REQUEST FOR PROPOSAL

RFP Number: 1036275-RFP-04

Project Title: Evaluation and Quality Improvement Consultant

Application Deadline 11:59 pm CST: June 30th 2023

Proposals must be emailed to: 317rfp@aap.org

Questions about this RFP must be submitted to the application email address above and will be accepted until: June 19th 2023

Responses to questions will post on: June 26th 2023

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.

The AAP also serves as one of many national partners on the CDC-funded grant, Project Firstline. Project Firstline aims to educate all US health care workers with the foundational understanding of infection prevention and control (IPC) to protect the nation from infectious disease threats, such as RSV, Flu or COVID-19. The AAP serves as a virtual training center on infection prevention and control. The goal of the center is to expand and strengthen the capacity, collaboration, and coordination of pediatric health care providers related to infection control, and to improve the health of all children and families. This training center includes educational materials, collaborative learning opportunities and clinical practice enhancements.

STATEMENT OF PURPOSE

The purpose of this RFP is to identify an experienced evaluation and quality improvement consultant who will provide expertise in evaluating AAP Project Firstline activities and identifying areas for potential process improvement. Specific activities will include developing evaluation tools as needed, analyzing evaluation data, drafting summary reports and creating data visualizations, conducting interviews and focus groups, providing group and individual quality improvement coaching to improve infection control strategies within their practice setting, and conducting a needs assessment of pediatricians and pediatric health care personnel to better understand infection prevention and control learning needs.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

- Attend a goal setting call with AAP staff
- Participate in weekly team meetings and provide updates on projects
- Gather qualitative and quantitative data as indicated by the project to conduct a comprehensive needs assessment and evaluation
- Revise existing logic model and theory of change based on evaluation findings
- Create data focused reports based on needs assessment and evaluation findings
- Conduct Key Informant Interviews and focus groups
• Create visual representation of data such as charts, graphs etc,
• Provide expertise on evaluation and quality improvement processes, including group and individual quality improvement coaching

**SCHEDULE OF DELIVERABLES**

• July 2023 (date TBD) Kick-off call with AAP project staff to discuss scope of work and timeline and develop a workplan.
• Bi-Weekly: Virtual meeting with AAP staff
• Monthly: Provide quarterly progress reports via email to AAP project manager
• By July 30, 2024 – Completion of all deliverables

**MANDATORY QUALIFICATIONS**

The qualified candidate will have experience performing similar work or services, where comparability can be measured by size, type, and complexity of work. Based on the scope of work, provide a proposal that includes the following:

• Overview of how you plan to approach and implement this project
• Summary of qualifications to perform the scope of work involved in this project; including both qualifications related to gathering qualitative data, preparing data reports and identifying trends, and qualifications related to coaching teams, ideally clinicians
• Sample or link to a completed, similar project
• At least two contact references: name, phone number, and email address of an individual who has been your client during the last 24 months
• Proficient with Excel
• Experience with SPSS, SAS and Power BI preferred

If selected, the consultant shall disclose any potential conflicts of interest and may be excluded based on such disclosures.

**COST PROPOSAL**

• Provide total cost allowed, including:
  - Hourly rates for meetings with staff, and subject matter experts
  - Total hours for project activities
• Provide total cost for meetings, data reports, and communication with AAP project management staff, including:
  - Hourly rates
  - Total hours anticipated
• Total project costs (should be a sum of the items included above)

**CONTRACTUAL ARRANGEMENTS**

The AAP has recently been awarded funds to support the work outlined in this request for proposal. This scope of work will be carried out between June 2023 and July 2024.

Payment will be made as soon as reasonably practicable upon completion of milestones at intervals specified in the contract.

The AAP may terminate the contract at any time if 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**

Proposals will be evaluated by AAP staff based on the following criteria:
- Quality of the proposal (i.e., comprehensiveness, milestones, timetable)
- Professional qualifications and specialized experience of consultant
- Price/cost bid
- Eligibility (i.e., suspensions and/or debarments by any federal, state, or local governmental agency)

**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](http://www.aap.org)

**APPLICANT INFORMATION**

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CERTIFIED AS SMALL, MINORITY or WOMAN’S BUSINESS  

- [ ] YES  
- [ ] NO

BUSINESS IS LOCATED IN CURRENT YEAR’S LABOR SURPLUS AREA  

- [ ] YES  
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<th>BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS</th>
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<td>(Not debarred or suspended on SAM.gov and not listed as “not qualified” on FAPIIS.gov)</td>
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<th>CURRENT OR PREVIOUS CONTRACTS WITH AAP</th>
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**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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