Request For Proposals: Research Support Services

National Medical Fellowships, Inc. (NMF) invites qualified and experienced research partners to submit proposals for research support services intended to enhance NMF’s ability to leverage the expertise and lived experience of its robust national network of BIPOC scholars and alumni in order to better understand how their experiences related to their medical education & training, practice, and employment impact their mental health and wellbeing. This work is intended to inform the ongoing strategic development of NMF’s Health Equity Institute, in support of NMF core programs, services, and strategic priorities. Experience specializing in research support services with a focus on health justice; including but not limited to: health equity, social justice, underrepresentation in medicine & health care, diversity in clinical and biopharmaceutical research, service-learning programs, scholarships, alumni engagement, community health improvement, social and political determinants of health, health policy, multi-sector partnerships, and thought leadership is greatly preferred.

Background

Since its founding in 1946, NMF has been providing scholarships to Black, Indigenous, Latine, and People of Color (BIPOC) students aspiring to be health care providers across numerous areas of practice. Over time, NMF has extended support not only to medical students but also to students seeking to serve in other critical roles in the health care and behavioral health workforce.

Today, NMF works to expand access to education in health care professions, strengthen partnerships with institutions providing this education, and increase a sense of belonging for students of color by enhancing its financial, communal, and emotional support. NMF also offers resources for physicians and other providers already working in health care and seeks to diversify clinical research. In these ways, NMF unabashedly aims to disrupt the systems and structures that erect barriers to talented and committed BIPOC students and providers underrepresented in health care who possess a desire to aid communities made vulnerable by historic disinvestment and inequity.

NMF is doubling down on its historic mission to provide scholarships and support to students underrepresented in medicine. We believe nothing should stand in the way of aspiring BIPOC clinical leaders in their quest to achieve health equity. To advance this core commitment, NMF is implementing efforts within and across the seven pillars of its strategic framework, all of which support its foundational mission of providing scholarships and support to students underrepresented in medicine.

Proposal Conditions and Information

Proposals will be accepted by National Medical Fellowships, Inc. until 5:00 p.m. ET on June 30, 2023. Proposals submitted thereafter will not be considered. Consultant shall submit one electronic version of the proposal (Word or PDF) including any supporting documentation (listed below) addressed as follows:

Brian Rahmer | Email: brahmer@nmfonline.org

The subject line must clearly state: Proposal Attached – RFP Research Support Services
Questions regarding this proposal must be submitted to Brian Rahmer by June 21, 2023

**Scope of Work**

The following are typical services and/or items that the successful consultant will be required to provide NMF if awarded the contract and should be addressed in each proposal. Work within this scope may be conducted virtually, as well as in-person. This work is expected to begin in July, 2023 and will likely continue through October, 2023.

The chosen research services partner will support NMF’s ability to leverage the expertise and lived experience of its robust national network of BIPOC scholars and alumni, with the main objective of better understanding how their experiences related to medical education & training, practice, and employment impact their mental health and wellbeing. These data will be intentionally utilized in shaping strategies, partnerships, and sustainability efforts in support of NMF’s mission of cultivating and supporting a diverse health care workforce with the leadership, commitment, and cultural competency needed to advance health equity efforts at the organizational and system level.

The research services partner will support this primary objective by working alongside NMF staff to:

- co-develop a rigorous mixed-methods approach,
- co-develop survey items,
- initiate survey deployment strategies,
- survey response collection efforts,
- survey response/data analysis,
- and co-develop strategies for dissemination, knowledge sharing, and reporting.

**Proposal submissions should include the following:**

**Consultant/Agency Name and Contact Information Profile**

Provide an overview of the size of the agency and qualifications of professional staff. Include the racial/ethnic and gender demographics of the agency and its leadership. Please indicate growth history and staff experience.

**Background and Qualifications**

Please include relevant background and a client list. Share details about the consultancy’s values, key staff, and any differentiators that make the agency particularly suitable for this project.

- Describe the consultant’s expertise in preparation and implantation of survey research and mixed-methods inquiry.
- Provide examples of successful research support, surveys developed, quantitative and qualitative methods approaches, and insight into the impact that those efforts have had on client goals and outcomes.
- Describe the success rate of survey tools/items deployed (response rates, etc.), particularly those specializing in health equity and racial justice.
• List availability and capacity of designated project staff.

Process
Please describe the consultant’s typical process for working with clients.

Diversity Equity and Inclusion
Describe the consultant’s efforts to recruit, retain, and promote a diverse team. Articulate the consultant’s commitment to racial equity and social justice and identify any ways the consultant has demonstrated this commitment through previous engagements, pro bono work, hiring or other initiatives.

Fee Structure
Describe the consultant’s approach to bidding such projects and indicate an hourly rate (if applicable). If the consultant offers a discount to non-profit, BIPOC led, Women led clients, please provide details.

References
Provide at least two references from clients who have used the consultant’s services for research support, particularly for those working in the racial equity and social justice space. Briefly describe the scope of work for these references, the year completed, and provide a contact name, phone number, email address and website for each reference.

Additional Services
Please share any information on additional services that the consultant believes would be beneficial to NMF.