

## **REQUEST FOR PROPOSALS #03006**

### **Global Employee Assistance Program in support of**

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF or Foundation))

**1140 Connecticut Ave. NW Suite 200  
Washington, DC 20036**

**Firm Deadline: December 11, 2012 TIME 5:00 PM Eastern Time**

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

#### **BACKGROUND**

An investment in employee wellness is one of the most significant factors that will influence the quality of work, productivity, attendance and retention of our staff. By addressing the personal needs of our employees, we can create a healthier working environment. The health and well-being of our employees is important to the Foundation's success. An Employee Assistance Program (EAP) will satisfy the needs of our employees while helping the Foundation to reach its objectives.

#### **PURPOSE/SCOPE OF WORK**

- A comprehensive Employee Assistance Program that covers the following but not limited to:
  - Provide professional support services e.g. telephonic counseling, face-to-face counseling or online counseling 24/7
  - Crisis support, including on-site incident stress management
  - On-site training of EGPAF employees including managerial consultancy, referrals and training services
  - Awareness drives or campaigns to EGPAF employees
  - Financial support and debt management services on matters such as personal budgeting, insurances, tax and debt management
  - Legal support services where employees can consult on personal issues such as divorce, how to write a will, civil litigation.
  - Pro-active approach in assisting the Employer to manage employee issues in a more effective way.
  - Quarterly and annual reports to assist EGPAF in addressing and enhancing employee's wellness.

### **CONTRACTOR DELIVERABLES**

- Provide and implement processes that will enhance EGPAF's employee wellness
- Drive performance by providing sustainable solutions to stress management and improvement to employee relations
- Provide on-going support in appropriate languages
- Build management capacity by providing training and support
- Ensure Effective Sustainability Reporting

### **CONTRACTOR QUALIFICATIONS:**

- 10 years experience in managing EAP in Africa
- Affiliate or on the ground staff in Countries EGPAF operates in
- Fluency in local languages

### **FOUNDATION RESPONSIBILITIES:**

- Provide support in initiatives that the Service Provider introduces to EGPAF employees
- Assist with resources needed to make this Program a success

### **LOGISTICS:**

Employee Assistance Program to be implemented and managed in the following countries:

- Cote d'Ivoire
- DRC
- Kenya
- Lesotho
- Malawi
- Mozambique
- Rwanda
- Swaziland
- Tanzania
- Uganda
- Zambia
- Zimbabwe

### **KEY CONTRACT TERMS:**

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.

All Materials will be owned exclusively by the Foundation. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.

### **EVALUATION CRITERIA:**

All proposals will be evaluated by the Foundation against the following criteria:

1. Past performance in providing EAP services in countries mentioned
2. Type of services available in different countries,
3. Availability of services on the ground versus telephonic assistance
4. Proposed protocol and approach
5. Number of Contractors or affiliates available in countries mentioned
6. Cost ( **FIXED PRICE**)
7. Availability and suggested timeframe
8. Implementation process followed and monitoring
9. Language capabilities in all countries and understanding of cultural differences
10. At least 3 professional references with phone and email contact information

### **INSTRUCTIONS FOR SUBMISSION OF PROPOSAL:**

Each proposal must contain:

1. Detailed experience in providing EAP services in countries mentioned.
2. Type of services available e.g. Psycho-social wellness, HIV/AIDS workplace management, Financial and socio-economic wellness
3. Availability of delivery of service (on the ground versus telephone assistance)
4. Proposed protocol and approach
5. Number of contractors or affiliates available in countries mentioned
6. Detailed cost for EAP Services
7. Availability and suggested timeframe
8. Implementation process followed and monitoring
9. Documented language capabilities in all countries and understanding of cultural differences
10. 3 professional references with phone and email contact information

### **PROPOSED TIMELINE:**

**November 26, 2012** – Release of RFP

**December 3, 2012** – Submission of written technical inquiries due and directed to: **Refiloe Lebese, Human Resources Department, rlebese@pedaids.org**

Contractual Inquiries: **Cathy Colbert, Sr. Contracts Administrator, [ccolbert@pedaids.org](mailto:ccolbert@pedaids.org)**

**December 6, 2012** - Responses to inquiries posted on EGPAS's website at <http://www.pedaids.org/About-Us/Contracting-Opportunities>

No phone calls please.

**December 11, 2012** - Completed proposals must be delivered electronically by the deadline mentioned on page one to: **Cathy Colbert, Sr. Contracts Administrator, [ccolbert@pedaids.org](mailto:ccolbert@pedaids.org)** with a "cc" to (**Refiloe Lebese, Human Resources Department, rlebese@pedaids.org**).

**December 21, 2012** – Final decision announced and Offerors notified

**January 18, 2013** – Contract executed and Services begin.

**Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.**

#### **ADDITIONAL INFORMATION**

**All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.**

Any proposal not addressing each of the foregoing items could be considered non-responsive. Late proposals will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, and/or enter into negotiations with any party.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and does not discriminate against any employee, applicant, contractor, or firm because of age, disability, race, religion, color, national origin, or sex. The Foundation welcomes proposals from all qualified and responsible sources, including small businesses, minority-owned firms, and women-owned businesses and veteran-owned businesses.

#### **1. EGPAF Request For Proposals**

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact Doug Horner, VP, Awards, Compliance & Risk Management at [dhorner@pedaids.org](mailto:dhorner@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://www.reportlineweb.com/PedAids/) Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.