RESPONSES TO QUESTIONS

<table>
<thead>
<tr>
<th>RFP Number:</th>
<th>FCF0054 – RFP - 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>Consultant to conduct qualitative research on the lessons learned from the COVID-19 pandemic</td>
</tr>
<tr>
<td>Application Deadline 11:59 pm CST:</td>
<td>September 16, 2022</td>
</tr>
<tr>
<td>Proposals must be emailed to:</td>
<td><a href="mailto:jfrantz@aap.org">jfrantz@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>August 31, 2022</td>
</tr>
<tr>
<td>Responses to questions will post on:</td>
<td>September 9, 2022</td>
</tr>
</tbody>
</table>

QUESTIONS AND ANSWERS

1. Are AAP members the primary audience for the findings of this research? Alternatively, would the AAP also like to understand its role in supporting the findings and identifying innovative practices?

   AAP members are one of the primary audiences for the findings. Yes, AAP would like to understand its role in the pandemic response and identify innovative practices.

2. Will the AAP workgroup described in the solicitation consist of AAP staff assigned to this project or is the contractor responsible for recruiting members for the workgroup? Will the workgroup involve members from primary and subspecialty groups (e.g., the Committee on Infectious Diseases and the Council on School Health)?

   AAP will form the internal workgroup that will oversee the activities of this project. The exact membership of the internal workgroup is unknown at this time; however, member experts will be involved as needed throughout the project.

3. How many focus groups do you want to be conducted?

   At this time, we anticipate that up to 4 focus groups will be conducted. The exact number of focus groups will be determined at the beginning of the project.

4. How many interviews do you anticipate being conducted?

   At this time, we anticipate that 10-30 interviews will be conducted. The exact number will be determined at the beginning of the project.

5. Will AAP identify all interviewees/focus group participants? Will AAP provide the consultant with contact information for the one-on-one interviews and/or focus group participants?

   The AAP internal workgroup will assist in identifying interviewees/focus group participants and in providing contact information.
6. The solicitation includes the task “field surveys electronically...” and calls for a “summary of the response rate at the close of the survey.” Does this scope include (1) programming and administering the survey data collected by the contractor or (2) only developing and delivering the questionnaire/correspondence for the AAP to administer?

The consultant will be responsible for developing the questions/correspondence, programming, administering/fielding the survey, summarizing, and analyzing the results.

7. Are there existing AAP surveys of Fellows or other Members that will be available to contractors such as the Pediatric Research in Office Setting (PROS) network or should contractors plan on creating standalone surveys as part of this project?

The AAP internal workgroup and consultant will determine the exact survey strategy during the initial planning phase; however, contractors should plan to create a standalone survey as part of this project.

8. Can all of the interviews and focus groups and other project components be conducted virtually?

All of the interviews and focus groups will be conducted virtually.

9. If any project components need to be conducted in person, where would those be? How many in-person meetings/events do you anticipate?

All meetings and events will be conducted virtually, including the presentation of the findings.

10. Does AAP have an existing IRB that contractors should use for this project? Is the consultant expected to have access to an external (non-AAP) IRB?

Yes, AAP has an Institutional Review Board that can be used for this project. The consultant is not expected to have access to a (non-AAP) IRB.

11. Do you want the final report to be a designed, public facing document such as this? Or a simple yet clean document?

No, AAP is interested in the final manuscript to meet the requirements for publication in a peer-reviewed journal.

12. Regarding the manuscript:
   a. What is the expected length for the final report (manuscript)?

   The manuscript length is to be determined.

   b. Will the consultant be included in the authorship for the manuscript for publication?

   Yes

13. Will the AAP present the findings at national conferences, or should the consultant include this in the activity, cost, and travel assumptions?
The dissemination of the findings will be discussed with the project team. Costs for these activities should not be included.

14. Is there any flexibility in the timeline? Can applicants propose a different timeline that still accomplishes all tasks in the proposed project period?

Yes, as long as all tasks are completed in the proposed project period, a modified timeline is acceptable.

15. What is the budget range or cap?

The AAP is not permitted to disclose any budget information related to this project or RFP.

16. What type of contract does AAP intend to award for this work (eg, fixed price, time and materials, other)? (The mandatory qualifications section on pp.3-4 references that a budget should be included in proposals with estimated hours and hourly rate, however, the Cost Proposal Bid Form requests a price for each deliverable.)

The AAP would like to establish a fixed-price contract with the consultant.

17. The solicitation refers to an attached bid form (p. 4). However, we do not see any attachment or bid form included with the solicitation. Can AAP point us to the attachment or otherwise provide the bid form?

Please see the links below:

- FCF0054 – RFP - 01 Consultant to conduct qualitative research on the lessons learned from the COVID-19 pandemic
- FCF0054 – RFP - 01 Consultant to conduct qualitative research on the lessons learned from the COVID-19 pandemic Bid Form

18. Can organizations apply for this opportunity or is the intention to fund an independent consultant? Are there any restrictions on the type of organization that can apply?

Yes, organizations can apply for this opportunity. There are no restrictions on the type of organization that can apply.

19. The RFP lists as one of the “Evaluation Criteria” on page 4 “Minority and/or woman-owned/led firm.” Is that a requirement to submit a proposal or is it an evaluation criteria that is awarded points?

It is not a requirement to be a minority and/or from a woman-owned/led firm.