



RFP QUESTIONS AND ANSWERS

RFP Q&A Number:	1143011-RFP-01
Project Title:	Meeting, Focus Group, and Key Informant Interview Facilitator: Adolescent and Young Adult Health & Wellbeing
Application Deadline 11:59 pm CST:	February 2, 2024
Proposals must be emailed to:	385rfp@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until:	January 19, 2024
Responses to questions will post on:	January 26, 2024

QUESTIONS AND ANSWERS

Question: Are all activities and deliverables completed remotely/virtually?

Answer: All meetings, focus groups, interviews, and the Blueprint Summit will be virtual.

Question: Is there a anticipated budget, budget range, or budget cap for this position? Is there room for negotiation or adjustments based on the proposal received?

Answer: Please provide a budget estimate in your proposal that appropriately aligns with completion of the scope of work included in the RFP.

Question: Do you prefer flat rate proposals or hourly project proposals?

Answer: Please use the corresponding bid price form available on the RFP website to submit your proposed budget.

Question: On the pricing document, Deliverable 1 includes IRB application, interview guide, and focus group questionnaire with a quantity of 3. This assumes that the cost of the IRB application will be the same unit price as the interview guide and focus group questionnaire. In the event that the unit costs are not the same, how should proposers submit their pricing for these deliverables?

Answer: You can use/add blank rows at the bottom of the bid price form to include each item in a separate row with corresponding prices and make note of that change in the document.

Question: Is the IRB application process internal to AAP? What is the average length of time from submission to approval? Page 2/6 indicates that the consultant's activities will include "drafting IRB application and related attachments (e.g., interview guide and questionnaires)" while Page 3/6 states services include "assist with IRB application, as needed". Can you clarify the extent to which the contractor will be involved with the IRB application (outside of the development of the interview guides)?

Answer: The IRB process is internal to AAP. The average length of time from submission to approval is 6-weeks. The consultant will draft the interview guide and questionnaires for review and feedback. The consultant may be asked to provide some feedback on the IRB application, which will be primarily drafted and submitted by the AAP project manager.

Question: Can you share any information about trends or characteristics (e.g. company size, experience) among successful bidders for similar RFPs? Are there specific roles or expertise that your organization deems critical for the success of the project?

Answer: Successful applicants will meet the mandatory requirements outlined in the RFP and successfully demonstrate experience performing similar work or services.

Question: Is the consultant responsible for recruiting focus group, key informant interview, and/or Summit participants, or will AAP conduct recruitment? Is the list of people who will participate in the interviews and focus groups identified and confirmed?

Answer: AAP staff and NCC members will recruit participants for focus groups, key informant interviews, and summit participation using recruitment and related communication materials that the consultant drafts. The consultant will collate responses from recruitment participants and facilitate follow up communication such as acceptance of participation in an event (ie., focus group, key informant interview or summit), date-time of the event, and other meeting/event information. All consultant-developed materials will undergo a minimum of 1 round of review.

Question: Are these two RFPs (1143011-RFP-01 and 1143011-RFP-02) connected, and if so, how? Are they purposefully separated? Is it possible for a small group of consultants or one firm with expertise in both facilitation and strategic planning be awarded both contracts?

Answer: Both RFPs are recruiting consultants who will support work of the National Center for Adolescent and Young Adult Health and Wellbeing. RFP-01 supports the environmental scan and blueprint summit, while RFP-02 supports strategic planning for the cross-sector alliance. The two roles were separated because they require different skills and expertise. One group of consultants/one firm can be awarded both contracts, but proposals for each will be considered separately.

Question: If the contracts are awarded to separate firms, how do you envision the different firms working together?

Answer: Due to their distinct scopes of work, regular interaction between consultants is not expected nor anticipated. However, should there need to be sharing of resources or collaboration between the two consultants, this would be facilitated by AAP's project manager.

Question: Is there a certain format you prefer the proposal?

Answer: There is no structured template for the proposal, however, all the information under "Mandatory Qualifications" must be addressed. Applicants should also complete the "Applicant Information" and "Certification of Eligibility" section at the bottom of the RFP.

Question: How many days do you expect the Summit to be? Approximately how many participants do you envision attending the Blueprint Summit? What platform would be used (e.g., Zoom, Teams)? Would AAP handle non-programmatic logistics of planning for the summit (e.g., registration, communications, marketing/branding)?

Answer: The virtual summit will be one day, or approximately 8-10 hours if divided over multiple days. If the event is hosted by American Academy of Pediatrics the summit will use the WebEx platform. Consultant could host the summit using their virtual meeting platform. We do not yet have an estimated number of attendees; a minimum would be 30 participants. AAP staff will handle non-programmatic logistics, including recruiting/outreach.

Question: Do the focus groups participants include adolescents/young adults and their families? If so, may we assume they are leaders/experts in organizations or initiatives, representing stakeholder groups? How many of the focus groups and interviews will include adolescents and their families?

Answer: Adolescents and young adults (AYA) and their families will participate in some of the focus groups, though not all. Some may be youth leaders in organizations or initiatives, but that is not a requirement, and we do not anticipate that all will be. The exact number of AYA and families who will be participating in focus groups or interviews will be developed with the consultant as the overarching methodology and approach for the focus groups and interviews is developed.

Question: Does AAP plan to provide incentives for participation in the interviews/focus groups? If so, what is the anticipated incentive amount per participant?

Answer: AYA and their families who participate in the focus groups will receive a stipend of \$50/hour. AAP will be responsible for payment of this stipend. Other individuals who participate in the focus groups who are not AYA or their families will not receive a stipend.

Question: Approximately how many people are on the National Coordinating Committee?

Answer: There are approximately 14-21 individuals on the National Coordinating Committee which consists of 7 organizations, plus the Health Resources and Services Administration's Maternal and Child Health Bureau (MCHB).

Question: Beyond the monthly timeline provided, are there any specific meeting dates identified at this time where the consulting team would participate? Has the date of the blueprint planning summit been finalized?

Answer: No dates have been identified beyond the monthly timeline provided. All dates, including the blueprint summit, will be discussed with the consultant prior to scheduling. Should the consultant be invited to attend a National Coordinating Committee meeting, these are held biweekly on Tuesday mornings at 11am CT.

Question: Will the findings of the environmental scan be ready for review prior to the execution of the focus groups? Or will they only be available in the planning stages for the virtual blueprint summit?

Answer: The environmental scan will be completed concurrently with the execution of the focus groups. Results from the scan will be available for the planning stages of the blueprint summit.

Question: Is there a specific length of time for which the national blueprint is slated to be (i.e. a multi-year blueprint for a certain timeframe)?

Answer: At this time, a decision on the timeframe of the blueprint has not been made. However, the consultant will not be drafting the blueprint itself, but rather synthesize summit proceedings and takeaways to identify a framework and recommendations for the blueprint.

Question: May we assume the client will be responsible for gathering and consolidating the Committee's input via a designated point person?

Answer: The AAP project manager will work directly with the National Coordinating Committee to review and provide input on resources developed by the consultant and return this feedback directly to this consultant. However, the consultant may also be asked to attend NCC meetings, as needed, to provide additional details or answer NCC questions.

Question: Will there be an opportunity for shortlisted candidates to seek clarifications or provide additional details regarding their proposals before the final selection?

Answer: At this time, we do not intend to have a second round of review and cannot guarantee shortlisted candidates will be able to provide additional details regarding their application. However, if upon review of all applications, we identify a need for a second round of review, we will notify shortlisted candidates.

Question: For the question about previous contracts with AAP, I need some guidance on how to respond. My agency—we will be the lead on the application—has never held an AAP contract previously. However, we are partnering with another agency (as a subcontractor) that has had several contracts with AAP previously.

Answer: You should answer this “yes/no” question specifically regarding your agency’s history with AAP, but you can provide additional details regarding partner history in your written proposal should you choose.

Question: I am a solo Consultant who has been in business since 2012. I am not certified as a small, minority or woman's business at a state or federal level. I am, however, a small, woman's business. Do I need to become certified in order to be eligible to respond to this RFP?

Answer: No, you do not need to become certified to be eligible to respond.

Question: Could you describe the level of involvement and support the AAP staff and NCC will provide throughout the activities? What specific roles do they play?

Answer: AAP staff will have a kick-off meeting with the consultant and will participate in regular check-in meetings throughout the project. AAP’s project manager will coordinate the work of all partners in this project, including the consultant, and maintain regular contact with the consultant to ensure progress on deliverables and alignment with project goals. The NCC (including AAP) will review drafts of materials (e.g. questionnaires, summit agenda, etc) and provide feedback. The NCC and MCHB will be the recipients of all final reports.

Question: What particular challenges or priorities have been identified for this project?

Answer: The National Center for Adolescent and Young Adult Health and Wellbeing is a new initiative, funded by a cooperative agreement that began 9/1/23. It is a large project of national scope with many components that engages multiple partners across a variety of sectors. Launching a new project of this scope with many moving parts is a particular challenge. Additional information is available on grants.gov for HRSA-23-079 as well as in the press release for the new program [AAP Announces \\$7.5 Million Investment to Address Integrated Care for Adolescents and Young Adults](#).

Question: How will the success of key informant interviews, focus groups, and the summit be elevated? Are there specific metrics or outcomes you're aiming to achieve?

Answer: Success will be measured by the completion of the deliverables outlined in the RFP.

Question: Is the consultant involved in designing evaluation metrics for the project?

Answer: The consultant is not involved in evaluation for this project. American Academy of Pediatrics Staff will serve as the evaluator.

Question: Would you describe the culture and communication styles of AAP, generally speaking? More specifically: what are preferred methods of contact; how quickly are responses expected; what are expectations around communicating outside business hours?

Answer: The consultant will be expected to have bi-weekly meetings with the AAP project manager and maintain regular email communication in between meetings as needed. Email and phone are both acceptable methods of communication. There is no expectation that the consultant will communicate outside business

hours. However, focus groups and key informant interviews may need to be scheduled outside business hours due to participant availability.

Question: Is a transcript of each interview and focus group to be included and provided by the consultant? If yes, does AAP have a specific software available for the Consultant to utilize? If not, is something specific being requested?

Answer: The AAP does not have specific software for the consultant to utilize. The deliverables for the focus groups and interviews will be 1) executive summary and 2) full report that describes the methodology, approaches to assure inclusion of diverse experiences, data analysis, discussion of the themes and results, and all applicable appendices. The consultant may choose to record focus groups and interviews; however, to ensure confidentiality, transcripts will not be shared with AAP and/or the National Coordinating Committee.

Question: Are there existing AAP documents and products from other projects that would be the model and desired format for utilization with this project? If yes, can you reference those in order to better gauge the scope of this project.

Answer: Consultant is expected to bring experience, established methodologies and reporting formats to this project. As applicable, AAP can share examples of similar projects with the selected consultant.

Question: Is there an expectation for scalability in the services provided, considering potential changes in the project scope or needs? How does the National Center anticipate accommodating potential variations in project size or complexity?

Answer: AAP anticipates completing the schedule of deliverables as described in the RFP. Should adjustments to project size or timeline be necessary, this would be discussed directly with the selected consultant.

Question: Does the National Center have preferences regarding the allocation of resources, such as the number of consultants, dedicated project managers, or support staff?

Answer: AAP prefers to work directly with one individual either as the contracted individual, or as the designated manager/point of contact for a firm. Firms who choose to engage multiple staff in this role should identify one point of contact to work directly with AAP.

Question: How do you envision collaboration dynamics with the selected consultant, especially in the context of the diverse stakeholder groups involved?

Answer: The consultant will be expected to have experience and comfort collaborating with diverse stakeholders. The NCC, which consists of seven organizations and MCHB, will provide input and a minimum of 1 round of feedback on all products, particularly those related to planning the blueprint summit (e.g. summit agenda, plan for summit structure and activities, etc.) The consultant will be expected to incorporate their feedback to the extent it is feasible. Documents will be stored and shared using the American Academy of Pediatrics SharePoint platform.