

REQUEST FOR PROPOSALS #0188A

**Employee Development and Coaching Services
In support of
Elizabeth Glaser Pediatric Aids Foundation (EGPAF)
1140 Connecticut Ave. NW Washington D.C. 20036**

Firm Deadline: February 8, 2019

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

The purpose of this Request for Proposal (RFP) is to identify suitable contractors and enter into a contractual agreement with a successful bidder to deliver coaching services for the purpose of professional development for a period of six months. Subject to results achieved, this engagement may be extended for an additional period of six months.

Through employee engagement surveys and other team surveys, the Program Implementation and Country Management (PICM) leadership team has determined:

- There is an identified desire for PICM staff to build their leadership skills, and get additional coaching around EGPAF's leadership competency framework (see framework attached);
- There is an identified need to improve staff retention and increase employee engagement with their work; and
- There is an identified desire for PICM staff to have more ownership over their professional development.

PURPOSE/SCOPE OF WORK

The successful bidder will identify and provide:

- Innovative, flexible approaches to coaching
- Baseline and end line assessments of participating staff
- A tailored design, either through one-on-one or group coaching
- Coaching that can be adapted to various staff experience levels, including:
 - 11 junior level staff (Senior Coordinator, Officer, and Senior Officers) with 4-10 years of work experience
 - 1 manager level staff (Manager) with 10-12 years of experience
 - 1 senior manager level staff (Senior Regional Director; manages other managers) with 20+ years of experience

CONTRACTOR DELIVERABLES

- Baseline and end line assessments for all participating staff
- Summary of staff participation in the program and general results (e.g. most common competencies chosen)
- Written report on progress after three months
- Written report on progress made at the end of six months with guidance to the PICM management team on how to sustain and build upon gains made

MINIMUM REQUIREMENTS:

- International Coaching Federation certified coaches with demonstrated, successful experience as a professional coach for employees of varying levels
- Flexibility to accommodate staff in multiple time zones

FOUNDATION RESPONSIBILITIES:

- None

LOGISTICS:

- Flexible to various time zones and modalities, which could include coaching via phone, skype, apps, or in-person

KEY CONTRACT TERMS:

- The anticipated contract type is a *firm fixed price to include* detailed costed outline with tiered pricing based on number of participants, number of sessions, length of sessions, or timeframe of program. 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.

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 in which they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. Past performance of similar work	1. Three professional examples/case studies of prior, similar projects	20%

2. Contractor's proposed process and approach to meet our needs efficiently	2. A maximum 5-page written proposal explaining the process and timeline for implementation	25%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables, final delivery date	20%
4. Total fixed price	4. Total fixed price for all activities including a fixed price per each of the 3 deliverables	15%
5. Qualifications of proposed individuals	5. CVs and biographies of proposed personnel	20%
Total		100%

PROPOSED TIMELINE:

January 17, 2019: Request for Proposal posted

January 22, 2019: Submission of contractual and technical inquiries: Contractual: Cathy Colbert, Sr. Awards & Compliance Officer at ccolbert@pedaids.org. Technical: Stephen Lee, Vice President, Program Implementation & Country Management at slee@pedaids.org. With a "cc" to Natalie Birnbaum, Sr. Program Coordinator, PICM, at nbirnbaum@pedaids.org. No phone calls please.

January 28, 2019: Question and answer response document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

February 8, 2019: Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert, Sr. Awards & Compliance Officer at ccolbert@pedaids.org with a "cc" to Stephen Lee, Vice President, Program Implementation & Country Management at slee@pedaids.org.

February 12, 2019: Proposals reviewed; reviews may require interviews

February 22, 2019: Results based on above and bidders notified.

On or about February 28, 2019: 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 [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.