



REQUEST FOR PROPOSAL

RFP Number:	1147011–RFP–01
Project Title:	Pathways to Resilience: Pediatricians Addressing Substance Use Among Adolescents Project Management Consultant
Application Deadline 11:59 pm CST:	March 28, 2024
Proposals must be emailed to:	385RFP@aap.org
Questions about this RFP must be submitted to the application email address above and will be accepted until:	March 14, 2024
Responses to questions will post on:	March 21, 2024

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 Pathways to Resilience: Pediatricians Addressing Substance Use Among Adolescents project aims to improve the prevention, early identification, and treatment of substance use among adolescents and young adults by strengthening the capacity of pediatricians and pediatric health providers to care for them and their families. With funding from the Foundation for Opioid Response Efforts (FORE), AAP will offer educational activities for pediatricians and other non-clinical staff; gather, analyze, and share substance use data; develop and disseminate resources; facilitate a quality improvement (QI) virtual learning collaborative (VLC); and conduct an awareness campaign. The project will run from October 1, 2023 – September 30, 2025.

The three project specific goals are as follows:

- Increase awareness among pediatricians about substance use among adolescents and young adults (AYA), particularly the rise in drug overdose in this population due to fentanyl.
- Support pediatricians in enhancing their skills and knowledge to address the topics of substance use in AYA, and the role of stigma, bias and other issues that contribute to their reluctance to discuss substance use with AYA.
- Develop and implement a multi-pronged awareness campaign focused on substance use among adolescents and young adults. (Primary audience: pediatricians and pediatric non-physician clinicians)

AAP is seeking an experienced project management consultant to oversee and drive the successful implementation of this project. The consultant will work closely with AAP staff to lead diverse initiatives,

including the establishment of a project advisory board, the coordination of a quality improvement learning collaborative, development of a digital/online toolkit, organization of town hall meetings, and more.

PRODUCT SPECIFICATIONS OR SCOPE OF WORK

Year 1, Period 1

Advisory Board Development

- Assist with convening and managing a project advisory board comprising members from diverse backgrounds to provide strategic guidance and support for the implementation of project activities. Advisory board members will represent the systems of services for AYA who use substances, such as physician, education, and public health partners along with AYA and families.
- Work with AAP staff and project advisory board members to design the format and structure of a periodic update that depicts applicable metrics such as overdose and overdose death in AYA.
- Serve as a liaison with AAP public affairs department to design and implement a communications plan to promote resources/materials developed.

Year 1, Period 2

Toolkit Development

- Start to develop a toolkit with resources to help address stigma and other barriers to care, and it will contain samples of conversation starters, case scenarios, infographics, video, and other digital media.
- Facilitate focus groups and/or key informant interviews (KII) with physicians, non-physician clinicians and public health partners to summarize their challenges and opportunities for screening AYA for substance use and promotion of preventative health behaviors.

Quality Improvement Learning Collaborative

- Work with a Quality Improvement Advisor to support 6 AAP chapters to engage 3 practices and at least 1 AYA as a partner in the design and implementation of the chapter's quality improvement project.
- The quality improvement teams will participate in a minimum of 4 virtual action period sessions. Action periods are anticipated to focus on 1) overview of substance use and addiction in adolescents; 2) screening, brief intervention, and referral to treatment (SBIRT) approaches; 3) treatment of opioid use disorder; and 4) overdose prevention and other medical considerations.

Townhall Meetings

- Lead the planning, implementation, and evaluation of 6 town hall meetings focused on substance use and overdose prevention among adolescents and young adults.
- Work with subject matter experts, AYA with lived experience to design and facilitate the town hall sessions.

Year 2, Period 1

Toolkit Development

- Facilitate focus groups with AYA to determine the messages and modalities of communication that will support them in i) prevention of substance use and ii) harm reduction, if using
- Summarize and use key findings from the focus groups and key informant interviews to inform the toolkit's content.

Townhall Meetings

- Continuing to host townhall meetings.

Year 2, Period 2

Advisory Board Development

- Host meeting with advisory board members to present the results of the project.

Quality Improvement Learning Collaborative

- Complete quality improvement learning collaborative with 6 AAP chapters.

Townhall Meetings

- Continue to host townhall meetings.

Toolkit Development

- Disseminate finalized toolkit.

Other

- Release awareness campaign for pediatricians and pediatric non-physician clinicians.
- Identify funding opportunities.
- Identify conference opportunities to report on results of the project.

All Periods

- Participate in an initial meeting with program staff to discuss scope of work and timeline; determine additional meeting times/frequency of communication regarding progress; develop workplan.
- Lead all activities related to working with external and internal partners.

SCHEDULE OF DELIVERABLES

All activities must be completed in accordance to the periods described above by August 31, 2025. Timing for the periods is detailed below.

Year 1 Period 1: 9/1/23 – 2/29/24

Year 1 Period 2: 3/1/24 – 8/31/24

Year 2 Period 1: 9/1/24 – 2/29/25

Year 2 Period 2: 3/1/25 – 8/31/25

MANDATORY QUALIFICATIONS

Respondents to the RFP should provide the following:

- Name and contact information; if applicable identify if independent consultant or affiliated with an organization.
- Comprehensive proposal containing approach to completion of project deliverables as described in the scope of work within the designated timeline (not to exceed 10 pages).
- Experience and qualifications of key personnel for project.
- Up to three references.
- Cost proposal with budget estimate (see corresponding 1147011-RFP-01 cost proposal template).

Additional information may be included if it will help provide more information on consultant's qualifications and experience.

COST PROPOSAL

Provide a budget estimate using 1147011-RFP-01 cost proposal template.

CONTRACTUAL ARRANGEMENTS

Once approved, the selected applicant will abide by the terms and conditions in the contract accepted and signed by both parties. 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.

Performance period is approximately March 2024 – August 2025. Payment will be made at intervals mutually agreed upon and specified in the contract.

EVALUATION CRITERIA

The evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

The evaluation will be conducted based on the following criterion:

- Quality of the proposal
- Professional qualifications and specialized experience of respondent and team members
- Quality, comprehensiveness, and adequacy of the proposed implementation
- Price/cost analysis

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 <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS IS LOCATED IN CURRENT YEAR'S LABOR SURPLUS AREA <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS IS ELIGIBLE FOR FEDERAL CONTRACTS <input type="checkbox"/> YES <input type="checkbox"/> NO (Not debarred or suspended on SAM.gov and not listed as "not qualified" on FAPIIS.gov)	
CURRENT OR PREVIOUS CONTRACTS WITH AAP <input type="checkbox"/> YES <input type="checkbox"/> 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.

APPLICANT SIGNATURE	DATE	PRINT APPLICANT NAME and TITLE