REQUEST FOR PROPOSAL

RFP Number: 1140011-RFP-01

Project Title: QI Consultant - Improving quality of care in pediatric primary care settings to improve adolescent substance use & mental health outcomes

Application Deadline 11:59 pm CST: September 3, 2023

Proposals must be emailed to: 374rfp@aap.org

Questions about this RFP must be submitted to the application email address above and will be accepted until: August 21, 2023

Responses to questions will post on: August 25, 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.

The Pediatric Primary Care Quality Network provides quality improvement offerings to AAP members and clinical care teams in primary care settings to improve health outcomes for pediatric patients.

STATEMENT OF PURPOSE

The American Academy of Pediatrics Quality Networks has partnered with the Elevance Health Foundation to design and launch a virtual quality improvement learning network to identify, evaluate and ensure appropriate screening for substance use and mental health disorders for adolescents.

The AAP seeks a quality improvement (QI) consultant for the “Improving quality of care in pediatric primary care settings to improve adolescent substance use & mental health outcomes” grant project. The goal of this project is to leverage quality improvement techniques and clinical education to improve substance use screening and appropriate follow-up, as well as improve screening for depression and suicide risk in patients between 11 and 21 years of age. The QI consultant will serve in a leadership role on the project team along with the physician leader and project manager.
PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The AAP is seeking an experienced QI coach to build practice change capacity for up to 30 primary care practices across the United States in coordination with the project team.

The QI consultant will coach participants in implementing evidence-based interventions using quality improvement science and methodology as part of an 18-month project.

**Project Design and Implementation**
- Lead the development of project aims and key driver diagram with project team.
- Develop and facilitate quality improvement content that supports the aims, drivers and measures of the project.
- Attend two in-person design/postmortem meetings at AAP (Itasca, IL)
- Lead the curriculum design for the project in coordination with team members.
- Provide feedback on the project design and measurement strategy and suggest ideas for improvement and overcoming barriers.
- Co-lead the development and facilitation of a kick-off meeting with project participants.
- Work with project manager to prepare for project team meetings.
- Lead the development of a change package of tools and resources.
- Implement sustainability strategies in coordination with project team. Contribute to manuscript development, project evaluation and dissemination of project outcomes.
- Contribute to funder quarterly reports.

**Practice PDSAs & Coaching Pods**
- Support practice onboarding activities.
- Teach rapid cycle testing techniques to participants including tailoring content as needed.
- Create and manage PDSA matrix for the collaborative to collect impact numbers.
- Review monthly PDSA worksheets and communicate with practices on feedback.
- Provide QI coaching in grouped geographic pods as well as offer one-on-one coaching during office hours meetings.

**Learning Sessions**
- Lead the design process for virtual learning sessions (4) with project team and subject matter experts.
- Lead quality improvement methodology training for practices at learning sessions.
- Facilitate practice discussions (e.g. report outs, fishbowls) as part of learning sessions.
- Prepare participants and guest faculty as needed for learning sessions.
SCHEDULE OF DELIVERABLES

The contract period is October 2023 - March 2025.

Key milestones:
- Project Design Phase: October 2023-February 2024
- Implementation Phase: March 2024-January 2025
- Close out Phase: February-March 2025

MANDATORY QUALIFICATIONS

The qualified candidate will have experience in meeting facilitation, healthcare quality improvement, teaching rapid cycle testing, and analyzing data. Familiarity/knowledge with AAP’s data collection system (QI DA) and clinical practice office flow is a plus.

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
- Sample of past work
- At least two contact references: 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 templated provided by the AAP.

CONTRACTUAL ARRANGEMENTS

The performance period is October 2023-March 2025. Payment will be made at intervals mutually agreed upon and 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:
- Comprehensive proposal including approach to the completion of all project deliverables as described in the scope of work and schedule of deliverables
- Professional qualifications and specialized experience of consultant
• **Price/cost bid**

• **Eligibility**

• **Additional information may be included if it will help provide more information on the consultant’s qualifications and experience**

### 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)
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.

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<th>APPLICANT INFORMATION</th>
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<td>WEBSITE</td>
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<tr>
<td>CERTIFIED AS SMALL, MINORITY or WOMAN'S BUSINESS</td>
<td>✗ YES ✗ NO</td>
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<td>BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA</td>
<td>✗ YES ✗ NO</td>
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<td>BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS</td>
<td>✗ YES ✗ NO</td>
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<td>(Not debarred or suspended on SAM.gov and not listed as &quot;not qualified&quot; on FAPIIS.gov)</td>
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<td>CURRENT OR PREVIOUS CONTRACTS WITH AAP</td>
<td>✗ YES ✗ NO</td>
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<td>If yes, attach a listing of dates, brief description of work done and name of AAP contact for 5 most recent projects.</td>
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<th>CERTIFICATION OF ELIGIBILITY</th>
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<td>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.</td>
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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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<th>APPLICANT SIGNATURE</th>
<th>DATE</th>
<th>PRINT APPLICANT NAME and TITLE</th>
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