

Request for Quotation

Strategic Planning and Meeting Facilitation: Preventing Child Sexual Abuse in Youth-Serving Organizations

Child Safety in Youth Serving Organizations: Creating Safe, Stable,
Nurturing Relationships and Environments

CDC FOUNDATION CONTACT

Amber McKeen, MSW, MPH
Project Manager/Analyst
amckeen@cdcfoundation.org

SUMMARY OF REQUEST

Through this Request for Quotation (RFQ), the National Foundation for the Centers for Disease Control and Prevention (CDC Foundation) is seeking a subcontractor to facilitate a meeting of key partners and stakeholders, researchers and subject matter experts as well as transcribing and summarizing the data. The subcontractor will be funded by and work in partnership with the CDC Foundation and will receive technical assistance from the Centers for Disease Control and Prevention's (CDC) Division of Violence Prevention, and other project partners, to evaluate the current state and future direction of policies and organizational approaches for child sexual abuse prevention efforts in youth serving organizations. The subcontractor will contribute to the development, implementation, and use of this activity and related products and ensure regular communication and engagement with CDC Foundation and other stakeholders.

PROJECT DESCRIPTION AND BACKGROUND

The CDC Foundation and CDC are working together on a project entitled "Child Safety in Youth Serving Organizations: Creating Safe, Stable, Nurturing Relationships and Environments". The goal of this project is to update the 2007 CDC publication, [*Preventing Child Sexual Abuse Within Youth Serving Organizations: Getting Started on Policies and Procedures*](#). This complements the [CDC Division of Violence Prevention's](#) efforts to provide safe, stable, and nurturing relationships and environments for all children and youth. The project is in the process of launching several activities to rigorously inform the update from both a research and practice perspective. Key project activities will include a partner panel meeting, literature review, environmental scan, focus groups/interviews, implementation guidance, and trainings.

The subcontractor will facilitate and assist in planning a panel meeting of key partners representing a variety of youth serving organizations, researchers and subject matter experts to identify key lessons learned from the 2007 publication and inform future direction of the project activities to prevent child sexual abuse in youth serving organizations.

This project is ongoing through June 2022 with the findings from this evaluation to be published at that time. Subcontractor involvement in the project is anticipated to extend through November 2020.

SCOPE

The CDC Foundation was awarded grants to support updating the 2007 CDC publication to prevent child sexual abuse in youth serving organizations. Through these grant funds, the CDC Foundation is seeking a subcontractor with expertise in meeting facilitation and strategic planning to provide support for facilitating a strategic partner panel meeting that includes evaluation planning, implementation, and delivery of findings. The subcontractor will work alongside the CDC Foundation, CDC subject matter experts, and other project partners. The subcontractor will contribute to the development, implementation, and use of activities and products; coordinate and manage agenda planning; and

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ensure regular communication and engagement with CDC Foundation and other stakeholders throughout the project.

The subcontractor will facilitate a virtual Partner Panel meeting, in which the CDC Foundation will convene key partners from Youth Serving Organizations (YSOs), subject matter experts, advocates, research/academia, etc. for a town hall style meeting that will inform key lessons learned from the 2007 publication and how to best leverage the current context (e.g., technological advances, high-profile media coverage of the issue) in the updated publication.

Meeting Details:

- To be held virtually on Wednesday, September 30, 2020 - Thursday, October 1, 2020
- ~30 attendees + ~5-8 members of CDC Foundation/CDC staff
- Seeking skilled facilitator(s) to assist in planning and hosting virtual meetings; the facilitator will also provide a detailed summary report of the meeting to the CDC Foundation

The major responsibilities and tasks for the awardee organization(s) or individual(s) include:

1. Contribute to partner panel meeting planning activities.
 - 1.1. Work with the CDC Foundation and other project contacts to prepare and finalize materials, such as scheduling across time zones, plan agendas and provide virtual meeting space for partner panel meeting and planning meetings
 - 1.2. Provide recommendations on how best to convene key partners in a virtual format and facilitate partner panel meeting (e.g., guide conversations, facilitate virtual breakout rooms, capture and disseminate notes and action items, develop agendas and materials)
 - 1.3. Ensure that CDC Foundation and partner organizations are fully engaged in planning from the outset of the project. Identify priority questions and discussion prompts for partner panel meeting explicitly. For example, use the current 2007 report to explore their perspectives regarding what information is still needed, discrete or special studies that can be useful, or current needs that have not been discussed previously.
2. Implement and report outcomes from meeting
 - 2.1. Coordinate and facilitate the two-day partner panel meeting to engage a wide range of researchers and practitioners to provide CDC Foundation a clear set of recommendations about strengths, gaps, and next steps for the project's literature review and environmental scan activities
 - 2.2. Provide virtual meeting recordings and detailed summaries of themes and analyses derived from partner panel meeting
 - 2.3. Prepare and maintain an annotated outline of partner panel meeting activities to be included in the evaluation report for funders including meeting planning dates and meeting notes, agenda planning, etc.

RESPONSE REQUIREMENTS AND BUDGET

Response Requirements: Responses should be submitted via email to the CDC Foundation. Interested parties should submit a statement of interest and experience. The statement should be no more than 4 pages, single spaced, 11-point font, not including appendices, and should address the following:

1. Organizational or individual's interest in the project and scope of work
2. Organizational or individual's capacity and expertise to implement the scope of work (including existing facilitation capacity and meeting summary experiences)
3. Team member bios (as an appendix)
4. Previous work samples (optional, as an appendix)

Budget Requirements: An overall proposed budget should be submitted with a supporting narrative for anticipated costs. The total project budget should not exceed \$10,000.

Key Contact: Send email inquiries, project interest, and proposals to **Amber McKeen** at amckeen@cdcfoundation.org.