REQUEST FOR PROPOSAL

RFP Number: 719170-RFP-02
Project Title: National Center on Early Childhood Health & Wellness: Resource Development
Application Deadline 11:59 pm CST: November 3, 2017
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: October 15, 2017
Responses to questions will post on: October 27, 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 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
The NCECHW is looking for consultants who are familiar with materials developed by NCECHW or the Head Start National Center on Health, who can complete the following tasks:

1. Update the orientation guide for the AAP Early Childhood Chapter Champions. For more information on the Chapter Champions, please see: https://www.aap.org/en-us/about-the-aap/Committees-Councils-Sections/Council-on-Early-Childhood/Pages/default.aspx
2. Develop up to 6 bi-monthly E-health “newsletters” or promotional bulletins to highlight the most recent resources of the NCECHW.
3. Conduct an environmental scan on resources needed for Children with Special Health Care Needs (CSHCN) in early care and education settings. Based on the scan, develop products for the NCECHW to address identified TA needs.
4. Conduct quarterly usage analysis and provide reports of the NCECHW resources on ECLKC.
5. Develop a technical assistance tip sheet on “Parents Getting their Immunizations”
6. Develop a training layer for the Virtual Early Education Center (VEEC) that will host training and TA resources for those working with Head Start and child care providers. For more information see: https://eclkc.ohs.acf.hhs.gov/health-services-management/article/virtual-early-education-center-veec
7. Work with the current IT vendor, to develop a "favorites folder" or Virtual Backpack option for VEEC users.
8. Create mechanisms to promote existing NCECHW resources as “training tools” for TA and training staff such as podcasts, on line learning modules or in person training content. Consultant to provide proposal for how to reformat existing NCECHW resources to serve as "pick up and go" training tools.
9. Update content of past National Center on Health newsletters into user friendly tip sheets for Head Start and Child Care audiences. (https://eclkc.ohs.acf.hhs.gov/health-services-management/newsletter/head-start-health-services-newsletters)
10. Develop fact sheets/tip sheets for different audiences (i.e., families, early childhood classroom staff, Head Start Health Services Advisory members) on how to apply the Caring For Our Children Basics materials to their work.

NOTE: consultants may submit bids for all or a select number of the above deliverables.

SCHEDULE OF DELIVERABLES

(September 30, 2017 – September 29, 2018)

- Participate in planning and development calls with NCECHW staff as needed.
- 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.
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
4. 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)
5. Identify if independent consultant or affiliated with an organization or agency

CONTRACTUAL ARRANGEMENTS


NCECHW does not pay for prep time of previously developed materials nor travel days to/from events. This cost must be built into the daily consulting rate as one overall rate.

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 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
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.

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<th>APPLICANT INFORMATION</th>
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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>
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<td>BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS</td>
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(Not debarred or suspended on SAM.gov and not listed as “not qualified” on FAPIIS.gov)
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<th>Current or Previous Contracts with AAP</th>
<th>Yes</th>
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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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**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.

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