. Colorado will continue to strengthen the Coalition, the memberships' collaboration and state's programmatic capacity through the following prioritized strategy: Engage, activate, and expand the Farm to ECE (F2ECE) Coalition through meaningful collaboration, an action-oriented focus, and clear roles and commitments from state agency members as identified in the Roadmap.

The F2ECE Coalition seeks to form five Roadmap workgroups, each focused on a key strategic initiative. The partners, stakeholders and Coalition members who have self-identified as interested in and/or are important to one or more of the actions for a strategic initiative will be invited to participate in a workgroup.

Contracting Opportunity

The F2ECE Coalition is seeking to contract with a consultant for a total contract of \$8,000 to guide the development of a coalition and workgroup structure that will be sustainable after the contract ends.

The Coalition needs a consultant to establish and set up a structure for these workgroups. The consultant will ensure equitable focus on leadership, decision making and structure for the groups. Workgroups will meet monthly (or approximately eight times) and the Coalition meetings will be reduced from monthly to quarterly to allow for the development of strategic work, program sharing, and informed decisions. This contract will include translation and interpretation as needed.

The F2ECE will review and select qualified applicants based on their qualifications which include, but are not limited to, experience working with organizations to effect systems change, deep knowledge of coalition and network development theory, experience facilitating diverse groups, and demonstrated experience developing structural recommendations for organizations and/or coalitions to best effect

change. The selected consultant would report to the F2ECE Coalition and be contracted with [Nourish Colorado](#) as the project's fiscal manager.

Primary Deliverables

The entire Coalition will need to meet in or before January to prioritize strategies from the Roadmap that will become workgroups. Then, workgroup facilitation will occur January-March to develop three-year work plans complete with structure, decision making, and leadership and participant roles, as well as objectives, goals, and strategic initiatives for each workgroup.

The Coalition anticipates that the contractor will first work with the Coalition to 1) prioritize strategies; 2) determine appropriate timelines for each priority (some may need to be addressed before others); 3) identify up to 3 workgroups to move the timeliest priorities from the Roadmap forward. The contractor will then develop complete work plans with each workgroup by April.

Request for Qualifications

Please address the following narrative questions (not to exceed 3 pages):

1. Firm overview: Please provide a brief overview of your firm/organization and its primary areas of focus (max length: ½ page).
2. Coalition or network development experience: Please describe your experience in providing strategic support for coalitions, networks, and organizations. Please link to any relevant work samples. (max length: one page)
3. Facilitation experience: Please describe your experience in coalition building, meeting facilitation, and supporting group norms and decision making with facilitation skills. Please include links to any relevant work samples. (max length: ½ page)
4. Role in Advancing Equity: Tell us about how you/your firm centers your work around racial and social equity. Please describe how you integrate equity and inclusion in your processes (such as facilitation) and into your work products. (max length: ½ page)
5. Bios of those who will be working on the project: Please provide 4-5 sentence bios for each individual who will support this project, and 2-3 sentences on their proposed role in the project.
6. Up to three references. Provide references from clients of past projects. Each reference should include: First and last name of the appropriate contact person; Title and organization; Type of organization; Email; Phone; Project name.

Timeline

Date	Activity
November 18 th 2021	RFQ issued
December 8 th 2021	Submit any final questions
December 10th 2021	RFQ due
December 13 th -17 th 2021	RFQ reviewed
December 17 th 2021	Applicants notified
Before end of December 2021	Contract begins; 50% of contract dispersed
April 30 th 2022	Contract completed; Remaining 50% dispersed

Submission Information

Please submit any questions as well as your completed application in PDF format (not to exceed 3 pages total, excluding attachments) to: wendy@nourishcolorado.org.