REQUEST FOR PROPOSAL

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

Over the past two years, pediatricians have had to rapidly respond to new information on how to care for their patients during the COVID pandemic. Pediatricians, pediatric medical subspecialists, pediatric surgeons, and their support staff faced many challenges (adoption of telehealth, staff shortages, and fatigue, changing guidance, concerns about their own safety and the safety of their families, and several surges of COVID-19 cases) and have had to review and modify their workflows, practice operations, and restructure their workforce accordingly.

Emerging infections and outbreaks continue to threaten the health and well-being of the US population. Knowing what innovative strategies worked within primary care and subspecialty settings would help inform national public health and health care system preparedness efforts (including how the AAP would respond to a future outbreak or pandemic), as well as contribute to the strengthening of the healthcare system for children, especially for those at the highest risk for morbidity and mortality.

STATEMENT OF PURPOSE

AAP seeks to engage a consultant to collect and analyze qualitative data from primary and subspecialty pediatricians, other pediatric clinicians, and AAP staff, to help document the challenges faced during the COVID-19 pandemic, and to identify future preparedness activities to better prevent, prepare for, respond, and mitigate future infectious diseases threats.
PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The consultant will conduct the following activities:

1. Help organize and participate in regularly scheduled meetings (weekly check-ins and monthly meetings) and provide updates (verbal and/or written) on the progress of the project.
2. Develop an outline for the final report (manuscript) that would guide the data collection activities.
3. Review peer-reviewed literature, published reports, and other information (can be from a variety of sources, internal and external to AAP) to capture and summarize the major medical and public health milestones of the COVID-19 pandemic impacting child and adolescent health.
4. Conduct one-on-one interviews and/or focus groups with key AAP stakeholders that were a part of the COVID-19 pandemic response. The consultant will be responsible for the administrative component of setting up the times and dates and communication with participants involved in the qualitative research (interviews, focus groups). The consultant will have access to the software required to execute the project (qualitative, electronic surveys, polls).
5. Develop a set of survey questions to obtain input from a select group of AAP staff, membership at large, key stakeholders, and experts who played central roles (internal and external to AAP) in the COVID-19 response on their experiences related to issues impacting child and adolescent health during the pandemic. The consultant will be responsible for drafting correspondence related to survey administration and follow-up and will be responsible for analyzing results.
6. Identify innovative practices implemented in both primary and subspecialty settings.
7. Complete the Institutional Review Board (IRB) forms required for this project.
8. Summarize findings into a written report/manuscript that would inform future preparedness work at the practice, hospital system, state, and national levels. In collaboration with AAP staff, submit the manuscript for publication.

SCHEDULE OF DELIVERABLES

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<th>Activity</th>
<th>Performance Indicator</th>
<th>Time Frame</th>
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<td>Project kickoff, formation of AAP workgroup and kick-off meeting.</td>
<td>Establishment of an AAP workgroup and review project goals and objectives, as well as the implementation of activities at kick-off meeting.</td>
<td>September 2022</td>
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<td>Develop an outline for the final report (manuscript)</td>
<td>Develop an outline for the final report (manuscript) that would guide the data collection activities. Create an initial draft, obtain feedback from the project team, and modify as needed.</td>
<td>September - October 2022</td>
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<td>Review the literature and reports on the COVID-19 pandemic.</td>
<td>Summarize information into a high-level briefing document (2-3 pages) that provides an overview of the major medical and public health milestones of the COVID-19 pandemic related to child and adolescent health.</td>
<td>September 2022 – January 2023</td>
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<td>Develop a set of questions and guide to conduct interviews (or focus groups) with a select group</td>
<td>A final interview (or focus group) guide, including IRB approval.</td>
<td>Interviews or focus groups: September 2022 – December 2022</td>
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of primary care and subspeciality pediatricians and other pediatric clinicians on their experiences during the pandemic.

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<th>Task</th>
<th>Description</th>
<th>Timeline</th>
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<td>Develop a set of survey questions based on the qualitative interviews that could be sent out to a select group of AAP committee, council, and section leadership, chapter leadership, and AAP staff.</td>
<td>Final survey questionnaires that are ready for fielding, including IRB approval.</td>
<td>February – March 2023</td>
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<td>Field surveys electronically include sending reminders.</td>
<td>Development of electronic surveys, correspondence to invite participants to complete surveys, and related communications. A summary of the response rate at the close of the survey</td>
<td>April - May 2023</td>
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<td>Final report synthesizing all reports with major findings</td>
<td>Development of final comprehensive report based on an overview of the pandemic, interviews, and key findings from surveys, interviews, and/or focus groups.</td>
<td>June – September 2023</td>
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<td>Presentation of main findings</td>
<td>Presentation of findings to AAP leadership and staff</td>
<td>October 2023</td>
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<td>Development of manuscript(s) for publication</td>
<td>Summarize key findings for publication in an AAP journal</td>
<td>October - December 2023</td>
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<td>Disseminate findings</td>
<td>Develop and implement a dissemination plan in collaboration with the AAP Public Affairs team to share findings with key stakeholders. Submission of findings to national conference presentations. One written article for AAP News.</td>
<td>January – May 2024</td>
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**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 experiences (e.g., public health research, survey design, data analytics, published work) for all those involved in the project, and a resume/CV for all members of the consulting team who will be working on the project.

3. Description of approach and ability to manage the project scope within the designated timeline.

4. Budget including hourly rate and estimated hours.
5. Description of experience conducting qualitative research. Examples of relevant past projects and writing samples (e.g., survey research, and/or conducting focus groups, interviews)

6. The names, phone numbers and email addresses 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.

### COST PROPOSAL

See attached bid form.

### CONTRACTUAL ARRANGEMENTS

The consultant would be contracted to work on the AAP Lessons Learned from the COVID-19 Pandemic project from September 15, 2022, through May 31, 2024. We estimate the necessary time commitment to be between 10-15 hours per week. The consultant would be required to fill out disclosure and anti-harassment forms before the contract is finalized.

### EVALUATION CRITERIA

All proposals will be reviewed by AAP staff. Proposals will be scored in the following categories:

1. Demonstrated understanding of the project.
2. Demonstrated success in project management.
3. Demonstrated understanding and/or experience with qualitative research.
4. Capability to complete work in stated time/timeliness.
6. Professionalism.
7. Minority and/or woman-owned/led firm

### 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.
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 □ YES □ NO

BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA □ YES □ NO

BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS □ YES □ NO

(Not debarred or suspended on SAM.gov and not listed as “not qualified” on FAPIIS.gov)

CURRENT OR PREVIOUS CONTRACTS WITH AAP □ YES □ 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

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.

APPLICANT SIGNATURE DATE PRINT APPLICANT NAME and TITLE