

Request for Proposal

**Inclusive Nutrition Initiative**:

Inclusive SNAP-Ed Workgroups Coordinator

Issue Date: January 13, 2025

Response Due Date: January 26, 2025

Special Olympics

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*Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities*

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# STATEMENT OF PURPOSE

Through this Request for Proposal (RFP), Special Olympics, Inc. (SOI) will identify one or more contractor(s) to coordinate workgroups to make recommendations that will help make Supplemental Nutrition Assistance Program Education (SNAP-Ed) more inclusive of individuals with intellectual and developmental disabilities (IDD).

BACKGROUND INFORMATION  
Special Olympics is the world's largest organization providing year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities. Founded in 1968 by Eunice Kennedy Shriver, Special Olympics has grown to 227 accredited Chapters in 177 countries, including 52 Chapters in the United States. More than 3.9 million athletes and more than 1 million volunteers currently participate in 32 Olympic-style individual and team sports.  
We are a sports organization at our core but also so much more. Special Olympics is the leading voice in raising awareness about the abilities of people with intellectual disabilities. We fight negative stereotypes and misperceptions. We educate people young and old about the skills and gifts of our athletes.

Special Olympics leads the world in researching the concerns of people with intellectual disabilities and how others perceive them. We use this research to influence policy and bring services to those in need. Our research is a powerful force for social and policy change around the globe. We are also the world's largest public health organization for people with intellectual disabilities. Many of our athletes come to us with neglected health problems. At many of our large competition events, we offer a wide range of free health screenings, assistive devices, and health education.

## Special Olympics Health

Special Olympics Health, made possible by the Golisano Foundation, and in the United States in collaboration with the U.S. Centers for Disease Control and Prevention, is creating a world where people with ID have every opportunity to be healthy. SOI’s Health strategy is directed towards health equity and reducing disparities for the 3+ million Special Olympics athletes and the estimated 1-3% of the global population living with ID through four strategic pillars:

1. Prevention, including our Young Athletes® early childhood intervention program for children less than 8 years old, as well as our lifespan fitness programs and health promotion activities,
2. Assessment directed at early detection of the most common and deadly conditions for people with ID and making connections to care,
3. Training of the health care workforce using evidence-based active learning that employs virtual and hands-on interactions, and
4. Health systems strengthening, including building awareness of this population’s health-related vulnerabilities, helping generate and disseminate good practices for inclusive health, and promoting strong health self-advocacy by people with ID.

## Inclusive Nutrition Initiative

In 2023, Special Olympics convened the Inclusive Nutrition Initiative under SOI’s fourth strategic pillar of health systems strengthening. Guided by an advisory committee of people with IDD, caregivers of people with IDD, staff of Special Olympics chapters in several US states, and nutrition professionals, we decided to focus on two target areas: inclusive Supplemental Nutrition Assistance Program Education (SNAP-Ed) and inclusive Diabetes Prevention Programs (DPP).

With the support of Good Nutrition Ideas, collaboration with participants in the Inclusive Nutrition Initiative, and the SNAP Nutrition Education Branch at the United States Department of Agriculture’s Food and Nutrition Service (USDA FNS), Special Olympics has identified the opportunity to stand up three workgroups to drive forward IDD inclusion in SNAP-Ed. The proposed workgroups are: (1) curriculum and evaluation, (2) staff training and policy, systems, and environmental (PSE) change, and (3) needs assessment.

At the 2024 meeting of the Inclusive Nutrition Initiative (Inclusive Nutrition Summit), participants started drafting Terms of Reference (ToRs) to make progress towards the establishment of the workgroups.

# SCOPE OF WORK AND PERFORMANCE TIMELINE

To extend the capacities of existing Special Olympics staff and provide additional subject-matter expertise, SOI aims to identify one or more contractor(s) to coordinate the mentioned inclusive SNAP-Ed workgroups. The work to be contracted runs through July 31, 2025, because this is the end of the Special Olympics funding year. However, if provided funding support through July 31, 2026, Special Olympics anticipates extending the engagement of the contractor(s) to support the workgroup(s).

Specific responsibilities and deliverables under this contract include:

**Deliverable 1:** Detailed workplan (proposed due date: March 7, 2025)

The workplan should reflect, for the period March 7, 2025 – December 31, 2025, at least the following:

* Objectives
* Measurable activities with timeframes
* Milestones
* Resources, including involved different parties who are Responsible, Accountable, Consulted, and Informed (RACI)

**Curriculum and Evaluation (C&E) Workgroup**

**Deliverable 2:** At least 7 workgroup members confirmed (proposed due date: April 11, 2025)

This deliverable is anticipated to require activities including:

* Finalize interim terms of reference for recruitment purposes
* Develop recruitment strategy, including identifying outreach targets and creating recruitment materials
* Implement recruitment strategy

**Deliverable 3:** Minutes for at least 3 meetings, finalized workgroup terms of reference, and detailed workgroup workplan through at least July 31, 2026 (proposed due date: July 31, 2025)

This deliverable is anticipated to require activities including:

* Coordinate with workgroup chairs as may be designated
* Organize and facilitate at least 3 meetings, including agenda-setting, minutes, and follow-up

**Staff Training and Policy, Systems, and Environmental (PSE) Change (STPSE) Workgroup**

**Deliverable 4:** At least 7 workgroup members confirmed (proposed due date: April 11, 2025)

This deliverable is anticipated to require activities including:

* Finalize interim terms of reference for recruitment purposes
* Develop recruitment strategy, including identifying outreach targets and creating recruitment materials
* Implement recruitment strategy

**Deliverable 5:** Minutes for at least 3 meetings, finalized workgroup terms of reference, and detailed workgroup workplan through at least July 31, 2026 (proposed due date: July 31, 2025)

This deliverable is anticipated to require activities including:

* Coordinate with workgroup chairs as may be designated
* Organize and facilitate at least 3 meetings, including agenda-setting, minutes, and follow-up

**Needs Assessment Workgroup (to be confirmed in discussion with SOI)**

**Deliverable 6:** Two-to-three concept notes (expected 3-5 pages each) of different approaches to capturing the needs of persons with IDD for SNAP-Ed services (proposed due date: May 16, 2025)

This deliverable should explore options such as incorporating IDD into existing assessments and people with IDD as a categorial eligibility group (including requirements required by FNS for the latter) and is anticipated to require activities including:

* Desk research
* Key informant interviews
* Stakeholder consultations

Additional deliverables may be added on mutual agreement, based on the findings and recommendations in Deliverable 6.

If mutually agreed upon, Contractor may attend an SOI-hosted meeting in Washington, DC of local health departments from Health and Human Services Region V who have developed concepts for IDD inclusion in local and state community health assessments (CHA) and community health improvement plans (CHIP). The costs associated with participation in this meeting should not be included in your budget for this RFP. However, these costs would be paid up front by the Contractor and reimbursed by SOI.

**Deliverable 7:** Biweekly (semi-monthly) stakeholder discussions or updates on the project’s status (February – July 2025)

* To include participation in and presentation on Inclusive Nutrition Initiative Six**-**Month Check in, Tuesday, April 1, 1-4pm ET

**Deliverable 8:** Biweekly (semi-monthly) virtual progress reports with SOI on the project’s status (February – July 2025)

SOI shall have up to 15 working days from receipt of Deliverables 1-6 for quality review. Based upon such quality review, SOI may require consultants to modify and re-submit deliverables.

# BUDGET

SOI has budgeted $25,000 for all deliverables mentioned above. However, we understand that project costs can vary based on scope, timelines, and proposed solutions. We are open to discussing and adjusting the budget to align with proposals that meet our objectives.

# TERMS OF CONTRACT

Contract terms and conditions will be negotiated upon selection of the winning bidders for this RFP using SOI’s contract template. The terms and conditions will include the amount to be allocated to each deliverable, with payment of such amount to be made upon the satisfactory completion of said deliverable. Therefore, bidders must break their budget submission down by deliverable. All contractual terms and conditions will be subject to review by Special Olympics legal and finance departments and will include scope, budget, schedule, and other necessary items pertaining to the project.

Special Olympics is not obligated to any course of action as the result of this RFP. Issuance of this RFP does not constitute a commitment by Special Olympics to award any contract. Special Olympics is not responsible for any costs incurred by any vendor or their partners in the RFP response preparation or presentation. Information submitted in response to this RFP will become the property of Special Olympics. All responses will be kept private from other vendors. Special Olympics reserves the right to modify this RFP at any time and reserves the right to reject any responses to this RFP, in whole or in part, at any time.

# PROPOSAL REQUIREMENTS

## Preferred Consultant Qualifications and/or Experience

SOI expects that most successful consultants responding to this RFP will have the following qualifications and/or experience:

* Advanced university degree in Public Health, Health Policy and Management, Law, or related field
* At least 5 years’ experience working on the health disparities experienced by people with intellectual and developmental disabilities
* At least 3 years as project coordinator or in establishing, organizing, and operating networks or working groups; experience with neurodiverse groups preferred
* Experience with the Supplemental Nutrition Assistance Program
* Excellent communication and interpersonal skills in English, with the ability to build and maintain relationships with a diverse range of stakeholders.

Consultant responses compliant with instructions below will be read and evaluated by the selection/implementation team. Consultant responses will be evaluated based on criteria including, but not limited to, the following:

1. Ability to meet the project needs and timelines of Special Olympics
2. Methodology for implementation and ongoing support
3. Cost and fees allocated to each deliverable

# INSTRUCTIONS

## Questions and Key Dates

Specific questions concerning this RFP may be emailed to: [inclusivehealth@specialolympics.org](mailto:inclusivehealth@specialolympics.org).

Below is a summary of key dates for this RFP and project. All dates are subject to change.

|  |  |
| --- | --- |
| RFP Released | January 13, 2025 |
| Proposal Due | January 26, 2025 |
| Proposal Evaluation – Technical and Finance | January 27-30, 2025 |
| Notification of Selected Contractor | January 31, 2025 |
| Contract Initiation and Implementation Start | February 21, 2025 |

## Proposals

Proposals shall be submitted in PDF format and sent using electronic mail. Proposals should be submitted:

* by 11:59pm PST on January 26, 2025
* with "**RFP: Inclusive SNAP-Ed Workgroups Coordinator**" in the subject line
* in two attachments: the programmatic/technical proposal and the cost estimate/financials
* to [inclusivehealth@specialolympics.org](mailto:inclusivehealth@specialolympics.org), with CC to [spattanaik@specialolympics.org](mailto:spattanaik@specialolympics.org) and [acruz@specialolympics.org](mailto:acruz@specialolympics.org)

Receipt will be acknowledged via email.

Consultants should organize their proposals as defined below to ensure consistency and to facilitate the evaluation of all responses. All the sections listed below must be included in the proposal, in the order presented, with the Section Number listed. The responses shall be submitted in the following format:

* Section 1 – Executive Summary
* Section 2 – Consultant Profile
* Section 3 – Implementation Plan
* Section 4 – Project Team
* Section 5 – Work Samples and References
* Section 6 – Cost Estimate

## **Section 1**: **Executive Summary** (provide concise summary of proposed approach)

## **Section 2**: **Consultant Profile**

Using the template below, please provide the requested information.

|  |  |
| --- | --- |
| **General** |  |
| Name | Click here to enter text. |
| Address (Headquarters) | Click here to enter text. |
| Address Continued | Click here to enter text. |
| Main Telephone Number | Click here to enter text. |
| Website | Click here to enter text. |
| Publicly Traded or Privately Held | Click here to enter text. |
| **Parent Company (if applicable)** |  |
| Name | Click here to enter text. |
| Address | Click here to enter text. |
| Address Continued | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| **Main Contact** |  |
| Name | Click here to enter text. |
| Title | Click here to enter text. |
| Address | Click here to enter text. |
| Address Continued | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Fax Number | Click here to enter text. |
| Email Address | Click here to enter text. |

|  |  |
| --- | --- |
| **Additional Information** | |
| Has your company acquired, been acquired, merged with other organizations, or had any "change in control" events within the last five (5) years? (If yes, please provide details.) | Click here to enter text. |
| Is your company planning to acquire, be acquired, merge with other organizations, or expect to have any "change in control" events within the next three (3) years? (If yes, please provide details.) | Click here to enter text. |
| Please provide information on any outstanding lawsuits or judgments within the last five (5) years. | Click here to enter text. |
| Detail your subject matter expertise as it would apply to the matters described in the scope of work section of this document. | Click here to enter text. |
| Clearly indicate any current or past contracts you/your organization has held to related projects (similar scope or subject matter). | Click here to enter text. |

**Section 3:** **Implementation Plan**

Provide a high-level implementation plan with timeline based on the deadlines included for each deliverable.

**Section 4:** **Project Team**

Describe the proposed staff assigned to this project, their background, and attach their CVs.

**Section 5:** **Work Samples and References**

Provide examples of products created by consultant/team/consortium that are relevant to the scope of work.

**Section 6:** **Costs**

Provide detailed costs of total costs you will be charging for meeting the required deliverables outlined above in this RFP. This budget should be presented:

1. with an allocation to each deliverable, as payment will be made upon the satisfactory completion of each deliverable and
2. with a date through which the provided pricing is valid.

The budget should be submitted in a separate document from the technical/programmatic proposal, as a PDF or Word document, via email to [inclusivehealth@specialolympics.org](mailto:inclusivehealth@specialolympics.org) with CC to [spattanaik@specialolympics.org](mailto:spattanaik@specialolympics.org) and [acruz@specialolympics.org](mailto:acruz@specialolympics.org).

**Section 7: Sources of Funding and Compliance Requirements**

For those in the United States only. Please note that this assignment will be fully funded by the USA Federal Agency Center for Disease Prevention and Control (CDC) under the Department of Health and Human Services (DHHS). Therefore, you will need to comply with all applicable federal laws and regulations including OMB 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. [http://www.ecfr.gov/](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ecfr.gov%2F&data=05%7C01%7Ccdonahoo%40specialolympics.org%7Cac02daa15a1f4c13e13908dab3aaafcd%7C46006f380a1c41bb9fc405eb7afe1225%7C1%7C0%7C638019843236500653%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=W9Yx6CIThQpUbYav%2FHKr25Hc3oY%2BYRKCEDT90womKxc%3D&reserved=0).

# SOI CONTACT INFORMATION

## Questions

Anjela Jenkins | Senior Director, Global Inclusive Health Advocacy

[ajenkins@specialolympics.org](mailto:ajenkins@specialolympics.org)