RFP QUESTIONS AND ANSWERS

RFP Q&A Number: 1036275 –RFP – 04 Q and A
Project Title: Evaluation and Quality Improvement Consultant
Application Deadline 11:59 pm CST: June 30, 2023
Proposals must be emailed to: 317rfp@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until: June 19, 2023
Responses to questions will post on: June 26, 2023

QUESTIONS AND ANSWERS

Question 1. Is it the intention of the AAP to evaluate all chapters on their implementation of Project Firstline activities? Or, is the intention of the AAP to evaluate the effectiveness of the training framework in place for Project Firstline activities? Or both?
Answer 1. The intention is to evaluate each of the National AAP Project Firstline activities, which includes grants awarded to AAP Chapters to carry out their own activities on behalf of Project Firstline - these AAP chapters provide information and feedback. In addition to evaluating the overall implementation of Project Firstline, the intention is to conduct a needs assessment to inform future activities for Project Firstline.

Question 2. What evaluation data currently exists?
Answer 2. Evaluation data that currently exists includes National AAP social media metrics; qualitative focus group data and themes for AAP chapters, AAP members, and other attendees; program and training evaluation from AAP chapters awarded funding, including participant data, Project ECHO post-session and post-program data, IPC PediaLink course evaluation data; collaborate site metrics; AAP website metrics; qualitative and quantitative survey data on program delivery and design.

Question 3 What are the current microsystems in place to execute the education through Project Firstline? .
Answer 3. Education through Project Firstline takes place through PediaLink courses, informational videos, downloadable and printed materials, webinars, presentations, Project ECHO programs, and face-to-face meetings.

Question 4. Will this evaluation be part of a larger evaluation of all partners within this initiative?
Answer 4. The evaluation will be specific to AAP Project Firstline activities, however, does contribute to the overall rollup of data of all partners as part of the National Project Firstline initiative. This is not part of this RFP scope.

Question 5. Are the logic model and theory of change public? If so, please provide a link for our review.
Answer 5. We do not have a public link for our current logic model and theory of change.

Question 6. Who are the audience for the quarterly progress reports?
Answer 6. Progress reports will be shared with AAP staff, Subject Matter Experts and CDC contacts.

Question 7. Does the AAP anticipate the project to develop a long term M&E framework?
Answer 7. The project currently has developed a long term M&E framework from the CDC and the AAP.
Question 8. Approximately how many groups or individuals will the Vendor coach on quality improvement processes derived from key findings from the evaluation?
Answer 8. Up to 20 groups will be coached on QI processes based on QI ECHO findings as well as sharing key QI and evaluation findings with the individual project team members.

Question 9. What secondary data is currently available for needs assessment?
Answer 9. Secondary data gathered across multiple project years include social media metrics; qualitative focus group data and themes for AAP chapters, AAP members, and other attendees; program and training evaluation from AAP chapters awarded funding, including participant data, Project ECHO post-session and post-program data, IPC PediaLink course evaluation data; collaboration site metrics; AAP website metrics; qualitative and quantitative survey data on program delivery and design.

Question 10. With experience in SPSS, SAS, and PowerBI can the AAP advise if data is presented in these formats for analysis or if there will be interactive/visualization components required as part of the deliverables?
Answer 10. Existing data files from previous years are available in .SAV, .xlsx, and .pbix file formats. Any new analyses will require data files be transformed and stored in the respective formats for analysis. Interactive visual dashboards and reports will be required as part of the deliverables.

Question 11. Please explain the quantity column in the Estimated Price Form? Does Quantity refer to hours? In example, are 40-50 hours requirements for weekly team meetings? Does the AAP anticipate 5-6 key informant interviews or focus groups?
Answer 11. The Quantity refers to the quantity of each project deliverable. To clarify, the AAP anticipates: 1 kick off call, 40-50 weekly team meetings (up to 1 hour for weekly team meetings), 5-6 key informant interviews and focus groups throughout the contract period, but time/hours for each deliverable are TBD.

Question 12. What is the approved budget for this consultancy?
Answer 12. Budgetary information is not available at this time.