REQUEST FOR PROPOSAL

RFP Number: 810220- RFP-01
Project Title: Evaluation Consultant for Identifying and Managing Social Determinants of Health
Application Deadline 11:59 pm CST: November 22, 2019
Proposals must be emailed to: 393RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until: November 10, 2019
Responses to questions will post on: November 15, 2019

BACKGROUND

The American Academy of Pediatrics 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 Division of Strategic Partnership for Child and Family Health is seeking a quality improvement consultant for the Identifying and Managing Social Determinants of Health initiative, a grant funded project at the American Academy of Pediatrics that seeks to improve the care of children birth to 5 years through collaborative practice and system-based interventions that address adverse childhood experiences (ACEs), toxic stress, social determinants of health (SDOH), maternal depression, and child development using methods that promote resilience and protective factors.

The Initiative includes three major components. The first component is the Screening, Technical Assistance and Resource (STAR) Center, that provides evidence-based resources and technical assistance (TA) for integrating screening, referral, and follow-up into pediatric primary care practices. The second is a chapter led quality improvement learning collaborative that will engage up to six chapters, who will then engage between 10-15 practices in a quality improvement collaborative that will measure, evaluate and improve screening, community resources referral, and follow-up. The collaborative is set to launch in year two. The third is a National Advisory Board (NAB) that provides strategic guidance and makes recommendations for inter-agency collaboration.

Responses to this proposal will be accepted until 11:59pm CT on November 22, 2019.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

December 2, 2019-April 30, 2020 (Grant Year 1)
Inform overall design and structure of the collaborative.
Assist staff in completing and submitting applications and required ongoing documentation for IRB, MOC, and PI-CME.
Collaborate with project staff to plan and lead Project Advisory Committee (PAC) conference calls (4-6 per year, 1-2 hours) and to complete follow-up activities.
Complete the development of strategy and tools for data collection and reporting.
Collaborate with staff, advisory groups and evaluation consultant to design and implement evaluation strategy for the collaborative.
Identify or design new resources to assist practices in implementing and measuring changes.
Assist staff and advisory groups in finalizing change package for project participants.
Work with staff to plan and facilitate informational calls for chapters with the purpose of outlining the purpose of the project and providing an overview of team member roles and responsibilities.
Participate on the committee to evaluate and select participating chapters.

Coordinate with evaluator

Assist in updating and maintaining timeline with tasks
Assist in preparing end of year report to funder
Communicate with AAP staff on a regular basis via email and conference calls

May 1, 2020-April 30, 2021 (Grant Year 2)
Collaborate with AAP staff and the PAC in planning and developing content and materials for educational offerings, to include two in-person learning session (2 days, held at AAP headquarters in Itasca, IL), monthly webinars, and monthly collaborative coaching calls and serve as a presenter and/or facilitator during these events.
Assist with IRB exemption application for chapter quality improvement learning collaborative
Provide coaching to chapters on how to analyze data and narrative reports submitted by practice teams and identify trends.
Assist in preparing reports on the outcomes of the learning collaborative for funder and other stakeholders.
Facilitate communication with chapter teams as needed.
Assist chapters in preparing to coach practices for meetings with local referral partners.
Provide onsite technical assistance for up to 6 selected chapters via 1-day site visit (travel paid by AAP).
Refine approach and resources based on feedback from staff, participants, and PAC members.
Prepare 6 month and end of year report
Communicate with AAP staff on a regular basis via email and conference calls

May 1, 2021-April 30, 2022 (Grant Year 3)
Assist staff and advisory groups with reviewing practice data and preparing content for webinars/group calls.
Analyze data and prepare reports for various stakeholders summarizing the results of the collaborative.
Lead the development of articles and abstracts for publication and/or presentation at national pediatric and quality improvement meetings.
Provide guidance on development of resources for the STAR Center that can be used by other practices interested in implementing or improving their screening processes.
Assist in sustainability planning and identification of future iterations of the project.
Analyze pre- and post- surveys and practice level data for quality improvement learning collaborative.
Conduct and analyze interviews with quality improvement learning collaborative participants (including Chapter and Practice level staff, as well as AAP staff) to elicit and document lessons.
Prepare overall program summative evaluation report.
Coordinate with evaluator
Communicate with AAP staff on a regular basis via email and conference calls.

SCHEDULE OF DELIVERABLES
See Scope of Work above

MANDATORY QUALIFICATIONS
Respondents should include in their proposals the following information:
1. A clear summary of their approach to the work
2. Statement of qualifications to perform the scope of work, including staffing plan, summary of related experience for all those to be involved in the project, and a resume/CV for all those to the involved in the project
3. Description of project management approach and ability to manage the project scope within the designated timeline
4. An hourly rate as well as an estimated total for the first grant year only (December 2, 2019-April 30, 2020).
5. Writing sample (published journal article preferred)
6. The names, phone number and email address of three individuals, preferably at different organizations, who have been clients during the last two years who can be contacted as references.
7. Policies regarding notification on changes of personnel.

### CONTRACTUAL ARRANGEMENTS

The performance period is December 2, 2019-April 30, 2020. Renewal of project work is contingent upon satisfactory performance and the AAP receiving continuation funding.

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

### EVALUATION CRITERIA

Proposals will be scored in the following categories:
1. Content and quality of proposal and suggested approach
2. Expertise and qualifications
3. Project management approach
4. Quality and relevance of previous work examples
5. 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
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

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<tr>
<th>CERTIFIED AS SMALL, MINORITY or WOMAN’S BUSINESS</th>
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<th>BUSINESS IS LOCATED IN CURRENT YEAR’S LABOR SURPLUS AREA</th>
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<th>BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS</th>
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(Not debarred or suspended on SAM.gov and not listed as “not qualified” on FAPIIS.gov)

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<th>CURRENT OR PREVIOUS CONTRACTS WITH AAP</th>
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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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Eligibility