



partnering
investing
empowering

REQUEST FOR PROPOSALS

City of St. Louis Mental Health Board of Trustees
Event Planning & Management Services

September 1, 2026

701 Market Street, Suite 200 | Saint Louis, MO 63101
(314) 535-6964 | www.stlmhb.org

Request for Proposals Event Planning & Management Services

The St. Louis Mental Health Board (“MHB”) requests the submission of proposal responses from qualified individuals or firms to provide **professional event planning and management services** as described in this Request for Proposals.

The Proposal must be submitted in the MHB Grant Portal no later than 5:00 PM CST on September 25, 2026.

To preserve the integrity of the selection process, questions regarding this Request for Proposals should be directed to Deputy Director Serena Muhammad at smuhammad@stlmhb.org. MHB reserves the right to reject any and all responses and to waive formalities in the best interest of MHB.

I. St. Louis Mental Health Board Background

The City of St. Louis Mental Health Board of Trustees or St. Louis Mental Health Board (“MHB”) is a government entity established by authority of the Community Mental Health Act - Sections 205.975-205.909 RSMo, et seq. 2004. The Act permits counties to pass a mil tax to raise funds for mental health and substance abuse services. The City of St. Louis joined 12 other Missouri counties in 1992 when city voters approved Proposition Care-the mental health mil tax.

Subsequent to the establishment of MHB and the mental health mil tax, by authority of the Child Protection and Reformation Act, Section 210.860-210.861 RSMo, et seq. 2004 as may be amended, a second mil tax was approved by the voters in 2004 to provide funds for behavioral health and related services to children and youth through age 18 that promotes healthy lifestyles and strengthens families. In November 2020, voters approved an increase for the Community Children’s Service Fund tax up to its statutory maximum of \$0.2443 for every \$100 assessed valuation.

MHB is governed by a 15-member Board of Trustees, who are appointed by the Mayor of the City of St. Louis and approved by the Board of Aldermen, according to criteria outlined in the Missouri State Statutes noted above. The nominating criteria attempt to achieve a balance between service providers, primary and secondary consumers, and other knowledgeable, concerned city residents. The Trustees, as a body, meet ten times a year and are actively involved in all aspects of MHB activities.

A professional staff of 14.5, working in concert with the Trustees carries out the mission of MHB which involves the collection, investing, and distribution of the city property tax funds approved by voters for mental health, substance use, and children’s behavioral health services for city residents from birth through adulthood. In addition to its grant making responsibility, MHB initiates and participates in community planning, collaboration, and in the development of additional new financial resources.

The mission of the St. Louis Mental Health Board is to strategically invest in effective, equitable systems that improve behavioral health and expand opportunity for St. Louis City residents. As reflected in the tag line of our logo, MHB’s strategic approach is best described as:

- ❖ **Partnering**—by leveraging other funding sources and regional relationships, MHB supports multi-sector partnerships to build equitable, just systems of behavioral health and related services;
- ❖ **Investing**—MHB builds capacity in the City of St. Louis through funding, relationship building, and technical assistance for organizations who serve the behavioral health needs of City residents; and
- ❖ **Empowering**—Community-driven solutions inform MHB’s efforts by highlighting gaps, inequitable root causes, and opportunities for innovation.

II. About the Chiron Community Partnership & Systems Change Leadership Roundtable

The Chiron Community Partnership (“CCP”) brings together the St. Louis Community Foundation (“STLCF”), the St. Louis Mental Health Board (“MHB”), and United Way of Greater St. Louis (“UWGSL”) to increase the accessibility, affordability, and availability of high-quality, culturally responsive mental healthcare in the St. Louis region. Together, the CCP convenes and supports the Systems Change Leadership Roundtable, which is charged with identifying opportunities to strengthen the behavioral health care delivery system by building capacity in the behavioral health workforce. To that end, the roundtable desires to convene key stakeholders across Missouri to improve the Medicaid billing process and experience for mental health service providers, Managed Care Organizations, and Missouri Health Net with the goal of increasing the affordability and accessibility of mental healthcare services.

In its capacity as a convener of the Systems Change Leadership Roundtable, MHB is seeking an event planning and management consultant to facilitate the planning and implementation of Medicaid Billing Summits in Kansas City, St. Louis, and Columbia, Missouri as described below and as further set forth in the Scope of Services (the “Project”).

III. General Requirements

This Project is subject to all applicable laws of the State of Missouri governing MHB, including, but not limited to, the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and responders must comply with the provisions relating thereto in Section 285.530, RSMo., as amended.
- Every transient employer must comply with Sections 285.230 through 285.234, RSMo., as amended, when applicable.
- In the event that the contract for the services described in this Request for Proposals is for \$100,000 or more, and the successful responder employs ten (10) or more employees, the contract shall include a written certification that the responder is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

- In addition to the general requirements listed above, the successful responder shall comply with all laws, ordinances, regulations, and orders of federal, state, county, and local governing authorities pertaining and applicable to the successful responder and/or MHB.

Applicable insurance coverage must be provided by the successful responder before any work can be started on the Project.

These General Requirements, this Request for Proposals, the response, and the specifications, drawings, schedules, and instructions of the Project shall be incorporated into the Agreement signed by the parties should the responder be awarded a contract pursuant to this Request for Proposals.

IV. Scope of Services

Purpose

The selected Event Planner/Manager will work in close collaboration with CCP staff and the Leadership Team to design, plan, implement, oversee, and evaluate Medicaid Billing Summits in three Missouri regions (Kansas City, St. Louis, and Columbia). The purpose of the Medicaid Billing Summit is to bring together mental health service providers and Managed Care Organizations (“MCO”) in each region to address data systems challenges that may limit utilization of Medicaid Billing for mental health services. The summits will provide an opportunity for mental health service providers to discuss barriers that they have experienced when billing Medicaid and to propose process improvements. The summit will provide a preview of a Medicaid Billing Hub concept to gather feedback from mental health service providers on the feasibility of using an intermediary to increase their capacity to bill Medicaid. The summits will provide an opportunity for MCOs in Missouri to share more information about their current reimbursement policies and practices to better equip mental health service providers to successfully bill Medicaid for eligible services. The recommendations identified at each regional summit will be summarized into an Action Plan for the CCP and key stakeholders.

Event Planning & Design

- Collaborate with CCP staff/Leadership Team to develop summit concept, timeline, budget, and deliverables
- Translate CCP’s vision into well-executed event plans while bringing creative ideas and best practices
- Review and assess similar event materials, planning documents, and publicly available data to inform planning

Event Logistics & Coordination

- Plan, coordinate, and manage all event logistics, including but not limited to:
 - Attendee management and registration support
 - Venue coordination and preparation
 - Catering, décor, and rentals
 - Audio/visual and technical equipment
 - Security and accessibility considerations
 - Presentation and marketing materials
- Coordinate with CCP staff/Leadership Team, community partners, vendors, and service providers
- Maintain strong vendor relationships and recommend trusted vendors when appropriate

Vendor & Budget Management

- Serve as the primary point of contact for vendors on CCP's behalf
- Streamline vendor communication, contracts, invoicing, and payment tracking
- Ensure events are delivered within approved budgets
- Provide clear documentation and timely reporting related to vendor costs and services

Event Day Execution

- Oversee attendee experience from setup through breakdown, ensuring a high level of service
- Lead on-site coordination, including managing vendors, volunteers, and additional event staff
- Proactively identify and resolve operational challenges and troubleshoot issues in real time
- Ensure all event elements align with CCP's standards and expectations

Communication & Project Management

- Serve as liaison to the CCP Leadership Team, the assigned CCP project manager ("CCP staff"), and event planning committees
- Maintain consistent, structured, and professional communication throughout the planning process
- Manage and follow through on all correspondence, including emails, phone calls, text messages, and collaborative tools

Post-Event Support

- Participate in post-event debriefs and evaluations
- Provide feedback, lessons learned, and recommendations for future events

Deliverables

- Detailed event plans and timelines
- Vendor coordination and management
- On-site event coordination and leadership
- Post-event evaluation and summary (as requested)

V. Qualifications

Minimum Qualifications

- Minimum of three (3) years of relevant event planning or coordination experience
- Demonstrated experience planning and managing events of similar scale and complexity
- Experience working with nonprofit organizations, philanthropic entities, or government agencies

Additional Preferred Qualifications

- Ability to provide additional team members or volunteers, or hands-on capacity to manage events independently
- Established vendor relationships and knowledge of local event resources
- Strong day-of-event coordination and leadership skills
- Excellent organizational, communication, and project management skills
- Experience planning and hosting events in Missouri outside of St. Louis region

VI. Response Requirements

- **The response must be submitted through the MHB Grant Portal no later than 5:00 PM CST on September 25, 2026.**
- MHB must comply with the Missouri Sunshine Law; therefore, all responses and other documentation submitted to MHB in response to this Request for Proposals (including fees) may be subject to disclosure pursuant to Missouri law. Each responder may choose to also submit one (1) “public/press” copy of the response in which the individual or firm redacts any information which it deems confidential or proprietary.
- Any responder desiring an explanation or interpretation of the Request for Proposals must contact Deputy Director Serena Muhammad at smuhammad@stlmhb.org. Oral explanations or instructions given before the award of the contract will not be binding.
- MHB is not liable for any cost incurred by the responder prior to issuance of a legally executed contract by MHB.

VII. Response Content to the Request for Proposals will be used to measure the qualifications of the firm responding. The response shall contain the following information at a minimum:

- A. General information about the organization.** Please provide a brief description of the firm.
- B. Qualifications and Experience.** The response must clearly identify the firm’s qualifications as related to the scope of work and desired qualifications stated in this Request for Proposals.
- C. Personnel.** Please indicate the name, location, telephone number, and email address of the primary contact person for the firm. Identify the individual(s) proposed to serve MHB; specify their capacity and roles; and include a brief resume for each.
- D. Project Approach.** Discuss your firm’s approach and methodology to complete the Scope of Services for this Project, including what a fully defined Scope of Services must contain for this engagement. Responders should include an estimated timeline with necessary tasks.
- E. References.** Responses should include the name, title, organization, telephone number, and email address for at least three (3), but no more than five (5), references from similar sized contracts pursuant to which your firm has provided similar services within the last five (5) years.
- F. Conflict of Interest.** If your firm believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution to the conflict. Further, please describe whether the firm or any of its employees has any interests or relationships which might conflict with or compromise the expectations of MHB in providing the services set forth in this Request for Proposals.

G. **Financial Interest.** Please disclose any professional or personal financial interest which could be a possible conflict of interest in representing MHB.

H. **Cost Proposal.** Provide a budget for the services described in this Request for Proposals to be provided by the organization. For planning purposes, attendance is estimated at 150 attendees per summit.

VIII. Selection Procedures

1. Responses will be reviewed by a Selection Committee consisting of members of the Systems Change Leadership Roundtable. The responses will be used to measure the qualifications of firms responding and to measure the responders' understanding of the scope of services required in accordance with the Evaluation Factors. The Selection Committee will make a recommendation to the CCP Leadership Team.
2. The final award will be made based on Responses and, if required, subsequent interviews to determine the best qualified firm.

IX. Evaluation Factors

Responses will be evaluated using the following criteria:

1. The specialized experience and technical competence of the firm with respect to the type of services required.
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations required.
3. The experience with references for comparable work.
4. Insurance required such as professional liability.
5. The firm's familiarity with the area(s) in which the Project is located.
6. The fair and reasonable fee for the type of services needed.

X. Award

1. MHB reserves the right to cancel the Request for Proposals or reject any and all responses and to waive formalities when in the best interests of MHB.
2. MHB reserves the right to split awards and/or make multiple awards.
3. Subject to the rights reserved by MHB, an award will be made by the MHB Leadership to the responder that is best qualified and capable of performing the desired services for a fair and reasonable fee.
4. Upon the selection of a responder by MHB Leadership, the selected responder will be required to negotiate an agreement that will set forth the terms and conditions of the

proposed engagement and compensation determined to be fair and reasonable. If MHB and the highest ranked responder fail to reach an agreement, MHB may negotiate with the next highest ranked responder for that type of service to reach an agreement, unless MHB determines that it is in its best interest to re-solicit a Request for Proposals.

5. All responders will be notified of MHB's selection as soon as possible.
6. The successful responder will be issued a Notice of Award. Within 10 business days, such responder shall provide the following documentation:
 - a. Proof of the appropriate insurance coverage:
 - i. Worker's Compensation & Employers Liability—Statutory Amount (Mandatory)
 - ii. Comprehensive Automobile Liability for vehicles used—\$500,000
 - iii. Comprehensive General Liability—\$1,000,000
 - iv. Professional Liability—\$1,000,000
 - b. Federal Taxpayer Identification Number.
 - c. Evidence that the responder is authorized to do business in Missouri.
 - d. Evidence that the responder has applicable licenses to this Project, in good standing.
 - e. W-9.
 - f. MHB ACH form.