REQUEST FOR PROPOSAL

RFP Number: 810203-RFP-01
Project Title: Evaluation Consultant
Application Deadline 11:59 pm CST: June 19, 2018
Proposals must be emailed to: 393RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until: June 4, 2018
Responses to questions will post on: June 15, 2018

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 Screening in Practices Initiative is a grant-funded project at the American Academy of Pediatrics that works to promote early childhood screening, referral, and follow-up within the pediatric practice setting, with a focus on social determinants of health, maternal depression, and developmental milestones for children 0 to 5.

The initiative includes three major components. The first component is the Screening Technical Assistance & Resource Center (STAR Center) that provides evidence-based resources and technical assistance (TA) for integrating screening, referral, and follow-up into pediatric primary care practices. The second is a quality improvement learning collaborative called Project I-SCRN that engages 19 pediatric primary care practice teams to measure, evaluate and improve screening, community resources referral, and follow-up. The third is a National Advisory Board (NAB) that provides strategic guidance and makes recommendations for inter-agency collaboration.

The Screening in Practices Initiative is seeking an evaluation consultant to assist with evaluating the impact of its activities from March 1, 2016-present. In doing so, the consultant will develop and implement an evaluation plan to assess changes in knowledge, attitudes, and behaviors of physicians; changes in patient satisfaction; and systems changes.

Questions related to this Request for Proposals will be accepted until 11:59 pm CT on June 4, 2018.

Responses to this Request for Proposals will be accepted until 11:59 pm CT on June 19, 2018.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK
July 1, 2018 - Feb 28, 2019 (grant year 3)
• Communicate with AAP staff on a regular basis via email and conference calls
• Develop an evaluation plan for the overall initiative with input from the Project Advisory Committees and AAP staff
• Implement evaluation plan, to include:
  - Analyzing pre- and post- surveys for Project I-SCRN quality improvement learning collaborative
  - Conducting and analyzing interviews with Project I-SCRN participants to elicit and document lessons learned
  - Conducting and analyzing key informant interviews to inform on needs for future offerings/programs by the Screening in Practices Initiative
  - Analyzing Project I-SCRN in-person training evaluations
  - Analyzing impact/reach of STAR Center (web traffic, click through rates, course completion rates, feedback surveys) including, but not limited to:
    * STAR Center Web site
    * Technical assistance
    * eLearning course
    * Webinars/Podcasts
    * Video views
    * eNews
  - Coordinate with AAP research staff to analyze a Periodic Survey of members
• Prepare overall program summative evaluation report
• Collaborate with Quality Improvement Consultant to report on findings from the learning collaborative
• Present program findings at relevant conferences

**SCHEDULE OF DELIVERABLES**

July 15, 2018: Develop evaluation plan
August 15, 2018: Conduct interviews with Project I-SCRN participants
September 5: Summarize outcomes from Project I-SCRN and provide initial summary of overall program impact (to be included in mid-year progress report for funder)
February 1: Complete overall program summative report

**MANDATORY QUALIFICATIONS**

Respondents should include in their proposals the following information:
1. A clear summary of their approach to the work.
2. Statement of qualifications to perform the scope of work, including staffing plan, summary of related experience for all those to be involved in the project, and a resume/CV for all those to be involved in the project.
3. Description of project management approach and ability to manage the project scope within the designated timeline.
4. An hourly rate as well as an estimated total for the first grant year (July 1, 2018 – Feb 28, 2019).
5. Sample evaluation plan and evaluation report.
6. The names, phone numbers and email addresses of three individuals, preferably at different organizations, who have been clients during the last two years who can be contacted as references.
7. Policies regarding notification on changes of personnel.

**CONTRACTUAL ARRANGEMENTS**

The performance period is July 1, 2018 - February 28, 2019. Renewal of project work is contingent on satisfactory performance and the AAP receiving continuation funding.
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**

Proposals will be scored in the following categories: 1) content and quality of proposal and suggested approach; 2) expertise and qualifications; 3) project management approach; 4) quality and relevance of previous work examples; and 5) cost.

**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**

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CERTIFIED AS SMALL, MINORITY or WOMAN’S BUSINESS  □ YES  □ NO
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<td><strong>BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS</strong></td>
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<td><strong>CURRENT OR PREVIOUS CONTRACTS WITH AAP</strong></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.

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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