RFP QUESTIONS AND ANSWERS

<table>
<thead>
<tr>
<th>RFP Number:</th>
<th>1036415-RFP-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>Evaluation of TBI Prevention Messages Communicated to Families by Pediatricians</td>
</tr>
<tr>
<td>Application Deadline 11:59 pm CST:</td>
<td>October 28, 2022</td>
</tr>
<tr>
<td>Proposals must be emailed to:</td>
<td><a href="mailto:390rfp@aap.org">390rfp@aap.org</a></td>
</tr>
<tr>
<td>Questions about this RFP must be submitted to the application email address above and will be accepted until:</td>
<td>October 14, 2022</td>
</tr>
<tr>
<td>Responses to questions will post on:</td>
<td>October 20, 2022</td>
</tr>
</tbody>
</table>

**QUESTIONS AND ANSWERS**

**Question 1:** When it comes to the family survey, could you please describe the scope you expect for the survey? e.g. expectations about geography or national scope, length, sample size, etc. Has AAP determined that Office of Management and Budget (OMB) Paperwork Reduction Act (PRA) data collection restrictions do not apply to the family survey?

**Answer 1:** The evaluation consultant is being asked to develop and disseminate a survey to at least 150 families residing in different regions of the country and from diverse socioeconomic backgrounds. An advisory group of subject matter experts in areas of injury prevention, emergency medicine/urgent care, general pediatrics, and nursing, and AAP project staff will assist with developing and disseminating the survey. The advisory group will assist in informing the scope of the survey – i.e., length. The AAP has confirmed with the funder that the family survey does not need OMB clearance.

**Question 2:** When it comes to the family survey and focus groups, does your team want to include a broad sampling of parents with different age children– e.g., 0-4, 5-8, tweens and teens, etc.– or limit the sample to parents of children 0-4 years?

**Answer 2:** Recruitment and evaluation efforts will focus on enrolling participants with children in various age groups (i.e., 0-4, 5-12, and 13+), with a special emphasis on guardians who have children ages 0-4 years.

**Question 3:** The RFP does not mention language. Is the expectation that all resources to be included in the Environmental Scan will be in English? Are all data collection activities (family survey, focus groups) to be conducted in English only?

**Answer 3:** For this iteration, English will be the primary language utilized for the environmental scan and data collection activities (family survey and focus group). Regarding the environmental scan, it would be beneficial if the evaluation consultant could identify and note what resources are available in multiple languages.

**Question 4:** What criteria do you want us to use when determining that families are low SES? e.g., x% of FPL, enrolled in state assistance programs, etc.? This does affect expected incidence levels.
**Answer 4:** The advisory group of subject matter experts in areas of injury prevention, emergency medicine/urgent care, general pediatrics, and nursing will provide guidance on the criteria to use when determining the targeted socioeconomic and demographic backgrounds.

**Question 5:** Could you please explain why you have suggested staging the family survey before the family focus groups?

**Answer 5:** The activities outlined in the RFP have provisional time frames. The evaluation consultant will have an opportunity to suggest alternative approaches to activities with input provided by the advisory group of subject matter experts.

**Question 6:** Will AAP provide a list of pediatricians open to participating in the research?

**Answer 6:** There will be an advisory group of subject matter experts in areas of injury prevention, emergency medicine/urgent care, general pediatrics, and nursing and AAP project staff that will provide guidance on promoting this opportunity. In addition, the Academy has external and internal networks that can be used to advertise participation in this research.

**Question 7:** Does the AAP anticipate needing IRB or OMB approval for any of the planned research activities? What IRB will the clearance package be submitted to? Do we need to include costs in the proposal for use of an independent IRB?

**Answer 7:** The evaluation consultant will work with AAP staff to process an Exempt IRB application through the AAP IRB, which holds a Federalwide Assurance from the Office of Human Research Protection. No independent IRB will be used; therefore, no costs should be included in the associated RFP bid form.

**Question 8:** Please describe what type of assistance, if any, AAP program staff will provide to support the identification of potential participants for the following activities: Family survey, Pediatrician focus groups, Family focus groups.

**Answer 8:** A program manager (PM) has been assigned to oversee this project and assist the evaluation consultant. The PM will be able to provide access to AAP networks and support the identification of potential participants for the project’s activities.

**Question 9:** Will AAP program staff provide administrative support for data collection activities such as focus group promotion, outreach, and scheduling, or should the cost estimate include consultant time for those activities?

**Answer 9:** The program manager will support data collection activities such as focus group promotion, outreach, and scheduling. Cost estimates should include the consultant’s time to develop language for promotion and outreach communications.

**Question 10:** Please advise whether focus groups are expected to be conducted via videoconference or in person.

**Answer 10:** The focus groups are expected to be conducted via videoconferencing.

**Question 11:** Does the AAP have an established mechanism for survey dissemination and collection of responses? If so, can the AAP share a few details regarding the process?

**Answer 11:** The evaluation consultant is expected to use their own mechanism to develop the survey and collect responses. That mechanism must have the appropriate storage and security measures.
**Question 12:** Does the AAP have an established set of participating pediatricians who regularly contribute to survey dissemination and collection, or will the contractor be responsible for recruiting participants from among the AAP’s contacts and partners?

**Answer 12:** The Academy has external and internal networks that can be used to advertise participation in this research. The program manager assigned to this project will have access to AAP networks and support identifying potential participants for the project’s activities. Suggested recruitment sites/networks from the evaluation consultant are welcome.

**Question 13:** Does the AAP intend for the survey to be paper-based or electronic?

**Answer 13:** For the confidentiality of data, all surveys are to be disseminated and collected electronically.

**Question 14:** Are incentives for focus group participation allowable? If so, is there a cost per each that is standard for AAP research?

**Answer 14:** Those who participate in the focus groups, pediatricians and families, will be provided with a gift card. The gift cards will be disseminated by AAP staff and should not be built into the evaluation consultant’s budget.

**Question 15:** Does the AAP have resources available for recruiting family and provider participants for this work? If so, can the AAP provide a brief description of those resources (e.g., mailing lists, working groups, advisory boards)?

**Answer 15:** The AAP has resources available for recruiting family and provider participants for this work. Those resources include but are not limited to committee, council, section listservs, Chapter Leader Link communications, AAP News announcements, and a network of parents through the Academy’s HealthyChildren website. The advisory group of subject matter experts in areas of injury prevention, emergency medicine/urgent care, general pediatrics, and nursing will also provide recruitment support.

**Question 16:** Does the AAP have any existing messages or materials on TBI prevention that should be a part of this research and review? If so, can the AAP share or link to those resources?

**Answer 16:** Yes, on Healthchildren.org there are various safety pages:

- **Baby**
  - Safety for Your Child: Birth to 6 Months
  - Making Baby’s Room Safe: Parent Checklist
  - Safety for Your Child: 6 to 12 Months

- **Toddler**
  - Safety for Your Child: 1 to 2 Years
  - Safety for Your Child: 2 to 4 Years

- **Preschool**
  - Safety for Your Child: 5 Years

**Question 17:** Does the AAP have an anticipated budget range for this work?

**Answer 17:** There is no guidance to provide for a budget range. Please provide a proposal that appropriately aligns with the completion of the scope of work included in the RFP.