



RFP QUESTIONS AND ANSWERS

RFP Q&A Number:	1143011 – RFP – 02
Project Title:	Strategic Planning Consultant: Cross-sector Alliance of The National Center for 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 ANSWER

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

Answer: All meetings and activities will be completed virtually.

Question: Is there an 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: 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 to be awarded both contracts?

Answer: Both RFPs are recruiting consultants who will support the 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: Did you envision hiring an individual consultant for this work, or are you open to teams from consulting firms?

Answer: AAP prefers to work directly with one individual or point of contact for this consultant position. Firms who choose to engage multiple staff in this role should identify one primary point of contact/project manager to work directly with AAP.

Question: Are the people who will work with the facilitator for this project all confirmed and available in relation to the schedule of deliverables timeline?

Answer: The NCC is currently recruiting steering committee leads/subcommittee co-leads. We anticipate this process to be completed prior to the consultant's start date. However, any necessary adjustments to the timeline will be discussed with the selected consultant.

Question: Is the meeting schedule already established? If not, will the facilitator be responsible for determining the schedule based on participant's availability or will AAP staff coordinate these details?

Answer: The meeting frequency is detailed under "schedule of deliverables" in the RFP. The steering committee and subcommittees have not yet begun meeting and meeting dates have not been established. AAP staff will coordinate schedules and identify meeting dates. The bi-weekly NCC meetings are held on Tuesdays at 11am CT.

Question: Are resources available to describe the current work of the National Center or is it just beginning its work?

Answer: The National Center launched in fall 2023 and is just beginning its work. 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: Does the Center request use of the "original" Collective Impact framework as described in the Stanford Social Innovation publications, or is it open to other frameworks that illustrate the pathways toward cross-sector collaboration?

Answer: We are open to other frameworks that have demonstrated success in engaging and amplifying diverse voices in cross-sector collaboration. Should you choose to use another framework, please provide sufficient details to demonstrate the efficacy of this approach and your experience implementing it.

Question: Could examples of cross-sector strategic plans that the Academy successfully implemented be provided?

Answer: Examples of cross-sector strategic plans include AAP's [Council on Healthy Mental and Emotional Development strategic plan](#) and the [Blueprint for Youth Suicide Prevention](#).

Question: The timeline is especially aggressive; is there opportunity to extend the project timeline? And / or is the Center / Academy open to alternate work approaches?

Answer: We aim to complete the project deliverables according to the schedule of deliverables included in the RFP. We will work with the consultant to develop a more detailed timeline and make adjustments as needed.

Question: Approximately how many people will be members of the steering committee and each of the subcommittees?

Answer: Each subcommittee will be led by approximately 8 people, with the leads of each of the three subcommittees serving as members of the steering committee, so we anticipate a 20-25 person steering committee. Membership in each subcommittee will be open nationally. We anticipate the consultant will primarily engage with the subcommittee leads/steering committee when executing this project.

Question: When is the AAP expected to make its consultant selection, and how soon after the award notification is work expected to begin?

Answer: We anticipate making the selection in early- to mid-February and the consultant to begin their work by early March. Any necessary adjustments to the schedule of deliverables based on a selection and contract execution date will be made together with the selected consultant.

Question: Will work plans for each subcommittee be required to be developed in a certain format or digital tool?

Answer: We do not require a specific format or digital tool.

Question: What is the length of implementation time for which the objectives and work plans shall be created (i.e. 1 year or 3 year plans, or other time period?)

Answer: Objectives for each subcommittee should be completed for a 3-4 year period. A detailed workplan should be created for the first year.

Question: To what extent do you anticipate the consultant supporting on the content generation and drafting of the objectives, charters, and workplans for each subcommittee, (e.g., facilitating workshops and pulling together inputs from committee members and external sources, as relevant), vs. serving more as a process management lead while each sub-committee develops its own materials?

Answer: We expect the consultant to provide support with content generation and drafting of resources/materials through extensive engagement and collaboration with subcommittee leads/steering committee members. We anticipate the consultant will draft initial and final versions of each resource while including members as an integral part of the planning, discussion, and review process.

Question: Is the facilitator responsible for meeting notes and/or a transcript of each CSA subcommittee, steering committee and check-in meeting?

Answer: The AAP staff person who participates in each subcommittee/steering committee meeting will draft meeting notes. A full transcript is not needed nor expected.

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 strategic planning tools and resources to this project. As applicable, AAP can share examples of similar projects with the selected consultant.

Question: To help applicants gauge the workload, could you provide an example of the level of detail the workplan and the implementation mentioned in the RFP might include? E.g. Would the ideal strategic plan and accompanying workplan include metrics of success?, and how intensive would the initial steps of implementation that the selected consultant might be engaged in be? Provide examples of the nature of the initial implementation support that might be anticipated in July 2024

Answer: The strategic plan for each of the 3 subcommittees is expected to include goals, objectives, tactics and metrics for success across the 3-4 year implementation. Consultant is expected to have established protocols and formats for completing a strategic plan. As applicable, examples can be shared with the selected consultant post award.

Question: What opportunities will there be for the selected strategic planning consultant to collaborate with the selected facilitator for meetings, focus groups and KIIs that will be working with the same group over the same time period?

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: The RFP states that the consultant 'will also support the National Coordinating Committee on School Health and Safety, an existing cross-sector coalition which will be enveloped into larger project efforts, to determine how they will continue their efforts within this new structure.' It also states that this body will evolve into the School Health and Safety Subcommittee. A few questions related to this: Will the School and Safety subcommittee be comprised entirely of members from the existing NCC on School Health and Safety, or will other people be included in this planning subcommittee?

Answer: It is highly likely that the School Health and Safety subcommittee leads will be members from the existing National Coordinating Committee on School Health and Safety (NCCSHS), though the final leads are still being determined. The larger subcommittee membership will likely include many members from the existing

NCCSHS, though membership in the School Health and Safety subcommittee will not be exclusive to those who have participated previously.

Question: Are there expectations for supporting the NCC on School Health and Safety beyond the activities of the School Health and Safety committee for this planning process? If so, please elaborate.

Answer: The consultant will not be expected to complete any deliverables outside of those detailed in the RFP. The National Coordinating Committee on School Health and Safety will not engage in efforts outside of the School Health and Safety subcommittee.