



**RFP: RFP20241108**

Subject: Health Policy Development Technical Writing Assistance

The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc (HJF) is seeking a contractor with expertise in work group facilitation and policy development support. The policy to be developed will address credentialing of Creative Arts Therapists as well as other administrative issues that impact efficient and effective delivery of these services within the Military Health System (MHS).

[Creative Forces](#) is an initiative of the National Endowment for the Arts (NEA) in partnership with the U.S. Departments of Defense and Veterans Affairs that seeks to improve the health, well-being, and quality of life for military service members and veterans, as well as their families and caregivers through creative arts therapies. Creative Forces is managed in partnership with HJF.

Creative Forces consists of three components:

1. Clinical - placing creative arts therapies at the core of patient-centred care
2. Community Engagement - invests in community- arts engagement activities
3. Capacity - invests in capacity-building efforts, including the development of manuals, training, and research

The aim is to organize a work group that will review, and address issues identified in a recently completed environmental scan of administrative processes regarding the utilization of Creative Arts Therapists within the Military Health System. The selected contractor will work with an identified leadership team to draft a work group charter and assist in establishing the work group. They will then serve in the role of work group facilitator and technical writers to draft policy based on work group discussions and recommendations. The ultimate goal is to draft policy that can be routed through Defense Health Agency (DHA) leadership for review and approval.

Under the guidance of the Senior Military Medical Advisor (SMMA) and/or the Healthcare Operations (HCO) Manager, the contractor shall perform general duties as outlined in the Statement of Work (SOW) and detailed in the contract award process. The key task within this SOW is the completion of a draft policy for review and approval by DHA to improve efficient and effective deliver of Creative Arts Therapies services within the Military Health System.

The work to be completed under this request for proposals is for work group facilitation and policy development support regarding the use of Creative Arts Therapists within the MHS. The contract will be issued through the Creative Forces®: NEA Military Healing Arts Network (the Network, or “Creative Forces”) initiative.

Schedule:

Proposal Due Date and Time:	<b>November 25, 2024 EOD</b>
Questions Due	<b>November 15, 2024</b>
Questions Answered	<b>November 18, 2024</b>
Anticipated Award Date:	<b>December 5, 2024</b>

If you are interested in providing the above listed services, and would like a copy of the complete RFP and additional links, please email: Sharon Lee Cannon [sleecannon@hjf.org](mailto:sleecannon@hjf.org) and Jason Smith [jsmith@hjf.org](mailto:jsmith@hjf.org)