



REQUEST FOR PROPOSAL

RFP Number:	1138011-RFP-01
Project Title:	Methodologist Consultant: Establishing a Race-Conscious Approach to Clinical Guidance in Pediatric Care
Application Deadline 11:59 pm CST:	12/11/2023
Proposals must be emailed to:	3810RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until:	11/25/2023 11:59pm CST
Responses to questions will post on:	11/29/2023

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.

STATEMENT OF PURPOSE

Funded by the Doris Duke Foundation, the Establishing a Race-Conscious Approach to Clinical Guidance in Pediatric Care initiative will address how to approach the elimination of race-based medicine in clinical algorithms, inform future clinical guideline development within the AAP and provide a tested approach for other organizations seeking to rectify the problematic use of race in clinical guidelines.

To accomplish this aim, the project will focus on the following activities:

1. Identify and conduct a rapid revision of three race-corrected or race-normed clinical algorithms in AAP policies and guidelines and develop accompanying guidance.
2. Test the feasibility and effectiveness of implementing an alternative algorithm in a high-volume acute care clinical setting.

Through these activities, the AAP strives to reduce racism, bias, discrimination, and inequities in pediatric medical care and ultimately create systems that provide affirming, anti-racist care for all children.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The Methodologist Consultant will work with AAP and member experts to standardize AAP clinical guidance with a proactive equity-based approach. Specific duties will include:

1. Work with AAP staff and subject matter experts via regularly scheduled calls and email communications to provide progress updates, share findings and answer questions regarding strategies and limitations that are free from bias.
2. Collaborate with the Rapid Revision Team (member experts) to determine the selection criteria to identify and evaluate the use of race and ethnicity in the three AAP policies that will be prioritized for revision
3. Perform a structured literature review of the clinical content related to the three AAP policies prioritized for revision (using GRADE)
4. Develop a framework to systematically review the use of race and ethnicity in all AAP policies and clinical practice guidelines.
5. Engage stakeholders, including authoring bodies, internal peer reviewers and governance through qualitative platforms (e.g., focus groups, key informant interviews) to begin to socialize a systematic, organizational approach going forward.
6. Prepare a report with assessment and summary of findings

SCHEDULE OF DELIVERABLES

Services are requested from December 2023 through February 2025. The final schedule of deliverables will be mutually agreed upon for the consulting agreement.

MANDATORY QUALIFICATIONS

Respondents should include in their proposals the following information:

1. A clear summary of 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 be involved in 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 (see bid form template).
5. Examples of and/or links to relevant past projects.
6. Names, phone numbers, and email addresses of individuals at three organizations/agencies (at least two that are not the AAP) who have been clients of the consultant during the last 2 years whom AAP staff can contact as a reference.

COST PROPOSAL

See accompanying bid form.

CONTRACTUAL ARRANGEMENTS

Once approved, the selected applicant will abide by the terms and conditions in the contract accepted and signed by both parties. 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 material breach of any of the consultant's other covenants or representations under the agreement.

Performance period is approximately December 15, 2023 – February 28, 2025. Payment will be made at intervals mutually agreed upon and specified in the contract.

EVALUATION CRITERIA

The evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

The evaluation will be conducted based on the following Criteria:

Criterion 1: Quality of proposal 25%

Criterion 2: Professional qualifications and specialized experience of respondent and team members 25%
 Criterion 3: Comprehensiveness and adequacy of the proposed methodology 25%
 Criterion 4: Price/cost analysis 25%

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.

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 <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS <input type="checkbox"/> YES <input type="checkbox"/> NO (Not debarred or suspended on SAM.gov and not listed as "not qualified" on FAPIIS.gov)	

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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