



REQUEST FOR PROPOSAL

RFP Number:	1036275 –RFP – 02
Project Title:	Peds- National Healthcare Workforce IPC Training Initiative–Infection Prevention Virtual Reality Module Consultant
Application Deadline 11:59 pm CST:	May 26, 2023
Proposals must be emailed to:	3170rfp@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until:	May 8, 2023
Responses to questions will post on:	May 15, 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 children health and safety issues. The AAP provides professional education and resources to member pediatricians and provides patient education and public information campaigns.

The AAP also serves as one of many national partners on the CDC-funded grant, [Project Firstline](#). Project Firstline aims to educate all US health care workers with the foundational understanding of infection prevention and control (IPC) to protect the nation from infectious disease threats, such as COVID-19. The AAP serves as a [virtual training center](#) on infection prevention and control. The goal of the center is to expand and strengthen the capacity, collaboration, and coordination of pediatric health care providers related to infection control, and to improve the health of all children and families. This training center includes educational materials, collaborative learning opportunities and clinical practice enhancements.

STATEMENT OF PURPOSE

The goal of this project is to develop an interactive virtual reality learning tool aimed at increasing soft skills and behaviors necessary for infection prevention. The module will be designed for healthcare workers who work in a pediatric health care setting.

The purpose of this RFP is to identify an experienced company that can develop a virtual reality module focusing on IPC best practices based on CDC guidelines. AAP staff and clinical subject matter experts will be involved with the content development of the module.

After completing the module, the audience should be equipped to have effective conversations (using soft skills) with their colleagues about infection control, particularly those that are not following recommended practices. Additionally, the audience should have increased knowledge of recommended infection control practices for their pediatric health care setting.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

- Attend a kick-off call with AAP staff.
- Schedule regular check-ins
- Develop a virtual reality module with content/focus determined in consultation with AAP subject matter experts. Users will access module through their computer and/or mobile device.
- The module will develop knowledge about common infection risks in pediatric health care settings, as well as soft skills for effectively communicating infection risk.
- The product will be used for AAP/Project Firstline educational purposes only and will not be sold or marketed for profit.
- All products/work produced are AAP intellectual property.

SCHEDULE OF DELIVERABLES

- May/June 2023 (date TBD) Kick off call between AAP and consultant to plan goals.
- July 28, 2023 - Finalize content focus.
- September 29, 2023 – draft of product developed for review.
- By November 17, 2023 – Completion of all deliverables
- Monthly: Provide progress reports via email to AAP project manager

MANDATORY QUALIFICATIONS

The qualified candidate will have:

- Long standing credentials in managing virtual reality platforms, developing, and delivering virtual reality training aimed at soft skills.
- Ability to develop virtual reality modules for use on a computer and mobile device.
- Experience developing educational programs focusing on soft skills.
- Experience performing similar work or service, where comparability can be measured by size, type, and complexity of work.
- Familiarity with multiple layers of review and feedback
- Experience adhering to branding guidelines.
- Experience working with health professionals.

Please include the following in the proposal package:

- Resume/CV and qualifications to perform scope of work of all contractors involved in the project.
- Samples of previous work
- Meeting of appropriate state licensing requirements (if applicable)

COST PROPOSAL

- Provide total cost allowed per team, including:
 - Hourly rates for meetings with staff, consultants, and subject matter experts for content development
 - Total hours for project activities
- Provide total cost for meetings, progress reports, and communication with AAP project management staff, including:
 - Hourly rates
 - Total hours anticipated

- Total project costs (should be a sum of the items included above)

CONTRACTUAL ARRANGEMENTS

This contract will be directly with the American Academy of Pediatrics. This is a federally funded grant project, and all federal requirements will apply.

EVALUATION CRITERIA

Proposals will be evaluated by AAP staff based on the following criteria:

- Quality of the proposal (eg, comprehensiveness, milestones, timetable)
- Professional qualifications and specialized experience of consultant and associated team members, if applicable
- Quality, comprehensiveness, and adequacy of the proposed implementation of deliverables
- Price/cost bid
- Ability to meet project goals and objectives

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

**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.**

APPLICANT INFORMATION

COMPANY NAME

CONTACT NAME

ADDRESS	CONTACT EMAIL
WEBSITE	CONTACT TELEPHONE
CERTIFIED AS SMALL, MINORITY or WOMAN'S BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS <input type="checkbox"/> YES <input type="checkbox"/> NO (Not debarred or suspended on SAM.gov and not listed as "not qualified" on FAPIIS.gov)	
CURRENT OR PREVIOUS CONTRACTS WITH AAP <input type="checkbox"/> YES <input type="checkbox"/> 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	
<p>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.</p> <p>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.</p>	
APPLICANT SIGNATURE	DATE
	PRINT APPLICANT NAME and TITLE