



REQUEST FOR PROPOSAL

RFP Number:	719180-RFP-02
Project Title:	Virtual Early Education Center Content Development
Application Deadline 11:59 pm CST:	February 8, 2019
Proposals must be emailed to:	719RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until:	January 18, 2019
Responses to questions will post on:	January 25, 2019

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

The AAP holds a cooperative agreement for the National Center on Early Childhood Health and Wellness (NCECHW) with the Administration for Children and Families (ACF) Office of Head Start and Office of Child Care, as well as with the Health Resources and Services Administration (HRSA) Maternal Child Health Bureau to support the health-related activities and goals of Head Start and Child Care programs through the provision of resources, training, and technical assistance. The NCECHW is one of six federally-funded national centers created to support high quality early care and education services. The NCECHW, along with its partner organizations, provides evidence-based resources and a continuum of training and technical assistance strategies to a broad array of early childhood professionals.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

1. Build on existing work to develop content and layout for a training layer for the Virtual Early Education Center (VEEC), including training and TA resources, Head Start Program Performance Standards, and Caring for our Children standards, for those working with early education providers (EHS/HS/childcare). Content will be delivered in the form of hyperlinks (100+).
2. Develop content and layout for an emergency preparedness, response, and recovery layer for the Virtual Early Education Center (VEEC), including Head Start Program Performance Standards, Caring for our Children standards, and supporting national resources for early education providers (EHS/HS/childcare). Content will be delivered in the form of hyperlinks (100+).

For more information see:

<https://eclkc.ohs.acf.hhs.gov/health-services-management/article/virtual-early-education-center-veec>

SCHEDULE OF DELIVERABLES

(February 15, 2019– September 30, 2019)

- Participate in planning and development calls with NCECHW staff as needed.
- Provide final drafts for review by May 1, 2019
- Respond to comments from stakeholder reviews by July 1, 2019
- Submit monthly invoices with detail to include dates, length of planning calls and who was on the calls; resource development work conducted, drafts submitted, and total expenditures/remaining balance of contract

MANDATORY QUALIFICATIONS

The candidate will provide the following:

1. Proposal including hourly and/or daily rate as well as estimated total for project for listed activities, including phone calls.
2. Resume/CV demonstrating experience with early childhood content development, technical assistance resource development and high quality writing and analytic skills.
3. List of areas of health, safety, wellness topics and Head Start or child care areas of expertise
5. A minimum of 3 references regarding the candidate's expertise in the project activities preferably at different organizations (with name, phone number, and email address)
6. Identify if independent consultant or affiliated with an organization or agency

CONTRACTUAL ARRANGEMENTS

Performance period is February 15, 2019 – September 30, 2019. A formal contract shall be established upon approval/selection of the proposal bid. Consultant shall bill AAP for completion of contract activities on a monthly basis. 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 a material breach of any of the consultant's other covenants or representations.

EVALUATION CRITERIA

All proposals will be reviewed by NCECHW staff. Proposals will be scored in the following categories: 1) Qualifications of consultants, 2) Previous work of consultant applicable to proposed project, and 3) cost. Highest weight will be awarded to consultants with demonstrated experience and expertise developing resources in the NCECHW content areas for Head Start or child care audiences.

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

