

## REQUEST FOR PROPOSAL (RFP)

Via E-mail

DATE: June 2, 2025

SUBJECT: Disaster Response Pilot Project – Western North Carolina

### **1. Background:**

The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc (HJF) is a 501(c)(3) nonprofit organization dedicated to advancing military medicine. We serve military, medical, academic and government clients by administering, managing, and supporting preeminent scientific programs that benefit members of the armed forces and civilians alike. Since its founding, HJF has served as a vital link between the military medical community and its federal and private partners. HJF's support and administrative capabilities allow military medical researchers and clinicians to maintain their scientific focus and accomplish their research goals. Additional information on HJF may be found at [www.hjf.org](http://www.hjf.org).

Creative Forces: NEA Military Healing Arts Network began in 2012 as an initiative of the National Endowment for the Arts in partnership with the U.S. Departments of Defense and Veterans Affairs and is managed in partnership with the Henry M. Jackson Foundation for the Advancement of Military Medicine and Mid-America Arts Alliance. Creative Forces seeks to improve health, well-being, and quality of life for military service members and veterans exposed to trauma, as well as their families and caregivers, by increasing knowledge of and access to clinical creative arts therapies and community arts engagement. Since 2017, Creative Forces has invested in community arts engagement projects to advance understanding of the benefits and impacts for military-connected populations who have been exposed to trauma.

### **2. Requested Services/Statement of Work:**

The work to be completed under this request for proposal is to support non-clinical arts engagement programs that support wellbeing and disaster recovery for military or veteran-connected populations in Western North Carolina and to enhance preparedness, response and recovery efforts for local artists and organizations who seek to support these communities. This contract is issued through the Creative Forces®: NEA Military Healing Arts Network (the Network, or "Creative Forces") initiative. HJF is seeking a contractor for the following key task:

1. Direct support to participants through the facilitation of arts-based programming to support emotional and social wellbeing for military- and veteran-connected individuals living in Western North Carolina that have been impacted by disaster events

OR

2. Capacity building through the development of arts-based programming to support emotional and social wellbeing for military- and veteran-connected individuals living in Western North Carolina that have been impacted by disaster events

In addition to the task above, the contractor will share key insights, tools, and resources from their work with the Creative Forces team. These insights, tools and resources may be integrated into the development of a toolkit that will be used to support communities in the development and facilitation of arts-based programming that support the emotional and social wellbeing of military and veteran-

connected individuals as they prepare for, respond to, and recover from future disaster events. Under the guidance of the Creative Forces team, the contractor shall perform the following general duties:

Under the guidance of the Creative Forces team, the contractor shall perform the following general duties as outlined below and detailed in the contract award process:

1. **Contract Initiation and General Administration**
  - a. Initial planning meeting with Creative Forces Team
  - b. Provide updates through meetings or asynchronous check-ins with Creative Forces team members or their designees bi-weekly throughout the duration of the contract.
2. **Program Administration (Direct Support Project Option Only)**
  - a. Provide Direct support through the facilitation of arts-based programming to support emotional and social wellbeing for military- and veteran-connected individuals living in Western North Carolina that have been impacted by disaster events
3. **Program Development (Capacity Building Project Option Only)**
  - a. Provide Capacity building through the development of arts-based programming to support emotional and social wellbeing for military- and veteran-connected individuals living in Western North Carolina that have been impacted by disaster events
4. **Deliverables**
  - a. Final Project Plan that reflects adjustment to project proposal based on discussion during the Initial Planning Meeting.
  - b. Mid Term Report
    - i. Mid-Term Report to include a description of activities completed, participants or partners engaged in the program development or facilitation process, and number of participants reached (if applicable). Format to be provided by the Creative Forces team.
  - c. Final Report
    - i. Final Report to include a description of activities completed, participants or partners engaged in the program development or facilitation process, and number of participants reached (if applicable). Format to be provided by the Creative Forces team.

### 3. **Schedule:**

RFP Release Date:	<b>June 2, 2025</b>
Questions Due	<b>June 9, 2025</b>
Questions Answered	<b>June 11, 2025</b>
Proposal Due Date:	<b>June 18, 2025</b>
Award Date:	<b>July 3, 2025</b>
Estimated Kick Off Date:	<b>July 15, 2025</b>

Evaluation Factors: Proposals will be evaluated in accordance with the following:

CRITERIA	
<b>Technical Approach</b>	Technical Approach (The Technical Evaluation Team shall evaluate the offeror's technical approach to meeting the requirements outlined in the statement of work (SOW). As applicable, contractor must be able to comply with the required or proposed delivery or performance schedule and other requirements as identified in the SOW (such as distance or accreditation). Proposals that fail to demonstrate a clear understanding of the requirements in the SOW may not be considered further.
<b>Past Performance</b>	Past Performance (The Technical Evaluation Team shall evaluate the offeror's present and past performance on similar contracts for supplies/services. Offerors must provide a minimum of two (2) customer references for similar work performed receive max points. The following should be provided for each listed reference: a. Name of Client and address b. Name of current point of contact including telephone number, email address, and title c. Contract number d. Contract value e. Contract period of performance f. Clear description of the supplies/services provided, Offerors are also required to a narrative in their technical proposal detailing their corporate experience of similar work performed.
<b>Price</b>	Price (Successful offeror will be the responsible firm whose proposal is most advantageous to the program, with price and above factors considered.)

Responses should be sent to:

Jason Smith                    [jsmith@hjf.org](mailto:jsmith@hjf.org)  
Cheryl Zimmerman        [czimmerman@hjf.org](mailto:czimmerman@hjf.org)

Kindly acknowledge receipt of this email by replying to all.