



REQUEST FOR PROPOSAL

RFP Number:	1036395-RFP-01
Project Title:	Meeting Facilitator – “Building Capacity for Trauma-Informed Pediatric Care” project
Application Deadline 11:59 pm CST:	November 25, 2022
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:	November 12, 2022
Responses to questions will post on:	November 15, 2022

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 AAP, in partnership with the University of California, Los Angeles (UCLA) and the University of Massachusetts Chan Medical School (UMass Chan) and with funding from the Centers for Disease Control and Prevention (CDC), has launched a grant-funded initiative titled “Building Capacity for Trauma-Informed Pediatric Care”. The goal of the project is to increase the capacity and competency of pediatricians (and other pediatric health care providers) to provide trauma-informed care that is grounded in relational health for all children and families. This will be accomplished by engaging in several activities including the refinement of a trauma-informed care (TIC) curriculum and resources, implementation of TIC education and training, and partnerships with AAP Chapters. To help guide this work at a systems-level, a multidisciplinary and diverse National Partnership Council will be convened.

A meeting facilitator will be engaged to facilitate the National Partnership Council (NPC) in-person meeting and subsequent virtual meetings. This consultant is necessary to help facilitate discussions about integrating the current research related to trauma, equity, and cultural content into the work, and about how the AAP can best address the needs of vulnerable populations within the context of a relational health and trauma-informed care model.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

A meeting facilitator will work with AAP to facilitate a 1-day, in-person meeting with the National Partnership Council and 3-4 subsequent virtual meetings throughout the project period (ending on July 31, 2023). This diverse and multidisciplinary group will include 20-25 members, including representatives in pediatrics, adolescent medicine, psychiatry, psychology, pediatric residency programs, maternal and child health, trauma and resilience, AAP staff, and others.

The in-person meeting will take place at the AAP Headquarters in Itasca, Illinois, in January or February of 2023 (exact date TBD). It is estimated that the meeting will begin at 8:00am CT and end around 4:00pm CT (exact times TBD).

Consultant scope of work will include:

- Participate in at least 1 virtual planning call with AAP staff to understand the priorities and goals of the National Partnership Council
- Participate in virtual meetings with AAP project staff as needed during the project period (*including pre-meeting planning calls and follow-up calls after meetings*)
- Consult on pre-meeting survey questions and review results to inform meeting structure
- Facilitate 1 in-person meeting with approximately 20-25 attendees from the National Partner Council, to be held at the AAP Headquarters in Itasca, IL.
 - Related tasks include controlling the proceedings, steering focus and activity, facilitating discussion, leading decisions, and capturing actions
- Facilitate 3-4 subsequent virtual meetings with the National Partnership Council (est. 1.5 – 2 hours in length)
- Prepare and deliver brief final report summarizing each meeting and recommendations for future engagement with the National Partnership Council

SCHEDULE OF DELIVERABLES

November 25, 2022 – Application deadline

November 30, 2022 – Notification of selection

December/January 2022 – Participate in planning calls

January/February 2023 – Facilitate National Partnership Council Meeting (In-Person, 7-8 hours)

March 2023 – Facilitate National Partnership Council Meeting (Virtual, 1.5 – 2 hours)

May 2023 – Facilitate National Partnership Council Meeting (Virtual, 1.5 – 2 hours)

June/July 2023 – Facilitate National Partnership Council Meeting (Virtual, 1.5 – 2 hours)

July 2023 – Deliver Final Report

MANDATORY QUALIFICATIONS

The qualified candidate will have:

- Long standing credentials and track record in facilitating meetings and collaboratives among different disciplines
- Experience working with pediatricians and other health care providers
- Experience performing similar work or service, where comparability can be measured by size, type, and complexity of work

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
- Cost proposal
- Proposed timeline
- Names, phone numbers and email addresses of individuals at three organizations who have been your client during the last eighteen months who can be contacted as references; it is preferable that the client references include both AAP, and non-AAP staff; 2 external references are required
- Meeting of appropriate state licensing requirements
- Policies regarding notification on changes of personnel
- Identify if independent or affiliated with other organizations
- Information on if the consultant has been suspended or debarred from performing work funded by the federal government
- Information on if the consultant has received disciplinary action during the last 3 years

- If contracted with small business, minority-owned firms, and women’s business enterprises

COST PROPOSAL

Please see attached.

CONTRACTUAL ARRANGEMENTS

The AAP anticipates this scope of work will be carried out between December 2022 and July 2023.

Payments will be made monthly, upon receipt of invoices provided by consultant.

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 a material break of any of the consultant’s other covenants or representations.

EVALUATION CRITERIA

All proposals will be reviewed by the *Building the Capacity for Trauma-Informed Pediatric Care* project management team. Proposals will be scored in the following categories:

- Content of proposals
- Expertise and qualifications of consultants
- Quality and relevance of previous work examples
- Cost

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