REQUEST FOR PROPOSAL

RFP Number: 1036086 - RFP-01
Project Title: Maternal Infant Health and Opioid Use Quality Improvement Advisor Consultant
Application Deadline 11:59 pm CST: 8/22/2023
Proposals must be emailed to: 385RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until: 8/11/2023
Responses to questions will post on: 8/16/2023

BACKGROUND
The American Academy of Pediatrics (AAP) is a professional membership organization of 67,000 pediatricians committed to the optimal physical, mental, and social health and well-being for all infants, children, adolescents and young adults.

Founded in 1930, the AAP advocates for the health and wellbeing of all children and works with government, communities and other national organizations to shape many child health and safety issues. The AAP provides professional education and resources to member pediatricians, and provides patient education and public information campaigns.

STATEMENT OF PURPOSE
The opioid crisis in the United States is paralleled in pregnant people as evidenced by rising rates of neonatal opioid withdrawal syndrome. Emerging evidence point to the effectiveness of hospital-based quality improvement efforts to build capacity to support at-risk families prior to the birth event, enhance non-pharmacologic interventions to reduce the hospital length of stay, and begin family-centered approaches to planning for continuity and coordination of care post-discharge.

The project, Maternal-Infant Health and Opioid Use (MIH OU) is funded through cooperative agreement NU38OT00282 from the Centers for Disease Control and Prevention. This quality improvement (QI) project aims to improve the interdisciplinary hospital team's capacity to increase the number of neonates with neonatal opioid withdrawal syndrome (NOWS) and families discharged from the hospital with a documented plan for safe discharge. The design, methods, and measures for this project are anticipated to build on an earlier pilot program. The program materials and evaluation results from the pilot will be made available to the consultant following selection. The pilot project was designed with the expertise of an instructional design consultant and physician(s) subject matter experts with quality improvement experience.

The objectives of the project are to:
- Increase knowledge of discharge planning activities to facilitate a safe transition from hospital to home for the parent-infant dyad
- Increase the self-efficacy in facilitating referrals and a warm hand-off to community-based services for parents and infants
- Increase use of non-stigmatizing communication approaches when speaking with parents with opioid use disorder

PRODUCT SPECIFICATIONS OR SCOPE OF WORK
The AAP seeks a quality improvement advisor who has the requisite experience to develop and implement a virtual learning collaborative with 8 interdisciplinary hospital-based teams. The scope of work includes the following activities:

- Manage and facilitate a working group of subject matter experts who will provide clinical oversight for the project.
- Update curriculum and quality improvement methodology (driver diagram, data collection tools, change ideas) based on the pilot implementation. The pilot project included 4 flipped classroom modules that included learn, apply, and improve resources. Virtual learning collaborative sessions were held at the end of each module. Two virtual quality improvement data review sessions were held at the midpoint and end of the project.
- Design and implement learning collaborative resources and tools including Quality Improvement Data Aggregator (QIDA) workspace and chart review as well as any other surveys (e.g., progress reports) or data collections tools as indicated by the project.
- Prepare, submit and monitor all applicable documentation for continuing medical education (CME) and maintenance of certification (MOC) parts 2 and 4 for the project.
- Facilitate hospital recruitment and engagement in the project.
- Coach hospital teams through their implementation of the project.
- Host and manage 5-7 virtual meetings for the project engaging applicable subject matter experts and hospital teams in the meetings to facilitate a community of practice.
- Ensure timely data collection for all aspects of the project and develop interim and final evaluation reports for same. For the pilot project, chart review data was collected at baseline, midpoint and final phases of the project. One progress report with plan-do-study-act cycle was collected for each of the 4 modules in the project.
- Prepare a final report summarizing the qualitative and quantitative results and lessons learned from the project.

**SCHEDULE OF DELIVERABLES**

Planning
- August: introductory meetings with AAP staff and subject matter experts
- September: design all project materials and submit to AAP's Institutional Review Board (IRB), CME and MOC applications
- October: recruit 8 interdisciplinary hospital-based teams

Action Periods
- November: project kick off with hospital teams; baseline data collection
- December – May: action periods (independent implementation of the module, data collection, virtual meeting)

Analysis and reporting
- June: final data analysis and project summary report

**MANDATORY QUALIFICATIONS**

The ideal quality improvement advisor will have experience working with diverse groups of pediatricians, other physicians and non-physician clinicians who make up the interdisciplinary perinatal service team. Applicants should have at least 5 years of demonstrated experience in working in healthcare quality improvement.

Respondents to this RFP should provide the following:
- Cover letter with legal/official name of the respondent, mailing address, email address and telephone number
- Comprehensive proposal including approach to the completion of all project deliverables as described in the scope of work and schedule of deliverables
- Samples of previous work
- Minimum of 3 referrals from client organizations/agencies including the names and contact information of individuals with whom the respondents have worked directly
- Cost proposal (see template attached)


- Additional information may be included if it will help provide more information on the consultant’s qualifications and experience

### COST PROPOSAL

See the attached template.

### CONTRACTUAL ARRANGEMENTS

Once approved, the selected applicant will abide by the terms and conditions in the contract accepted and signed by both parties.

- Performance period is August 2023 – June 2024 (11 months).
- Payment will be made at intervals mutually agreed upon and specified in the contract.

The AAP may terminate the contract at any time in the event that the consultant is unable or unwilling to perform the services or in the event of material breach of any of the consultant’s other covenants or representation under the signed contract.

### EVALUATION CRITERIA

The evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

The evaluation will be conducted based on the following criterion:

- Quality of the proposal
- Professional qualifications and specialized experience of respondent and team members
- Quality, comprehensiveness and adequacy of the proposed implementation
- Price/cost analysis
- Eligibility

### RETENTION OF RECORDS

Information related to the resulting contract must be retained for at least three years after the end of the contract and must be available for examination by authorized representatives of the AAP and the grantor (federal cognizant or oversight agency, federal agencies providing direct or indirect funding, the Government Accountability Office or nonfederal entity providing funding for the project).

### RIGHT TO REJECT / BID DISPUTE RESOLUTION / CONFIDENTIALITY

The AAP reserves the right to reject any and all proposals submitted and to request additional information from all applicants.

Any protest or dispute related, respectively to the solicitation or the resulting contract shall be construed and determined in accordance with the laws of the State of Illinois applicable to contracts made and to be performed in that state, notwithstanding anything to the contrary provided by applicable conflict of law rules, and notwithstanding that any party may now or hereafter be a resident of another state or a foreign country.

The AAP shall not disclose to a third party Proprietary or Confidential Information of the other applicants or potential applicants. AAP further agrees to act as trustee for any Confidential Information jointly created or acquired through the applicant’s participation in this RFP.

### CONTACT INFORMATION

American Academy of Pediatrics
345 Park Boulevard, Itasca, Illinois, 60143
(630) 626-6000
[www.aap.org](http://www.aap.org)
COMPLETE THE APPLICANT INFORMATION, SIGN THE CERTIFICATION OF ELIGIBILITY, INCLUDE ALL RFP PAGES, AND SUBMIT YOUR PROPOSAL AND REQUIRED INFORMATION TO THE EMAIL ADDRESS LISTED ABOVE.

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CERTIFIED AS SMALL, MINORITY or WOMAN'S BUSINESS  □ YES  □ NO

BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA  □ YES  □ NO

BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS  □ YES  □ NO
(Not debarred or suspended on SAM.gov and not listed as "not qualified" on FAPIIS.gov)

CURRENT OR PREVIOUS CONTRACTS WITH AAP  □ YES  □ NO
If yes, attach a listing of dates, brief description of work done and name of AAP contact for 5 most recent projects.

CERTIFICATION OF ELIGIBILITY

By signing and submitting this RFP application, the applicant certifies that the applicant is not debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities, the applicant is an equal employment opportunity employer, and the applicant will comply with all applicable contract provisions required for contracts under federal awards or other grantor stipulations.

The applicant further certifies that if the applicant is awarded a contract as a result of this RFP and the contract exceeds the Federal Simplified Acquisition Threshold, the applicant agrees to negotiate profit as a separate element of the price as required under 2 CFR 200.323.

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