



REQUEST FOR PROPOSAL

RFP Number:	1113011-RFP-01
Project Title:	Quality Improvement (QI) Consultant, Suicide Prevention Clinical ECHO Program
Application Deadline 11:59 pm CST:	May 18, 2023
Proposals must be emailed to:	372rfp@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until:	May 5, 2023
Responses to questions will post on:	May 10, 2023

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.

[Project ECHO](#) is a tele-mentoring program designed to create communities of learners by bringing together health care providers (medical officers, general physicians, nurse practitioners, nurses, community health workers, etc.) and experts in topical areas using didactic and case-based presentations, fostering an "all teach, all learn" approach. Using basic, widely available videoconferencing technology and case-based learning, participants develop knowledge and self-efficacy on diseases, conditions, and/or processes.

STATEMENT OF PURPOSE

The American Academy of Pediatrics (AAP) has partnered with the American Foundation for Suicide Prevention (AFSP) to develop and launch a series of ECHO programs that will build capacity among primary care providers and community partners to integrate use of the [Blueprint for Youth Suicide Prevention](#) in clinical settings.

AAP is seeking an individual to serve as the Quality Improvement Consultant for the AAP Suicide Prevention Quality Improvement (QI) clinical ECHO program. In this role, the QI consultant will assist in the implementation and the evaluation of a QI Suicide Prevention ECHO project aimed at training primary care pediatricians and health care professionals in strategies described in the *Blueprint for Youth Suicide Prevention*. The consultant will use a series of clinical QI measures developed by AAP and AFSP to guide practices through this project and will serve as the quality improvement expert on the ECHO faculty team.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The AAP is seeking a skilled QI consultant with the capability to lead quality improvement program management and coaching tasks as part of an 8-month learning cohort. The consultant should have experience in healthcare quality improvement, analyzing data, preparing and presenting aggregate data reports to various partner groups, and coaching teams, including clinicians.

Content will be derived from the clinical strategies described in the *Blueprint for Youth Suicide Prevention*. Primary care teams will participate in an 8-month learning cohort that involves monthly ECHO learning sessions, submit data from 30 patient charts for five data cycles (baseline plus four (4)) into the Academy's Quality Improvement Data Aggregator (QIDA) system, submit monthly PDSA worksheets, participate in monthly team huddles, additional QI ECHO sessions (with all participating practices, if applicable), submit one case for discussion, and participate in at least one team coaching call with the QI consultant. Clinical QI measures and the corresponding data collection tool (DCT) have been developed by AAP and AFSP. It is expected that participants will build knowledge and self-efficacy on best practices related to the integration of quality improvement methodology into suicide prevention care pathways in clinical practice, to improve the quality of care delivered to patients, and that practices will demonstrate practice change related to identified clinical quality measures.

This QI cohort is scheduled to run between June 2023 - January 2024. ECHO sessions for this cohort will be scheduled based on the availability of the faculty team (faculty n=5).

The consultant scope of work is outlined below:

1. Attend and serve as QI faculty expert for all ECHO sessions in the 8-month learning collaboration. Each ECHO session is 60 minutes. This includes:
 - a. Participation in a faculty prep meeting 15-minutes prior to each ECHO session as well as a faculty debrief meeting for 15-minutes after each ECHO session concludes.
 - b. Analyzing monthly data and case studies submitted by participating primary care teams.
 - c. Identifying trends for individual practices as well as the full cohort of participating teams.
 - d. Planning and participating in monthly, individual team calls to provide guidance and coaching based on monthly data entry and case studies, to inform next steps in the QI process. The calls with each team are 60 minutes and are scheduled based on the availability of the QI consultant and individual team.
2. Prepare monthly data reports and PowerPoint slides for each ECHO QI session, for a total of up to 8 sessions.
3. Compile ongoing, evidence-based strategies and resources to share with all primary care teams participating in the ECHO QI learning collaborative, in order to provide appropriate guidance to support primary care teams in implementing and measuring practice change.
4. Refine QI approaches and resources based on feedback from AAP and AFSP project teams, faculty experts, and participants.
5. Prepare a Cohort Summary Report for AAP and AFSP project teams. This report is due 4 weeks after the conclusion of the cohort and should include:
 - a. A summary of the results from the ECHO QI Learning collaborative
 - b. Individual practice and aggregate data charts
 - c. Practice changes resulting from identified clinical quality measures
 - d. Lessons learned
 - e. Areas of improvement for future, potential QI cohorts
6. Deliver the Cohort Summary Report to AAP according to agreed-upon timeline
7. <https://www.aap.org/suicideprevention> Perform background research, as needed, to support development and implementation of new or supplemental QI project materials. Please note that the primary project materials have already been developed, and include:
 - a. Topic-based curriculum materials, which have already been developed by faculty experts
 - b. A series of QI measures, which have already been developed by AAP and AFSP
8. Participate in meetings with AAP staff throughout the course of the project:
 - a. Introductory meeting
 - b. Monthly ECHO sessions (see #3, above)
 - c. Other check-ins with AAP staff, as appropriate and when requested

SCHEDULE OF DELIVERABLES

Onboarding: May 2023
Clinical QI ECHO Cohort: June 2023 – January 2024
Delivery of Cohort Summary Report: February 2024

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 preparing data reports and identifying trends, and qualifications related to coaching teams, ideally clinicians
- Sample or link to a completed, similar project
- At least one contact reference: name, phone number, and email address of an individual who has been your client during the last 24 months

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

COST PROPOSAL

Please provide a budget estimate of anticipated costs associated with completion of the project using the template provided by the AAP. See attached.

CONTRACTUAL ARRANGEMENTS

Performance period is May 2024 – February 2024. Consultant shall bill the AAP for completion of contracted activities on a monthly basis. 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

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

- Quality of the proposal (eg, comprehensiveness, milestones, timetable)
- Professional qualifications and specialized experience of consultant and associated team members, if applicable
- Quality, comprehensiveness, and adequacy of the proposed implementation of deliverables
- Price/cost bid
- Eligibility (ie, 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

**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