



**NATIONAL MEDICAL  
FELLOWSHIPS**

# **REQUEST FOR PROPOSAL FOR HEALTH EQUITY ROUNDTABLES DESIGNER CONSULTANT**

## **Purpose**

This request for proposal (RFP) is seeking response from qualified consultants to work with National Medical Fellowship, Inc.'s (NMF) on the design and implementation of the organization's Health Equity Roundtable initiative.

## **Background**

National Medical Fellowships (NMF) is a nonprofit organization that advances health equity—where everyone has a fair and just opportunity to achieve their highest level of health regardless of race, ethnicity, disability, sexual orientation, gender identity, socioeconomic status, or geography. Founded in 1946, NMF has awarded over \$50 million in scholarships, and offers service-learning programs, mentorship opportunities, and clinical research leadership training for chronically marginalized students and practitioners of medicine, behavioral health, and related health professions. To learn more about National Medical Fellowships, visit [nmfonline.org](http://nmfonline.org).

Over the next several years, NMF aims to establish a health equity institute to generate, share, and deploy new scientific knowledge in service of designing more equitable medical and healthcare education and career pathways. Over the next year, NMF will engage in a variety of research and exploratory activities designed to enable the organization to conceptualize—and begin comprehensive planning and design processes—for the institute.

One such endeavor will be convening NMF health equity roundtables. Roundtables are curated gatherings of knowledgeable stakeholders that feature facilitated, insight generating conversations. The purpose of the health equity roundtables will be to examine a range of health equity issues as well as explore possibilities for the development of the institute. Roundtable participants will be leading health sector researchers, scholars, practitioners, and health equity advocates. The gatherings will serve to:

- Deepen NMF's connections with stakeholders in the field to glean from—and exchange—thought leadership on a slate of health equity issues that the organization is interested in exploring.
- Assist NMF with identifying and engaging with potential institute development (and implementation) partners (programming partners as well as funders).
- Help NMF's leadership consider current research gaps pertaining to equity in medical education and health sector career pathways.
- Facilitate the organization's learning about the best practices of effective, impact-driven institutes.
- Generate ideas and recommendations for possible institute approaches.

## **Project Scope**

The successful consultancy/the roundtable designer will:

- Develop the roundtable initiative strategy working with the NMF senior leadership team.
- Develop a comprehensive, roundtable action plan with a recommended implementation timeline.
- Create a roundtable design brief—a document that guides roundtable agenda development.
- Provide recommendations for roundtable topics.
- Provide recommendations regarding critical implementation factors including roundtable locales, venues, participants, facilitators, etc.
- Support overall project management working with NMF senior staff leaders.
- Provide advisory support for other aspects of initiative implementation.
- Participate in planning meetings calls and respond to requests for information from the NMF project director and team members.

The initial deliverables (strategy and action plan) should be completed by March 29, 2024. Roundtable implementation would take place beginning October 2024 through March 2025. (Exact dates to be determined by the plan.)

The budget range for this proposal is \$35,000-\$38,000, which includes fees and expenses. NMF intends to select the proposal that is most advantageous to itself. NMF reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the proposer can propose.

## **How to Apply**

- Proposals are due by January 4, 2024 at 5:00 pm EDT to [operations@nmfonline.org](mailto:operations@nmfonline.org). Please note HEI Roundtable Designer Response in the email subject line.
- Interviews will be conducted from January 8 to January 12, 2024.
- NMF will notify the selected consultant by January 15, 2024.
- Proposals should include supporting documents such as resumes/CVs and an itemized scope of work budget. All budget proposals are subject to negotiation.
- The proposal narrative should address the project needs previously noted, the consultancy's qualifications to address the scope of work.
- Proposal narrative should include at least two (2) references for similar work.
- For questions, please email [operations@nmfonline.org](mailto:operations@nmfonline.org).