



Request for Proposal (RFP20241007) Strategic Planning Support

If you are interested in providing the below services, and would like a copy of the complete RFP and resource links for additional background information about the Creative Forces Clinical Program , please email: Sharon Lee Cannon sleecannon@hjf.org and Jason Smith jsmith@hjf.org

The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc (HJF) is seeking a contractor with expertise in strategic planning to work with the Internal Research Strategic Planning Team to develop a 3-year (2025 – 2028) Research Strategic Plan for the Creative Forces Clinical Program. The Internal Research Strategic Planning Team is led by the Clinical Research Director and comprised of the following positions: Internal Program Evaluator, Senior Military Medical Advisor, and a select group of additional research personnel, and Creative Arts Therapists representing Art Therapy, Dance/Movement Therapy, and Music Therapy.

The mission of the Creative Forces Network is to improve the health, well-being, and quality of life of trauma-exposed military service members and veterans, as well as their families and caregivers. Creative Forces recognizes the need to invest in strategic planning to develop a clear path forward for creative arts therapies research activities. The Clinical Research Director is responsible for outlining a plan and then presenting it to the Clinical Leadership Team and the NEA Office of Research and Analysis.

The contractor shall perform specific services outlined below (1-6) and in the contract award process. Additionally, the contractor shall perform general duties such as: managing and responding to project-related communications, attend meetings, and perform miscellaneous job-related duties as assigned.

1. Finalize workplan within one week of project initiation
2. Conduct foundational background research
3. Review relevant prior reports and resources
4. Conduct stakeholder interviews and/or focus groups
5. Work with the Clinical Research Director
6. Write a draft of the 2025-2028 Creative Forces Clinical Program Research Strategic Plan

The work to be completed under this request for proposals for Strategic Planning Support for the Clinical Research Program is issued through the Creative Forces®: National Endowment for the Arts (NEA) Military Healing Arts Network (the Network, or “Creative Forces”) initiative.¹ **Creative Forces** is an initiative of the NEA in partnership with the U.S. Departments of Defense and Veterans Affairs and state and local arts agencies. Administrative support for the initiative is provided by HJF.

Schedule:

Proposal Due Date and Time:	November 12, 2024 EOD
Questions Due	October 16, 2024
Questions Answered	October 21, 2024
Anticipated Award Date:	November 25, 2024