REQUEST FOR PROPOSAL

RFP Number: 830300-RFP-01

Project Title: Quality Improvement Coach for Asthma Learning Collaborative in Texas

Application Deadline 11:59 pm CST: August 21, 2017

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 1, 2017

Responses to questions will post on: August 11, 2017

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

The AAP's Chapter Quality Network (CQN) is seeking an accomplished Quality Improvement Coach to assist in the design and implementation of an asthma learning collaborative in partnership with the Texas Chapter of the AAP.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The CQN is looking for an experienced quality improvement coach to work with an AAP national leadership team and Texas chapter project team to implement a modified Breakthrough Series learning collaborative in 3-5 regional Texas hubs to achieve the following CQN goals:

- Improved asthma care for children in Texas
- Increased adherence to NHLBI guidelines for treatment of asthma
- Improved follow up care for children with asthma
- Increased education for children with asthma and their families
- Enhanced QI experience for the Texas chapter and practice based teams
- Creation of a learning network of engaged pediatricians to develop Quality Improvement skills

In addition, the QI Coach will oversee:

- the support of the Texas physician leaders who will coach practice teams throughout the project
- participate with AAP leadership team to refine and implement project measures
- assist in the interpretation of project data, and
- development of a change package that can be utilized by other AAP chapters

Lastly, the QI Coach will contribute to project evaluation and publications.
SCHEDULE OF DELIVERABLES

Lead the development and execution of a leadership/design meeting – September 2017
Attend weekly (approximately 60-90 minute) national and chapter team conference calls for project planning (September 2017 - December 2018)
Lead the curriculum design and conduct 2 onsite learning sessions in each of 3-5 Texas based hubs (tentative Feb 2018 and September 2018)
Lead the curriculum design and conduct 2 webinar-based learning sessions (tentative May 2018 and Dec 2018)
Provide support for agenda development and attend and provide feedback for monthly practice calls for each hub (January - December 2018)
Lead the development of a quality improvement change package for asthma that can be utilized by additional chapters (December 2018)
Contribute to final evaluation/publication upon project completion (December 2018)

MANDATORY QUALIFICATIONS

The candidate will provide the following:
1) Proposal including previous Quality Improvement collaborative experience
2) Resume/CV and include qualification to perform scope of work of all consultants involved in the project
3) Any relevant project materials or references that would inform the AAP's award of this contract.
4) Anticipated number of hours to complete the requirements stated above
5) Hourly rate
6) Names, phone number and email addresses of individuals at three organizations who have been your client during the last eighteen months whom we can contact as references.

Please also include in the proposal package:
1) meeting of appropriate state licensing requirements;
2) policies regarding notification on changes of personnel;
3) if proposed staff have received continuing professional education in their field;
4) identify if independent or affiliated with other organizations;

CONTRACTUAL ARRANGEMENTS

Performance period is September 1, 2017 – January 30, 2019. This project is supported by a grant from GlaxoSmithKline.

EVALUATION CRITERIA

All proposals will be reviewed by a subgroup of AAP members, early childhood experts and AAP staff. Proposals will be scored in the following categories:
1) Content of evaluation proposal
2) Qualification of consultants, and
3) Previous work of consultants applicable to 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

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.

CONTACT INFORMATION

American Academy of Pediatrics
141 Northwest Point Blvd., Elk Grove Village, IL 60007-1019
847/434-4000
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.

APPLICANT SIGNATURE

 DATE

 PRINT APPLICANT NAME and TITLE