

**Healthy SNAP Campaign: SNAP Participant Engagement  
RFP for Engagement Facilitation**



**2021 Request for Proposals  
Funded by Center for Science in the Public Interest**

DATE ISSUED: JUNE 11<sup>th</sup> 2021

DEADLINE FOR SUBMISSIONS: JUNE 25<sup>th</sup> 2021

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**Healthy SNAP Campaign: SNAP Participant Engagement  
RFP for Facilitation  
COVER PAGE**

**Agency/Organization Name:**

**Address:**

**Phone:**

**Contact Name:**

**Contact Phone:**

**Contact Email:**

**Total Proposal Budget:**

## **Healthy SNAP Campaign: SNAP Participant Engagement RFP for Facilitation**

### **Background**

This effort is funded through Center for Science in the Public Interest and their Healthy Supplemental Nutrition Assistance Program (SNAP) campaign. CSPI has provided several SNAP engagement grants to states across the country. This work is intended to inform their national advocacy campaign to drive policy change in food and nutrition. CSPI has a goal of advancing innovative policies to support public health, especially for low-income communities and communities of color, by measurably improving food environments in schools, restaurants, grocery stores and leveraging policy change in federal and state programs.

CSPI works across the food system to improve nutrition in restaurants, grocery stores, school meals, correctional facilities, and other settings. We also protect access to and strengthen federal programs to help people in need put adequate food on the table.

Their work on SNAP touches both facets. As the nation's largest federal nutrition assistance program with more than 240,000 participating retailers, SNAP is well-positioned to help tens of millions of people afford nutritious food and leverage the food environment to support healthy eating for all. CSPI is engaging with state organizations, community-based organizations, SNAP participants, and other stakeholders to explore strategies for strengthening the program's public health impacts.

### **Project Purpose**

The Colorado SNAP Outreach Project is a partnership between Nourish Colorado and the Colorado Farm and Food Alliance (COFFA) and many others to capture community and stakeholder input for strategies to enact policy interventions, pilot programs, and other reforms that enhance nutritional outcomes in the SNAP program in Colorado, including sugary beverage disincentives and alternatives. The intent is to enter with no set agenda, but rather to listen with openness and capture authentic feedback and guidance from SNAP participants and other stakeholders on how they believe SNAP can be strengthened to improve nutritional access.

### **Project Overview**

The outreach project will begin with prototyping an engagement strategy to be developed by COFFA, with assistance from Nourish Colorado, on the Western Slope, which will include interviewing local SNAP participants and stakeholders to determine relevant questions and topics for statewide convenings. Nourish Colorado will work with COFFA and a professional facilitator to develop statewide convenings. Nourish Colorado will partner with local agencies and organizations throughout the state to engage SNAP participants to participate in one of three virtual statewide convenings that focuses on issues related to the SNAP program. Nourish Colorado will also host a virtual statewide SNAP stakeholder meeting with organizations, agencies, retailers, and policy makers. These four statewide convenings will result in a written report with recommendations to move forward with policy making and will also be compiled into a final project report including an outline and assessment of possible next steps.

### **Contracting Opportunity**

Nourish Colorado will contract with a facilitator for the three listening sessions with SNAP participants and one listening session with SNAP stakeholders. The facilitator will work closely with COFFA, Nourish Colorado, CSPI, and SNAP participants to refine the listening session process and questions. The contractor will facilitate and document all listening sessions and will summarize key findings in a final

report. The facilitator/facilitator team will ideally have existing knowledge of or experience with federal food assistance programs (particularly SNAP) and public health or nutrition. The facilitator/team will demonstrate a commitment to language justice, a wide array of engagement and listening skills, and an ability to engage with and understand diverse geographical perspectives from all across Colorado.

The contract is not to exceed \$26,000 and will be implemented July 2021-January 2022. Funds for interpretation, translation, and participant stipends will be provided separately by Nourish Colorado.

### **Primary Deliverables**

The professional facilitator will lead three virtual statewide convenings, with breakout rooms that address regional and local issues and are designed like focus groups. These convenings will include information and discussions on sugary beverage taxes with revenue earmarked for SNAP and sugary beverage disincentives combined with SNAP incentives as potential strategies. (September-November 2021) The contractor will also participate in at least 2 team planning meetings per month.

Nourish Colorado and COFFA will work with the facilitator to prepare a report that outlines the community engagement process, policy or pilot recommendations, and next steps. (December 2021 – January 2022)

### **Request for Proposals**

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

1. Firm overview: Please provide a brief overview of your firm/organization and its primary areas of focus (max length: ½ page).
2. Facilitation experience: Please describe your experience in coalition building, meeting facilitation, and supporting group norms and decision making with facilitation skills (max length: ½ page)
3. Engagement strategies: Describe various approaches you use to engage and elevate voices of all participants, particularly in a virtual setting. Describe some tools you may use to approach this particular project, including setting up both large groups and break-outs (max length: one 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 language justice, equity, inclusion in your processes (such as facilitation) and in to 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.

### **Required Documents**

1. Cover Page
2. Completed Narrative (3 pages max total)
3. Up to three references. Provide three references from clients of past projects. If entities are partnering on this proposal, at least one reference must represent a client for whom the partnering entities collaborated on previous work. Each reference should include:
  - a. First and last name of the appropriate contact person; Title and organization; Email; Phone; Project name
4. Up to three relevant work samples or examples. Work samples may be submitted in any format such as print, files on a USB, website links, etc.

### **Timeline**

<b>Date</b>	<b>Activity</b>
June 11 <sup>th</sup> 2021	RFP issued
<b>June 25<sup>th</sup> EOD</b>	RFP due
June 26 <sup>th</sup> -July 2 <sup>nd</sup>	RFP reviewed
Week of July 5 <sup>th</sup>	Interviews conducted
Week of July 12 <sup>th</sup>	Applicants notified
July 19 <sup>th</sup>	Contract begins; 50% of contract dispersed
January 31 <sup>st</sup> 2021	Contract must be completed; Remaining 50% dispersed

**Submission Information**

Please submit your completed application in PDF format to:

wendy@nourishcolorado.org

**The deadline for applications is June 25<sup>th</sup> at 11:59pm.**

Written inquiries regarding the RFP will be accepted through June 23<sup>rd</sup>. Please email Wendy Peters Moschetti at wendy@nourishcolorado.org with questions.