REQUEST FOR PROPOSAL

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<th>RFP Number:</th>
<th>851108-RFP-01</th>
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<tr>
<td>Project Title:</td>
<td>Improving Outcomes Related to Opioid Misuse through Strategies Addressing Clinical Care for Women and Infants</td>
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<td>Application Deadline</td>
<td>January 2, 2019</td>
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<td>Proposals must be emailed to:</td>
<td><a href="mailto:lpaul@aap.org">lpaul@aap.org</a></td>
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<td>Questions about this RFP must be submitted to the application email address above and will be accepted until:</td>
<td>December 14, 2018</td>
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<td>Responses to questions will post on:</td>
<td>December 21, 2018</td>
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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 rise of opioid misuse has caused alarming increases in infants born with neonatal abstinence syndrome (NAS), defined as the medical complications associated with drug withdrawal in newborns due to exposure to opioids/other drugs in utero. The American Academy of Pediatrics (AAP) advocates for a public health approach to this crisis, including prevention strategies and treatment tailored to the needs of women and infants.

This project is being conducted in collaboration with the American College of Obstetricians and Gynecologists to addresses the complex challenge of opioid misuse among women of reproductive age by enhancing collaboration and synergy between primary care clinicians (pediatricians and obstetricians) and fostering utilization of public health strategies that promote optimal long-term maternal and infant health (MIH).

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

Proposals are being accepted for a Focus Group/Key Informant Interview Consultant who has the requisite experience to to conduct a combination of focus groups and key informant interviews. These sessions will assess current practices among key stakeholders related to clinical care for maternal and infant health around opioid misuse. Three focus group/key informant interview processes are anticipated: 1) pediatric primary and sub-specialty care (e.g., neonatologists), 2) obstetricians and gynecologists and 3) other healthcare providers such as family practice physicians, nurses and/or mental health clinicians. The consultant will be responsible for developing the focus group/interview protocol, facilitating each session and developing a summary report with recommendations.

SCHEDULE OF DELIVERABLES

January 19: Introductory call with AAP and ACOG
**MANDATORY QUALIFICATIONS**

The ideal consultant will have experience planning and facilitating focus groups and key informant interviews with diverse groups of pediatric healthcare clinicians and other health and human services clinicians, and succinctly summarize results with actionable recommendations by the leader expert group. The consultant will be responsible for working in partnership with the AAP and ACOG lead expert group to infuse evidence informed clinical wisdom with applicable literature to develop a project specific interview protocol. The consultant will maintain regular (scheduled and unscheduled) communication with AAP staff via phone and email.

The candidate will provide the following:
- Proposal including approach to this focus group/key informant interview project.
- Statement of qualifications to perform the scope of work, including staffing plan (if additional personnel will be involved), summary of related experience for all those involved in the project, and a resume/CV for all those to be involved in the project.
- Description of project management approach and ability manage the project scope within the designated timeline.
- An hourly rate as well as an estimated total for the project.
- Names, phone numbers and email addresses of individuals at three organizations/agencies who have been clients of the consultant during the last eighteen months whom the AAP can contact as a reference.

**CONTRACTUAL ARRANGEMENTS**

Performance period is December 2018 - July 2019. Payment will be made at intervals mutually agreed upon and specified in the contract. 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.

**EVALUATION CRITERIA**

All proposals will be reviewed by AAP program staff. Proposals will be evaluated in the following categories:
1) Content of the focus group/key informant interview proposal.
2) Qualifications of the consultant(s).
3) Previous work of consultants applicable to the proposed project.

**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.
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