

Revised 10-25-16

REQUEST FOR PROPOSALS #0154A

CONSULTANT FOR PEDIATRIC TREATMENT FAILURE CAPACITY BUILDING

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)

1140 Connecticut Avenue, NW

Suite 200

Washington, DC 20036

Firm Deadline: February 27, 2018 5 PM EST

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

In response to a gap in the availability of second- and third-line treatment options for HIV-infected children and adolescents in the landscape of rapid scale-up of antiretroviral therapy (ART), Johnson & Johnson Global Public Health, the Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), and the Partnership for Supply Chain Management launched the *New Horizons Advancing Pediatric HIV Care Collaborative* in 2014. Since its establishment, several additional partners have joined the initiative, including Right to Care, the Relevance Network, and the Collaborative Initiative for Paediatric HIV Education and Research (CIPHER) of the International AIDS Society (IAS).

The mission of the Collaborative is to advance a holistic, integrated approach to high quality and sustainable pediatric and adolescent HIV care and treatment with a particular focus on those in need of second- and third-line medication. Key objectives of the Collaborative include: 1) addressing the gap between pediatric and adult HIV and AIDS treatment; 2) targeting challenges sustainable ART sustainability service delivery for children and adolescents; and 3) building awareness of and confronting challenges faced by adolescents concerning disclosure, adherence, psychosocial support, retention, and transition to adult care.

PURPOSE/SCOPE OF WORK

An algorithm has been developed by EGPAF, through its New Horizons work, on management of treatment failure as a tool for health care providers working with children and adolescents living with HIV.

Separately, Lesotho has introduced second-line treatment committee at the national level. The purpose of this committee was to assist clinicians in the peripheral facilities in managing patients who develop treatment failure. The aim was to have these second-line committees decentralized to district level, thus improving the turnaround time for assessing individual patients with suspected treatment failure and change treatment accordingly. However, the committee continues to be centrally located. The Lesotho Ministry of Health and the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) have reached out to EGPAF to provide technical assistance on HIV drug resistance and decentralizing second-line treatment committees to the district level.

CONSULTANT DELIVERABLES

1. Validated algorithm on management of treatment failure.
2. Assist with District level second-line committees upon the Foundation’s request.

MINIMUM REQUIREMENTS:

1. Knowledge of second- and third-line antiretroviral therapy.
2. Experience working in Africa (Lesotho preferred).
3. Clinical degree.

FOUNDATION RESPONSIBILITIES:

1. Provide draft version of algorithm on management of treatment failure.
2. Provide contact information and background on technical assistance request from EGPAF-Lesotho team on decentralizing second-line committees.

LOGISTICS:

For the validation of the algorithm on management of treatment failure, the services can be provided in Washington, DC or remotely. For the technical assistance to decentralize second-line committees in Lesotho, travel to Lesotho may be required.

KEY CONTRACT TERMS:

The anticipated contract type is a fixed daily rate contract for Services & Deliverables. Unless stated otherwise in the statement of the work, the Consultant is responsible for providing equipment and/or supplies required to perform the services.

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. Consultant will not use or allow the use of the Materials for any purpose other than Consultant’s performance of the Contract without the prior written consent of the Foundation.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. Past performance of similar work	1. 2 professional references from similar past projects with phone and email contact information and one or more examples of prior similar work	30%

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2. Consultant's proposed process and approach to meet our needs efficiently	2. A maximum 2-page written proposal explaining the process and timeline for implementation	20%
3. Timeframe of implementation	3. Estimated # of days, timeframe with deliverables, final delivery date	30%
4. Total fixed price	4. Total fixed daily rate for all activities and deliverables.	20%
Total		100%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration must be submitted with each proposal.

PROPOSED TIMELINE:

DATE: 2/13/18 – Release of RFP

DATE: 2/15/18 – Submission of Contractual Inquiries to: Cathy Colbert, Senior Awards & Compliance Officer (ccolbert@pedaids.org). Submission of Technical Inquiries to: Katie Wallner, Technical Officer (kwallner@pedaids.org)

No phone calls please.

DATE: 2/21/18 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: 2/27/18 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert, Senior Awards & Compliance Officer (ccolbert@pedaids.org) with a "cc" to Katie Wallner, Technical Officer (kwallner@pedaids.org).

DATE: 3/2/18 – Final decision announced and Offerors notified

DATE: On or about 3/12/18 – 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

Please include the RFP # reflected on the first page of this document on all proposals and e-mail communications.

Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals may be rejected without being considered.

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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, enter into negotiations with any party, and/or award multiple contracts.

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.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

ETHICAL BEHAVIOR:

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 of suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorner\[at\]pedaids.org](mailto:dhorner[at]pedaids.org) or the Foundation's Ethics Hotline at 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.