

REQUEST FOR PROPOSAL (RFP)

Via E-mail

DATE: July 31, 2025

SUBJECT: Disaster Resilience and Recovery Toolkit

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.

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 aim of this project is to create a toolkit that will help military and veteran-serving organizations, the arts sector, and their communities 1) become more aware of the role they can play in arts-based readiness, response, and recovery efforts for military- and veteran-connected individuals 2) have the necessary knowledge, skills, and resources to access, develop, and implement arts-based programs for military- and veteran-connected individuals impacted by disasters and 3) enhance the coordination of efforts between the arts sector, creative arts therapists, military and veteran service organizations, and state and local officials involved in social and emotional recovery efforts as it relates to natural and national disasters.

The toolkit will be developed through a combination of literature review and interviews and/or focus groups with key stakeholders. The final toolkit should highlight existing resources, provide new information and/or adapt existing information to make it relevant for the arts and military communities, and identify ongoing needs. The selected contractor will collaborate with the Creative Forces team to draft the document and serve in the role of technical writers, supporting the Clinical Lead for Disaster Response, to create the final document.

3. Schedule:

RFP Release Date:	July 30, 2025
Questions Due	August 4, 2025

Questions Answered	August 6, 2025
Proposal Due Date:	August 18, 2025
Award Date:	August 29, 2025
Estimated Kick Off Date:	September 5, 2025

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

CRITERIA	
Technical Approach	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.
Past Performance	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.
Price	Price (Successful offeror will be the responsible firm whose proposal is most advantageous to the program, with price and above factors considered.)

See Attachment 2 – Proposal Instructions

5. Terms and Conditions:

It is anticipated that the successful offeror of each RFP will:

- Accept the terms and conditions of and execute the attached Vendor Contract (See Attachment 3); and
- Successfully complete the RFP process and registration in HJF's eProcurement and Supplier Management platform (Synertrade).

Responses should be sent to:

Jason Smith jsmith@hjf.org
Cheryl Zimmerman czimmerman@hjf.org

Kindly acknowledge receipt of this email by replying to all.

Attachments:

1. Statement of Work
2. Quote and Proposal Instructions
3. Vendor Contract