



REQUEST FOR PROPOSAL

RFP 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

BACKGROUND

The American Academy of Pediatrics (AAP) 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 lesbian, gay, bisexual, transgender, queer, and all sexual and gender minority (LGBTQ+) AYA and AYA who identify as American Indian or Alaska Native, Black, or 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 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 and young adult health and well-being. Efforts of the National Center will be overseen by the National Coordinating Committee (NCC), comprised of the AAP and six partner organizations.

The program will support a cross-sector alliance comprised of one steering committee and three subcommittees with the following foci: (1) health care for adolescents and young adults; (2) school health and safety; and (3) community programs that reinforce positive youth development. *(Please note: The school health subcommittee will be a continuation of an existing coalition known as the National Coordinating Committee on School Health and Safety.)* Each of the three subcommittees will

have a leadership team; members of whom will comprise the steering committee. Subcommittees will be charged with 1) generating support for systems integration, 2) broadening the applicability and dissemination of best practices and effective models, and 3) facilitating bidirectional communication between federal agencies and the membership of the cross-sector alliance.

Subcommittees and the steering committee will be supported in a 6-month planning phase to assess needs, strategize approaches for building from the extensive work done through prior initiatives, and develop a charter with shared goals and objectives.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The facilitator will work with AAP staff, the National Coordinating Committee (NCC), and NCC Chairperson to support the launch of the cross-sector alliance (CSA) steering committee and the launch (or continuation) of the three CSA subcommittees. Using a collective impact framework, the consultant will provide strategic planning support for each subcommittee to identify subcommittee-specific objectives; develop a workplan to reach these objectives; identify and create any structures, documentation, and charters that may be necessary for the subcommittee to function and advance these objectives; and determine how their work fits within the scope of the larger cross-sector alliance and project efforts to advance shared goals. The consultant will support subcommittee leads to communicate these efforts to other subcommittees, the CSA steering committee, the NCC, and other project staff. 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.

The consultant will work closely with the NCC Chairperson to ensure a collective impact framework is used across the CSA, including the steering committee, and that the subcommittees do not operate in silos from each other or the broader project. They will attend monthly meetings for each subcommittee, monthly steering committee meetings, monthly check-in meetings with project staff, as well as NCC meetings, as needed.

SCHEDULE OF DELIVERABLES

Services are requested from February 2024-July 2024

February 2024:

- Review background materials.
- Project launch meeting with program staff to discuss scope of work and timeline.
- Initial meetings with subcommittee leads (3 meetings)

March/April 2024:

- In collaboration with subcommittee leads and members, develop charter for each subcommittee and the steering committee; identify and develop any additional structures or documentation that may be necessary to support the efficient function of each subcommittee and the steering committee

May/June 2024:

- Develop objectives for each subcommittee and steering committee
- Develop workplan for each subcommittee

July 2024

- Support with initial implementation of the work plan, as appropriate

February 2024 – July 2024:

- Attend monthly meetings for three CSA subcommittees (18 meetings)
- Attend monthly steering committing meetings (6 meetings)
- Attend monthly check-in meetings with project staff (6 meetings, minimum)
- Attend NCC meetings, 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 representatives; federal, state, and local government officials; and adolescents/young adults and their families.
- Experience using a collective impact framework with diverse groups of people and organizations to identify and advance shared goals
- Experience with strategic planning, ideally with complex, multi-sector coalitions
- Experience performing similar work or service where comparability can be measured by size, type, and complexity of work.

Respondents to the RFH 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 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 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 <input type="checkbox"/> YES <input type="checkbox"/> NO			
BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA <input type="checkbox"/> YES <input type="checkbox"/> NO			
BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS <input type="checkbox"/> YES <input type="checkbox"/> NO (Not debarred or suspended on SAM.gov and not listed as "not qualified" on FAPIIS.gov)			
CURRENT OR PREVIOUS CONTRACTS WITH AAP <input type="checkbox"/> YES <input type="checkbox"/> 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			
<p>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.</p> <p>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.</p>			
APPLICANT SIGNATURE	DATE	PRINT APPLICANT NAME and TITLE	