



RFP QUESTIONS AND ANSWERS

RFP Q&A Number:	1036406-RFP-01
Project Title:	Evaluation of Pediatric Use of NASEM's Resilience and Wellbeing Tools
Application Deadline 11:59 pm CST:	September 20, 2023
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:	September 7, 2023
Responses to questions will post on:	September 11, 2023

QUESTIONS AND ANSWERS

Question 1: Is there a structured template or guidance on how to put the application together for submission?

Answer 1: There is no structured template as long as all the information under "Mandatory Qualifications" are addressed. There is a list of information/materials to provide under, "The respondents to this RFP should provide the following:" This includes completing the "Applicant Information" and "Certification of Eligibility" section on the bottom of the RFP.

Question 2: Please clarify what the "4-5 adapted data collection tools" listed on the "Bid Price Form" (RFP Deliverable 3, line 10)

Answer 2: Data collection tools were developed for the English-language project, as described in the RFP under, "deliverables." These tools will be adapted for the Spanish-language project. The number is provided to encourage price list by unit. Consultants may also provide an aggregated cost for adaptation of all data collection tools.

Question 3: The RFP is asking that we provide proof of "meeting appropriate licensing requirements" (page 3 of RFP) – could you please provide some guidance on what state licensing requirements you'll need proof of?

Answer 3: This applies to state licensing that is required for your profession, if any. Please omit this information if you do not need a license to practice.

Question 4: Regarding completing the excel spreadsheet for cost proposal, what does the "Quantity" column mean in terms of the specific deliverables? Are they hours?

Answer 4: The quantity column refers to items listed in the "unit of measure" column. Meeting attendance are in hours. However, the rest of the "unit of measure" are not in hours. If it's helpful you can convert the deliverables to hours by calculating the number of hours it would take to accomplish each deliverable. Feel free to add a notes column for any explanation.

Question 5: Is there a total required budget?

Answer 5: Please provide a budget estimate in your proposal that appropriately aligns with completion of the scope of work included in the RFP.

Question 6: Any there elements from the first pilot test that are important to carry forward?

Answer 6: The evaluation plan and data collection tools from the first pilot test will be adapted for this project.

Question 7: Do you have a group that will provide input on the project?

Answer 7: Yes, we have an advisory committee that includes pediatricians, psychologists, parents, and experts who were involved in developing the resilience and wellbeing tools.

Question 8: How would translation of materials be handled?

Answer 8: Translation cost can be included in the budget under "options"

Question 9: I am assuming there is nothing for Options B to E?

Answer 9: Options B to E in the cost proposal template can be used to list vendors' recommendation for additional deliverables that might enhance the project and not already listed on the cost proposal template.

Question 10: When do we have to submit the application by?

Answer 10: The application is due by September 20, 2023, 11:59 pm CST.

Question 11: Can you provide the previous work on English language - is it available online?

Answer 11: A general overview of the English-language work was included in the RFP. Additional details will be provided to the selected consultant.

Question 12: How do I get access to the Q&A post September 11?

Answer 12: The Q&A document will be available on the AAP RFP opportunities web page through the RFP deadline date (September 20, 2023).

Question 13: Is there a detailed timeline for activities or will we get it soon?

Answer 13: A schedule of deliverables is included in the RFP. We will work with the selected consultant to develop a more detailed timeline.