**RFP QUESTIONS AND ANSWERS**

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<tr>
<th>RFP Q&amp;A Number:</th>
<th>1036405-RFP-01</th>
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<tbody>
<tr>
<td>Project Title:</td>
<td>Evaluation of Pediatric Use of NASEM’s Resilience and Wellbeing Tools</td>
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<tr>
<td>Application Deadline 11:59 pm CST:</td>
<td>October 17, 2022</td>
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<tr>
<td>Proposals must be emailed to:</td>
<td><a href="mailto:385RFP@aap.org">385RFP@aap.org</a></td>
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<tr>
<td>Questions about this RFP must be</td>
<td>October 4, 2022</td>
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<tr>
<td>submitted to the application email</td>
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<td>address above and will be accepted</td>
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<td>until:</td>
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<td>Responses to questions will post on:</td>
<td>October 7, 2022</td>
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**QUESTIONS AND ANSWERS**

**Question 1.** Will some or all of the selected practice sites already have been using the suite of NASEM tools for some period of time, or will sites only begin using the tools during the January-May 2023 data collection period?

**Answer 1.** Sites will only begin using the tools during the January to May 2023 data collection period.

**Question 2.** Please confirm that these are the resources to be evaluated:
https://nap.nationalacademies.org/resource/other/dbasse/wellbeing-tools/interactive/

**Answer 2.** Yes, those are the tools that will be evaluated.

**Question 3.** Is there an expectation that the evaluation plan will be completed prior to practice site recruitment/selection? Ideally practices would be fully aware of what they are signing on for.

**Answer 3.** Yes, the evaluation plan would need to be completed prior to practice site recruitment/selection. The evaluation plan would need to be submitted to and approved by the AAP Internal Review Board (IRB) before practice recruitment can start.

**Question 4.** What will determine the total number of practice sites? Does AAP prefer that the bid reflect the largest number practices possible?

**Answer 4.** The bid should reflect the cost for implementation within each practice site or bids can include cost for 3 sites and cost for 5 sites separately.

**Question 5.** Is data collection with youth expected as part of the evaluation plan? If the data collection plan involves youth, an Expedited or Full IRB application would likely be required (further consultation with the AAP IRB administrator needed). To what extent are project timelines flexible to allow sufficient time for IRB approval?

**Answer 5.** Data collection with youth is not expected. We anticipate that this will be an IRB exempt project.

**Question 6.** The RFP does not address language. Does AAP envision that all evaluation activities will be conducted in English?

**Answer 6.** Yes, all evaluation activities will be conducted in English.

**Question 7.** Please advise whether all practice site data collection is expected to be virtual. In-person activities impact the cost estimate.

**Answer 7.** All practice site data collection will be virtual.
Question 8. Please provide further explanation regarding “Meeting of appropriate state licensing requirements” (RFP, page 3)
Answer 8. This applies to any state licensing that is required for your profession, if any.

Question 9. Please provide additional information on the SME(s) to be included. Were these individuals involved in development of the NASEM tools? Is their expertise primarily content-specific or evaluation-related?
Answer 9. There is a potential for the SME group to include at least one person who was involved in developing the NASEM tools. The rest of the SMEs will either have content-specific or evaluation-related expertise.

Question 10. Please provide further guidance on the phrase “Facilitation of implementation strategies” (cost proposal form, item #4). Does this relate to implementation of the evaluation plan and data collection activities, or implementation of the NASEM resources and materials at the 3-5 participating practice sites?
Answer 10. This relate to implementation of the evaluation plan and data collection activities.

Question 11. The cost proposal form quantifies the number of data collection tools (item #3) as “1-3”. Does the project team have specific data collection tools (or methods) in mind?
Answer 11. No, the project team does not have specific data collection tools (or methods) in mind. The number is provided to encourage price list by unit of collection tools. Consultants may also provide an aggregated cost for development of all data collection tools.

Question 12. Will AAP staff provide administrative support for data collection activities such as interview scheduling or should the cost estimate include that time?
Answer 12. Administrative cost should be included in the cost estimate.