

## **REVISED REQUEST FOR PROPOSALS #0201A**

### **Instructional Design and Development of Managers Training and Organizational Learning Packages**

#### **In Support Of**

### **ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)**

**1140 Connecticut Avenue NW, Suite 200; Washington D.C. 20036**

**Firm Deadline: October 10, 2018 by 5:00 PM**

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**

During the past 2-3 years, EGPAF has nearly doubled its workforce, increasing the need for strengthened management practices for individuals who have direct reports. Currently, there are close to 600 individuals across the organization (US/Geneva/Africa) with management responsibilities. It is a varied audience that spans from new or newly-appointed managers to seasoned managers who have been with the Foundation for several years. The Foundation has identified the need to rollout a Managers Training Program that brings best and consistent management practices across all offices and levels of managers. Simultaneously, the Human Resources team of EGPAF is leading an organization-wide initiative centered on the Employee Experience in which a Manager has a key role. The Employee Experience initiative, based on the lifecycle of an employee, incorporates several areas to be addressed in the Managers Training Program including but not limited to hiring, developing staff, managing performance, engagement, onboarding/offboarding, etc. The Employee Experience initiative is purposed to establish best practices, create a culture of learning, modernize talent management processes, and develop human capital strategies that will result in an evolved organizational culture and, ultimately, enhanced organizational performance.

EGPAF recently piloted Managers Training in Malawi which received positive feedback. EGPAF plans to roll out a large-scale training effort and there is a need to build on the pilot program and its materials, incorporating the feedback from participants and HR Subject Matter Experts.

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

The purpose of this task is to develop all materials to support a three-day Managers Training Program as part of the Employee Experience initiative. Using instructional design methods to create a branded, easy-to-use package of materials, Contractor will incorporate EGPAF terminology, content, and subject matter expertise provided by the HR department, and as referenced in the attachments to this RFP. The Managers Training Program will be instructor-led in several countries/cultures and therefore requires materials to be developed such that they can be easily editable and customized by EGPAF to incorporate specific examples and activities that are relatable in each country/culture. Contractor will develop materials that support an interactive

learning environment, providing an opportunity for participants to practice skills needed as Managers who have a key role in the Employee Experience.

Development of materials will be done in close consultation with EGPAF's Director of Talent Excellence and Culture, and Senior Director of International HR. The Foundation is working with a hard deadline of November 30, 2018 for completion of work.

### **CONTRACTOR DELIVERABLES\***

- Detailed training syllabus or outline
- Facilitator guide including
  - specific learning objectives
  - facilitator talking points
  - session plans for each lesson – see sample “Session Plan” attached, although we are open to recommendations on the best format
- Participant guide covering all key content from the training – designed as reference for participant use post-training
- Presentation slides (in PowerPoint format with EGPAF branding, template to be provided)
- Case scenarios and training activities utilizing participatory training approaches
- Training evaluations (pre and post)

\*All materials should include EGPAF branding and be formatted for printing.

### **DESIRED EXPERIENCE:**

#### **The Foundation is looking for a Contractor with the following experience:**

- Experience in instructional design and development of Managers Training Programs
- Knowledge of HR and Talent Management best practices
- Knowledge of Employee Experience philosophy and the role of a Manager within
- Demonstrated ability to collaborate with designated staff to glean existing EGPAF terminology, content, attached, and processes to be presented in curriculum
- Experience facilitating Managers Training a plus
- Knowledge of the non-profit and/or international development sector a plus

### **FOUNDATION RESPONSIBILITIES:**

EGPAF will make our systems, tools and procedures available to Contractor. Additionally, key staff responsible for roll-out of the training will work closely with the Contractor to provide regular feedback during the development of these materials.

### **CONTRACTOR'S ADDITIONAL RESPONSIBILITIES:**

The Contractor will provide (weekly) updates on their progress of the deliverables

### **LOGISTICS:**

The work will be performed at the Contractor's place of business.

**KEY CONTRACT TERMS:**

The anticipated contract type is fixed price. Unless stated otherwise in the statement of the work, the Contractor 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. 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 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.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
1. Contractor's proposed process and approach to meet our needs efficiently	A maximum 5-page written proposal explaining the process and timeline for implementation	30%
2. Timeframe of implementation	Timeframe with deliverables, final delivery date	15%
3. Total fixed price	Total fixed price to complete all of the deliverables, including a breakdown by deliverable. This fixed price should be inclusive of all travel, consultant time and any necessary materials. Please note the Foundation will be responsible for the ultimate printing of materials and this should not be factored into the fixed price.	20%
4. Qualifications of proposed individuals/team and past performance on similar work.	CV/Resume of proposed individual(s) to work on this project and 2 references per individual. 3 professional references from similar past projects with phone and email contact information and one or more examples of prior similar work	35%
<b>Total</b>		<b>100%</b>

**PROPOSED TIMELINE:**

**DATE: September 25, 2018** – Re-release of RFP

**DATE: September 30, 2018** – Submission of Contractual and Technical Inquiries to: Cathy

Colbert, Sr. Awards & Compliance Officer, at [ccolbert@pedaids.org](mailto:ccolbert@pedaids.org) with a “cc” Jennifer Atkins, Director, Talent, Excellence & Culture, at [jatkins@pedaids.org](mailto:jatkins@pedaids.org) .

No phone calls please.

**DATE: October 3, 2018** – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities> by close of business, (5:00 PM EST)

**DATE: October 10, 2018** - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert, Sr. Awards & Compliance Officer at [ccolbert@pedaids.org](mailto:ccolbert@pedaids.org) with a “cc” to Jennifer Atkins, Director, Talent, Excellence, & Culture at [jatkins@pedaids.org](mailto:jatkins@pedaids.org)

**DATE: On or about October 17, 2018** – Final decision announced and Offerors notified

**DATE: On or about October 24, 2018** – 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. 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.

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 or suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorne\[r\]@pedaids.org](mailto:dhorne[r]@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.