



REQUEST FOR PROPOSAL

RFP Number:	719180-RFP-04
Project Title:	NCECHW Emergency Preparedness Response and Recovery Content Development Consultant
Application Deadline 11:59 pm CST:	January 18, 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 4, 2019
Responses to questions will post on:	January 11, 2019

BACKGROUND

The American Academy of Pediatrics is a professional membership organization of 66,000 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 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

Through its leadership of the cooperative agreement for the National Center on Early Childhood Health and Wellness (NCECHW), with the Administration for Children and Families Office of Head Start (OHS) and Office of Child Care and the Health Resources and Services Administration Maternal and Child Health Bureau, the AAP has been awarded supplemental funds to respond to the disasters caused by the hurricanes of 2017. The AAP is seeking a consultant to develop content (eg, tip sheets, training materials, etc) that addresses the environmental health aspects of disasters as well as overall emergency preparedness, response, and recovery (EPRR) work. This consultant will work closely with the NCECHW Environmental Health-EPRR consultant and with the OHS federal health lead and others to develop these materials. In coordination with the Environmental Health-EPRR consultant this individual will identify, develop, and disseminate materials on environmental health, particularly related to EPRR, to Head Start/Early Head Start stakeholders. The materials developed will also support Head Start regional offices and TA providers to address the status of programs, identify emerging needs, and provide concrete, authoritative, science-based direction to the projects.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The EPRR Content Development consultant will be responsible for the following:

- Regular (usually weekly) meetings with AAP NCECHW team members, the Environmental Health-EPRR consultant, and federal partners
- Serve as person responsible for developing content that supports T/TA to support hurricane hurricane recovery efforts, working closely with OHS staff
- Coordination with NCECHW team members and federal partners to develop content that supports training activities at the national, regional, and state level

- Work with the Environmental Health-EPRR consultant to collect, synthesize, and disseminate the most current research and best practices related to EPRR - especially related to environmental health issues
- Work with the Environmental Health-EPRR consultant to develop and disseminate resources and materials to increase Head Start knowledge related to EPRR practices at the local, state, and regional level
- Support the implementation of NCECHW EPRR activities with requested content (eg, PowerPoints, handouts)
- Be available to be present in the OHS Washington, DC offices on an occasional basis
- Provide this support until September 29, 2020

SCHEDULE OF DELIVERABLES

- Participate in weekly meetings with designated AAP staff to provide updates on current work and track deliverables
- Participate in appropriate weekly team meetings with NCECHW and federal partners
- Participate in weekly hurricane-related meetings with OHS staff and others
- Submit weekly reports to NCECHW Assistant Director as to completed and upcoming activities
- Produce quarterly reports on materials developed related to EPRR work, particularly related to environmental health
- Develop and assist with coordination of up to 20 trainings (in-person and virtual) in response to requests related to EPRR from regions and states
- Develop content for up to 10, 3-5 page documents related to EPRR
- Assist with content updates to the NCECHW EP manual (<https://eclkc.ohs.acf.hhs.gov/publication/emergency-preparedness-manual-early-childhood-programs>) as needed
- Support NCECHW partners to implement 5 trainings on psychological first aid in OHS regions most impacted by disasters in recent years. This will include preparation meetings, logistical support, materials review, and on-site support at these 2-day events.

MANDATORY QUALIFICATIONS

- At least 5 years' experience with Head Start/Early Head Start
- Experience in developing content related to EPRR, with an emphasis on environmental health
- Familiarity with EPRR work within Head Start and other federal agencies
- Ability to be present at OHS Washington, DC office on an occasional basis
- Ability to commit to this work through September 29, 2020

Those submitting proposals will provide the following:

- Proposal addressing the scope of work and schedule described above, including a budget and budget narrative that provides line item totals as well as hourly rates for the project. Travel expenses should be included in the proposal.
- Resume/CV and including qualifications to perform scope of work
- Sample of previous work related to EPRR and environmental health
- Names, phone number and email addresses of individuals at three organizations who have been your clients for the last eighteen months whom we can contact as references

CONTRACTUAL ARRANGEMENTS

Funding for this work comes from special, supplemental funds specific to Hurricane Recovery. Funding is expected to be available through September 29, 2020. Contracts, however, will be written to the NCECHW funding years (ie, 9/30/18 - 9/29/19 and 9/30/19 - 9/29/20) and are contingent upon AAP satisfaction with the consultant's work and availability of funding.

Payment will be made at intervals mutually agreed upon and specified in the contract. The NCECHW 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.

NOTE: Individuals may submit applications for both this RFP as well as the RFP for the Environmental Health-EPRR consultant.

EVALUATION CRITERIA

All proposals will be reviewed by the appropriate NCECHW team members. Proposals will be evaluated in the following categories:

- 1) Content of the project proposal, including all required elements addressed and completed, including the budget and budget narrative
- 2) Qualifications of consultant(s)
- 3) Previous work of consultant applicable to proposed work

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 <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)		
CURRENT OR PREVIOUS CONTRACTS WITH AAP <input type="checkbox"/> YES <input type="checkbox"/> 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		
<p>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.</p> <p>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.</p>		
APPLICANT SIGNATURE	DATE	PRINT APPLICANT NAME and TITLE