



REQUEST FOR PROPOSAL

RFP 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

BACKGROUND

The American Academy of Pediatrics is a professional membership organization of 67,000 pediatricians committed to the optimal physical, mental, and social health and wellbeing for all infants, children, adolescents, and young adults.

Founded in 1930, the AAP advocates for the health and wellbeing of all children and works with government, communities, and other national organizations to shape many child health and safety issues. The AAP provides professional education and resources to member pediatricians and provides patient education and public information campaigns.

STATEMENT OF PURPOSE

Adolescents and young adults (AYA) are navigating unique and varied developmental needs in the face of a pandemic, systemic racism and institutionalized discrimination, and societal changes that have disrupted the institutions and communities that provide structure to their lives and support their health and wellbeing. The Centers for Disease Control and Prevention (CDC) data indicate ongoing concerns around substance use, risk behaviors, experience with violence, and mental health concerns for AYA. Mental and emotional health issues include high levels of sadness, suicide risk, and violence, with notable disparities among among lesbian, gay, bisexual, transgender, queer, and all sexual and gender minority (LGBTQ+) AYA and AYA who identify as American Indian or Alaska Native, Black, and Hispanic.

Funded through cooperative agreement 1U4NMC49926-01-00 from the Health Resources and Services Administration, the National Center for Adolescent and Young Adult Health and Wellbeing (National Center) seeks to increase the capacity of states, territories, and tribal organizations to integrate systems of care, including health, school, and community systems, to promote adolescent health and young adult health and wellbeing. Efforts of the National Center will be overseen by the National Coordinating Committee, comprised of the AAP and six partner organizations. The program will support a cross-sector alliance including leaders

from (1) health care for adolescents and young adults; (2) school supports for health and mental health; and (3) community programs that reinforce positive youth development.

As a central component of this project, the cross-sector alliance will develop and disseminate a national blueprint to bolster systems integration and guide state, territory, and tribal organizations to implement systems integration models that promote adolescent and young adult health and wellbeing. To support the development of the national blueprint, the consultant will: 1) conduct key informant interviews and focus groups with relevant stakeholders, including adolescents/young adults and their families, 2) plan and lead a virtual blueprint planning summit; and 3) develop two summary reports synthesizing key takeaways from the key informant interviews and focus groups and synthesizing summit proceedings and takeaways to identify a framework for the blueprint.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The consultant will work with AAP staff and the NCC/cross-sector alliance on two primary activities: 1) facilitating key informant interviews and focus group discussions and 2) facilitating a virtual blueprint planning summit. These activities are part of a comprehensive needs assessment and environmental scan which will support the development of a national blueprint to support systems integration to advance AYA health and wellbeing. The virtual summit will engage alliance organizations in collectively envisioning, gaining commitment for, and setting forth a national blueprint. The consultant will lead efforts to plan and implement this summit. Additionally, the consultant will work with NCC organizations to conduct key informant interviews and focus groups. The consultant will provide a synopsis of focus groups, key informant interviews, the blueprint summit, and related meetings including key discussions, decisions, and lessons learned or recommendations for project deliverables.

Specific activities include, but are not limited to:

- Assist with development of materials to inform key informant interviews and focus groups, including drafting IRB application and related attachments (e.g. interview guide and questionnaires) for key informant interviews and focus groups.
- Conduct a series of 15-20 key informant interviews with a variety of individuals, including previous national awardees; federal and state governmental officials; foundation, non-profit, school, and community leaders and representatives; and AYA-serving and AYA-led organizations.
- Conduct at least three focus groups with a diverse group of AYA leaders, state Title V Maternal and Child Health Directors and Adolescent Health Coordinators, AYA medical and behavioral health leaders, AYA youth development and family experts, school health and mental health leaders, and experts working to align health and community supports. Each focus group will include 5-7 participants.
- Develop a report summarizing focus group and key informant interview findings to be used by the NCC and shared with HRSA's Maternal and Child Health Bureau (MCHB).
- Use learnings from key informant interviews and focus groups to assist with planning for the one-day, virtual blueprint planning summit. Additional background information in the form of an environmental scan will be provided to the consultant. With support from AAP staff and the NCC, design the blueprint summit, including identifying objectives, developing the agenda and meeting structure, and planning exercises/activities which will facilitate discussion and advance efforts to identify required components of the blueprint.

- Synthesize summit proceedings and takeaways to identify a framework for the blueprint.

SCHEDULE OF DELIVERABLES

Services are requested from February 2024-July 2024.

February/March 2024:

- Project launch meeting with program staff to discuss scope of work and timeline.
- Review background materials.
- Assist with IRB application, as needed.
- Develop questionnaires for key informant interviews and focus groups.
- Conduct key informant interviews and focus group discussions.

April/May 2024:

- Author report summarizing findings from key information interviews and focus group discussions.
- Plan for virtual blueprint summit, including developing objectives, agenda, meeting structure, and summit activities.

June/July 2024:

- Facilitate virtual blueprint summit.
- Synthesize findings and takeaways from the blueprint summit and submit draft for review by AAP, NCC, and HRSA/MCHB. Make revisions as needed.

Schedule subject to change dependent upon when consultant is identified. The final schedule of deliverables will be mutually agreed upon between AAP and the consultant.

MANDATORY QUALIFICATIONS

The qualified candidate will have:

- Demonstrated track record of working with diverse groups of people, including health care and behavioral health professionals; non-profit, community, and school leaders and liaisons; federal, state, and local government officials; and adolescents/young adults and their families.
- Experience performing similar work or service where comparability can be measured by size, type, and complexity of work.

Respondents to the RFP should provide the following:

- Cover Letter with an introductory section including the legal name of the respondent, office and email address, telephone and fax numbers, and the name of consultant.
- Comprehensive proposal containing approach to completion of project deliverables as described in the scope of work within the designated timeline. Proposals should

include a staffing plan, summary of related experience for those involved in the project, and a resume/CV for those involved in the project.

- Samples of previous work.
- Names, phone numbers and email addresses of individuals at three organizations/agencies (at least two that are not the AAP) who have been clients of the consultant during the last two years whom AAP staff can contact as a reference.
- Identify if independent or affiliated with an organization.
- Cost proposal (see attached Bid Form template).
- Additional information may be included if it will help provide more information on the consultant's qualifications and experience.

COST PROPOSAL

Provide a cost proposal using the attached bid form.

CONTRACTUAL ARRANGEMENTS

Once approved, the selected applicant will abide by the terms and conditions in the contract accepted and signed by both parties. The AAP may terminate the contract at any time in the event that the consultant is unable or unwilling to perform the services or in the event of material breach of any of the consultant's other covenants or representations.

Performance period is approximately February 2024 – July 2024. Payment will be made at intervals mutually agreed upon and specified in the contract.

EVALUATION CRITERIA

The evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

The evaluation will be conducted based on the following criterion:

- Quality of the proposal
- Professional qualifications and specialized experience of respondent and team members
- Quality, comprehensiveness and adequacy of the proposed implementation
- Price/cost analysis

RETENTION OF RECORDS

Information related to the resulting contract must be retained for at least three years after the end of the contract and must be available for examination by authorized representatives of the AAP and the grantor (federal cognizant or oversight agency, federal agencies providing direct or indirect funding, the Government Accountability Office or nonfederal entity providing funding for the project).

RIGHT TO REJECT / BID DISPUTE RESOLUTION / CONFIDENTIALITY

The AAP reserves the right to reject any and all proposals submitted and to request additional information from all applicants.

Any protest or dispute related, respectively to the solicitation or the resulting contract shall be construed and determined in accordance with the laws of the State of Illinois applicable to contracts made and to be performed in that state, notwithstanding anything to the contrary provided by applicable conflict of law rules, and notwithstanding that any party may now or hereafter be a resident of another state or a foreign country.

The AAP shall not disclose to a third party Proprietary or Confidential Information of the other applicants or potential applicants. AAP further agrees to act as trustee for any Confidential Information jointly created or acquired through the applicant's participation in this RFP.

CONTACT INFORMATION

American Academy of Pediatrics
345 Park Boulevard, Itasca, Illinois, 60143
(630) 626-6000
www.aap.org

**COMPLETE THE APPLICANT INFORMATION, SIGN THE CERTIFICATION OF ELIGIBILITY,
INCLUDE ALL RFP PAGES, AND
SUBMIT YOUR PROPOSAL AND REQUIRED INFORMATION TO THE EMAIL ADDRESS LISTED ABOVE.**

APPLICANT INFORMATION

COMPANY NAME	CONTACT NAME
ADDRESS	CONTACT EMAIL
WEBSITE	CONTACT TELEPHONE

CERTIFIED AS SMALL, MINORITY or WOMAN'S BUSINESS ☐ YES ☐ NO

BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA ☐ YES ☐ NO

BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS ☐ YES ☐ NO
(Not debarred or suspended on SAM.gov and not listed as "not qualified" on FAPIIS.gov)

CURRENT OR PREVIOUS CONTRACTS WITH AAP ☐ YES ☐ NO

If yes, attach a listing of dates, brief description of work done and name of AAP contact for 5 most recent projects.

CERTIFICATION OF ELIGIBILITY

By signing and submitting this RFP application, the applicant certifies that the applicant is not debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities, the applicant is an equal employment opportunity employer, and the applicant will comply with all applicable contract provisions required for contracts under federal awards or other grantor stipulations.

The applicant further certifies that if the applicant is awarded a contract as a result of this RFP and the contract exceeds the Federal Simplified Acquisition Threshold, the applicant agrees to negotiate profit as a separate element of the price as required under 2 CFR 200.323.

APPLICANT SIGNATURE	DATE	PRINT APPLICANT NAME and TITLE