REQUEST FOR PROPOSAL

RFP Number: 831100-RFP-01
Project Title: Electronic Health Record (EHR) Company for HPV Vaccination Study
Application Deadline 11:59 pm CST: February 9, 2018
Proposals must be emailed to: 357RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until: January 19, 2018
Responses to questions will post on: February 2, 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 AAP national practice-based research network, known as Pediatric Research in Office Settings (PROS), is collaborating with the University of California - Los Angeles and the Children's Hospital of Philadelphia to carry out a multi-year, federally funded research study of an intervention to reduce missed opportunities surrounding delivery of the HPV vaccination. PROS is seeking one or more Electronic Health Record (EHR) company to 1) help recruit pediatric primary care practices and clinics from its client base, 2) assist practices in activating or creating vaccine prompts/reminders/decision support if not already activated or available, and 3) extract EHR and billing data from participating sites. For full proposal requirements, see section on Mandatory Qualifications.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

The EHR company will:
• Identify an employee liaison to work directly with the study team
• Enter into a Business Associate Agreement (BAA) with the University of California - Los Angeles and the Children's Hospital of Philadelphia
• Facilitate execution of Data Use Agreements (DUA) between participating pediatric sites and a) the University of California - Los Angeles and b) the Children's Hospital of Philadelphia
• Work with PROS to successfully recruit up to 44 pediatric sites from the EHR company's client base
• Conduct a series of data extractions from the participating sites' EHRs and billing data system. Data elements to be extracted include, but are not limited to:
  A unique study-specific patient identifier
  Patient sex
  Patient date of birth
  Patient date of death
Patient zip code (5 digit)  
Unique encounter identifier  
Practice type or department of encounter  
Provider ID  
Practice ID  
Date of visit  
Race  
Ethnicity  
Payor  
All growth measurements and vital signs  
Problem list: date problem was noted; date resolved; past medical history, text description of the diagnosis code  
Diagnoses associated by a clinician with the encounter using an ontology such as ICD10  
All associated Evaluation & Management billing codes, encounter dates, ICD10 codes, other vendor or nomenclature-specific code such as IMO and SNOMED.  
All immunization data (for all vaccines):  
(a) All codes for vaccines administered  
(b) Vaccine name, including any text annotations  
(c) Date administered  
(d) Status, such as given, abstracted, not done, deleted  
Reason vaccines not given (if captured as discrete data)  
All visit dates  
• Securely transfer electronic data to a data coordinating center. Data can be received in any industry standard format.  
• Participate in study team calls and other meetings (virtual or in-person) as requested by the study team

SCHEDULE OF DELIVERABLES
• Recruit up to 44 practices in Year 1 (vendors capable of helping to recruit smaller numbers of sites are welcome to apply). Please indicate recruiting capacity in the proposal.  
• Execute appropriate Business Associate Agreements, Data Use Agreements, and appropriate regulatory procedures in Year 1.  
• Extract data from participating study practices: a minimum of 10 and a maximum of 15 data pulls over a three year period, approximately 2-3 months apart from each pull. Data pulls will follow a standard template.

MANDATORY QUALIFICATIONS
The EHR company must have:  
• At least 100 pediatric primary care practices / clinics as clients  
• Demonstrated ability to extract data from EHR and billing systems for participating sites

Proposals should be no more than 1 page and include:  
• The total number of pediatric primary care clients (practices or clinics)  
• The number of pediatric primary care clients that utilize both the company’s EHR and billing systems  
• A brief description of the company’s experience with data extraction from client EHRs and billing systems  
• A brief description of the company’s previous involvement in research studies (if applicable)  
• The cost for recruitment of up to 44 practices between approximately late winter 2018 through the end of the year.  
• The costs, per practice, for 10-15 data pulls
CONTRACTUAL ARRANGEMENTS
The performance period is approximately February 3, 2018-February 2 2019, with the overall project period being approximately February 3, 2018-February 2, 2022. Contractual arrangements beyond Year 1 are contingent upon satisfactory performance, as well as the AAP receiving additional funding.
The EHR company shall bill the AAP for completed deliverables on a quarterly basis.

EVALUATION CRITERIA
All proposals will be reviewed by study team members, including the Principal Investigators (at University of California-Los Angeles) and the Children's Hospital of Philadelphia, as well as collaborators at the AAP and the University of Pennsylvania. Preference will be given to vendors with previously demonstrated experience with research and multi-site collaboration. More than one company may be selected.

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
345 Park Boulevard, Itasca, Illinois 60143
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

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<tr>
<th>CERTIFIED AS SMALL, MINORITY or WOMAN’S BUSINESS</th>
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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>
<td>☐ YES</td>
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<td>(Not debarred or suspended on SAM.gov and not listed as “not qualified” on FAPIIS.gov)</td>
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<td>CURRENT OR PREVIOUS CONTRACTS WITH AAP</td>
<td>☐ YES</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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