1. **Question**: What is the budget for this proposal?
   Answer: Please provide a budget estimate in your proposal that appropriately aligns with completion of the scope of work included in the RFP.

2. **Question**: Can you please clarify the timeline. The deadline for application is listed as March 28, 2024, yet the SOW for Year 1, Period 1 is listed from 9/1/23 – 2/29/24.
   Answer: This two-year project runs from September 2023-August 2025 and is broken down into project periods as noted in the schedule of deliverables. The deliverables must be completed by August 31, 2025, to report the overall results to the funder. AAP staff will work with the selected consultant to review and update the scope of work and timeline as needed.

3. **Question**: How many times would this group be required to meet? Will they meet virtually or in-person? **Year 1, Period 1: Advisory Board Development**
   Answer: Meetings are scheduled to occur on a quarterly basis over the duration of the project. However, due to the delay in the start of project activities, we anticipate that the Advisory Board will meet monthly for the duration of Year 1, Period 2 (3/1/24-8/31/24).

4. **Question**: Advisory Board Development is listed as a deliverable for Year 1, Period 1, 9/1/23 – 2/29/24. Given that this period has passed, have the AB development deliverables been started/completed already, or will the period for this task be extended? If it will be extended, what is the anticipated timeline?
   Answer: The Advisory Board deliverables have not been met due to the delayed start of the project. AAP staff will work with the selected consultant to adjust the timeline. We anticipate that these deliverables will take 3-4 months to complete.

5. **Question**: The Advisory Board is not listed during Year 1, Period 2 or Year 2, Period 1 in the RFP, however the Bid Price Form refers to monthly meetings of the PAC. Do you recommend that we budget for 1-hour monthly meetings with the Advisory Board throughout each project period?
   Answer: Yes. Please budget for monthly meetings with the Advisory Board for the remainder of Year 1, Period 2.

6. **Question**: Will any travel be required? Will the contractor be responsible for travel logistics? **Year 1, Period 1: Advisory Board Development**
   Answer: No travel is associated with this project.

7. **Question**: How many members will be part of the Advisory Board? **Year 1, Period 1: Advisory Board Development**
   Answer: We anticipate between 8-10 advisory board members that includes pediatricians, physician and non-physician representatives from primary care professional associations, governmental, educational (school-based staff and nurses), and other public health partners along with adolescents, young adults and family members.

8. **Question**: Will the contractor be responsible for identifying advisory board members? **Year 1, Period 1: Advisory Board Development**
   Answer: AAP staff will be responsible for identifying advisory board members.

9. **Question**: What are AAP's preferred communication methods for this work (social media, out-of-home, etc.)? **Year 1, Period 1: Advisory Board Development**
   Answer: AAP typically uses various communication platforms to promote its work including email blasts, blog posts, and social media.

10. **Question**: What is the requested number of materials for the toolkit? **Year 1, Period 2: Toolkit Development**
    Answer: The number of toolkit materials are yet to be determined. However, we expect materials to include conversation starters, case scenarios (featuring physician-AYA partnership/dyads), infographics, video and other digital media.

11. **Question**: What is the requested number of KIIs and focus groups? **Year 1, Period 2: Toolkit Development.**
    Answer: The final number of KII and focus groups will be negotiated post award. For budgeting purposes, please plan on 3 focus groups and 5-7 KII.

12. **Question**: Will KII and focus group participants receive incentives for their time? **Year 1, Period 2: Toolkit Development**
    Answer: Adolescents, young adults and family members/representatives will receive stipends for their participation. These will be paid by AAP directly to the participants.

13. **Question**: Will the Quality Improvement Advisor be an AAP employee? **Year 1, Period 2: Quality Improvement Learning Collaborative**
    Answer: The Quality Improvement Advisor (QIA) will be a consultant and not an AAP employee.

14. **Question**: What is the length of time for each action period session? **Year 1, Period 2: Quality Improvement Learning Collaborative**
    Answer: Details regarding the quality improvement learning collaborative, including the length of time for each action period, will be worked out with input from advisory board members, AAP staff, and the QIA. Currently, we plan to have a minimum of 4 virtual action period sessions.

15. **Question**: Are toolkit resources intended for AYA, in addition to clinicians and public health partners? **Year 2, Period 1: Toolkit Development**
    Answer: The primary audience for the toolkit resources is pediatricians and pediatric non-physician clinicians.

16. **Question**: Will the townhall meetings be virtual or in-person? **Year 1, Period 2: Townhall Meetings**
    Answer: The townhall meetings will be virtual.

17. **Question**: How long will the townhall meetings be? **Year 1, Period 2: Townhall Meetings.**

Answer: The length of the townhall meetings have not been finalized yet. We anticipate that they will be at least 1 hour.

18. **Question**: Will the contractor be responsible for identifying subject matter experts and AYA with lived experience to facilitate the townhall meetings? **Year 1, Period 2: Townhall Meetings**
Answer: AAP project staff will identify subject matter experts and AYA with lived experience to facilitate the town hall meetings.

19. **Question**: How many townhall meetings do you anticipate for Year 2? **Year 2, Period 1: Townhall Meetings**
Answer: We have planned for 6 townhall meetings for Year 2 which will focus on substance use and overdose prevention among AYA.

20. **Question**: Will focus group participants receive incentives for their time? **Year 2, Period 1: Toolkit Development**
Answer: Adolescents, young adults and family members/representatives will receive stipends for their participation in focus group meetings. These will be paid by AAP directly to the participants.

21. **Question**: Can AAP clarify the purpose of the focus groups? Is it to test out drafted toolkit materials with the AYA audience and use the findings to finalize the toolkit materials or is it to gain a base understanding of AYA audience needs and then develop toolkit materials based on those findings? **Year 2, Period 1: Toolkit Development**
Answer: The purpose of the focus groups is to determine the challenges and opportunities for screening AYA for substance use and promotion of preventative health behaviors. Focus group discussions with AYA will also help us determine the messages and modalities of communication that will support them in prevention of substance use and harm reduction, if using.

22. **Question**: Is there a budget for toolkit dissemination? **Year 2, Period 2: Toolkit Development**
Answer: Yes.

23. **Question**: How will the 6 AAP chapters be chosen? **Year 1, Period 2: Quality Improvement Learning Collaborative**
Answer: The goal is to engage at least 6 AAP chapters in a quality improvement (QI) learning collaborative by July 2025. AAP staff will create an application for the QI learning collaborative that will ascertain chapters' interest and capacity to conduct a QI initiative. Chapters in states that have higher rates of overdose and overdose death will be prioritized.

24. **Question**: Will these 6 AAP chapters be the same as Year 1's? **Year 2, Period 2: Quality Improvement Learning Collaborative**
Answer: The same chapters and the practices that they engage will participate in the QI learning collaborative for the duration of the project.

25. **Question**: Will this include the 3 practices and at least 1 AYA partner from Year 1? **Year 2, Period 2: Quality Improvement Learning Collaborative**

Answer: See above

26. **Question**: For the QI virtual learning collaborative, will the consultant be responsible only for the workplan and call hosting, or will the consultant play a more active role in supporting the QI Advisor with things such as facilitating calls; developing a change package, charter or other QI materials; and providing feedback to the chapters?
    Answer: With regard to the QI virtual learning collaborative, the consultant will play a supporting role to the QIA. For example, the consultant may work with the QIA to identify and schedule calls with the chapter state teams involved in the learning collaborative. The QIA will be responsible for facilitating the calls, developing QI materials, providing feedback to chapters, etc.

27. **Question**: What are AAP's preferred dissemination channels? **Year 2, Period 2: Toolkit Dissemination**
    Answer: AAP uses a variety of dissemination tools including print (AAP newsletters), digital (online toolkits) and social media (Facebook, LinkedIn).

28. **Question**: Year 1, Period 1 (9/1/23 - 2/29/24) has passed. Does that mean activities included in that period no longer need to be completed by the contractor?
    Answer: The project is delayed, and the timeline will need to be adjusted. AAP staff will work with the selected consultant to complete activities in Year 1, Period 1.

29. **Question**: Dates do not align with dates in the Statement of Purpose.
    Answer: The project is funded for the period of September 2023 – August 2025. Any discrepancies noted are due to oversight.

30. **Question**: Is there an overall budget for this work?
    Answer: Please provide a budget estimate in your proposal that appropriately aligns with completion of the scope of work included in the RFP.

31. **Question**: Does the 10-page limit for the proposal include the 1147011-RFP-01 cost proposal template and the Applicant Information form? Can the cost proposal template and the Applicant Information form be submitted as standalone documents?
    Answer: The 10-page limit does not include the cost proposal template and application form. The cost proposal template and applicant information form can be submitted separately.

32. **Question**: What age range does AAP include in the adolescent and young adult population?
    Answer: For this project, the AYA age range is 11-21 years.

33. **Question**: Is there a more specific pediatric specialty that you aim to target? (Pediatric social workers, pediatric ER staff, PICU, etc.)
    Answer: The primary target audience is pediatric physicians and pediatric non-clinical staff. If the advisory board determines a more specific target audience, we will make adjustments to reflect this change.

34. Question: Will all meetings and convenings (e.g., Town Hall meetings, focus group meetings) occur virtually? Should we budget for any in-person meetings with the AAP or others?
Answer: All meetings and convenings will be held virtually.

35. Question: Will the AAP be responsible for the identification and recruitment of individuals to serve on the Advisory Board, participate in focus groups, and serve as subject matter experts in the Town Hall meetings, or will the consultant be responsible for this? Also, will the AAP be responsible for recruiting the AAP chapters and practices for the learning collaborative?
Answer: AAP staff will identify advisory board members, focus group/KII participants, and subject matter experts. The consultant will take the lead on developing recruitment materials (e.g., letter of invitation to serve on the advisory board, focus group recruitment flyer) for the different target groups. AAP staff will support the QIA to recruit AAP chapters for the learning collaborative. Each chapter will be responsible for engaging at least 3 practices in their respective states/jurisdictions.

36. Question: Will the consultant be responsible for developing the focus group guides, or only for coordination and facilitation of the focus groups? In addition, will the AAP be responsible for the IRB application and any necessary consent forms, etc.?
Answer: The consultant will work collaboratively with AAP staff to develop questions for focus group/KII discussions. It is expected that the consultant will coordinate and facilitate the focus groups/KII in addition to summarizing the results of these discussions to inform the toolkit development. AAP program staff will manage the IRB application process including any consent forms.

37. Question: Is the consultant responsible for only coordinating the awareness campaign, or will the consultant also play a role in developing content for the awareness campaign?
Answer: The consultant will not coordinate the awareness campaign; however, they will assist with developing content for the awareness campaign.

38. Question: Will AAP public affairs be part of the development of the awareness campaign, or will they be involved only in the communications plan?
Answer: The AAP public affairs team will provide input on the awareness campaign and will manage the communications/dissemination of project materials.

39. Question: Will the consultant be responsible for all parts of the toolkit, including the design and formatting, or will the AAP provide templates/graphics/support in this area?
Answer: The consultant will support a communications consultant who will lead the development and design of the toolkit and awareness campaign.

40. Question: The RFP mentions providing other support such as identifying funding opportunities and identifying conference opportunities to report on results of the project. These are not included in the Bid Price Form. Should we list them as options in the form, or should they be included in one of the RFP deliverables/line items under the base price?
Answer: The items listed under "Other" in the RFP can be listed in the options section of the Bid Price Form.

41. **Question**: What additional team members will be supporting this work? The RFP mentions AAP staff and a QI Advisor – how many FTEs are dedicated to these roles?
    Answer: The AAP program staff supporting this project include the Director of Adolescent Health and Substance Use Initiatives, Communications Campaign Manager, Senior Director of Research, and Program Evaluation Manager.