

REQUEST FOR PROPOSALS #0238A

Talent Development Services In Support Of ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

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

Firm Deadline: June 25, 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 end global pediatric HIV/AIDS through prevention and treatment programs, research and advocacy. For more information, please visit <http://www.pedaids.org>.

1. BACKGROUND

During the past 2-3 years, EGPAF has nearly doubled its workforce, increasing the need for talent development plans, programs, and support for employees. In 2017, the Foundation established a central Talent Development department of two individuals responsible for supporting its staff of approximately 3,200 employees who are located throughout the United States and Geneva (200), and Sub-Saharan Africa (3,100).

EGPAF plans to enhance existing talent development resources and introduce new offerings with the goal of ensuring that key staff are prepared to potentially move into broader roles and there is need for external support to deliver on these efforts as they arise. The Foundation seeks to create talent pipelines that cut across country programs, functions, and departments for increased bench strength. We envision cadres of employees who are prepared to lead effectively across organizational functions and geographical boundaries while also navigating change.

Concurrently, the Human Resources department of EGPAF is leading an organization-wide initiative centered on the Employee Experience. 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. This initiative includes a Leadership Competency Framework (attached) that, in part, ties performance and development to leadership skills and ability demonstrated by employees.

To support the success of these initiatives, the Talent Development team has identified the need for an external partner to provide comprehensive services on an as-needed basis that include, but are not limited to: professional and leadership development programs, training, coaching and mentoring.

2. PURPOSE/SCOPE OF WORK

The Foundation intends to engage the services of a firm to support talent development efforts, projects, and programs that are purposed to support leadership and professional growth. These services may include individual coaching, design and development of curricula, facilitation, and administration of assessments. The Foundation seeks proposals from qualified firms with

expertise in Talent and Organizational Development to provide these services in partnership with the Foundation's Talent Development subject matter experts.

Participants in these activities may include high-potential mid-level employees and those serving as strategic talent in senior level/executive positions (e.g. Finance Manager, Technical Director, Regional Director, Country Director, Vice President, US-based support staff, etc.). Through these services, the Foundation is seeking to develop pipelines of current and future leaders who possess the knowledge, skills, ability, and experience to lead the organization into the future.

Services will be performed in close consultation with EGPAF's Director of Talent Excellence and Culture.

3. APPROACH

Under our approach, the successful Consultant will provide the following services and deliverables in accordance with a specific individual task order under a master task order contract which will include the below:*

- One-to-one coaching for designated individuals (in person and virtual) with options that include:
 - Just-in-time performance-based coaching
 - Coaching for leadership development of high-potential mid-level employees
 - Executive and C-suite coaching
 - Group or team coaching,
 - Ability to provide ICF-certified coaches upon request
- Facilitation of training sessions and/or leadership development programs, which may include:
 - Leadership, behavioral, intercultural, and 360-degree assessments
 - Training that addresses intercultural competence and EGPAF's leadership competency framework
 - Group mentoring
 - Teambuilding activities for senior/executive level employees
- Design and development of related materials to support the activities listed above:
 - Presentations
 - Reports
 - Guides and manuals
 - Supplemental job aids, handouts, flyers, etc.

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

3. DESIRED EXPERIENCE:

The Foundation is looking for a Consultant with the following experience and ability:

- Experience in facilitating executive, leadership, and professional development for individuals and groups using various approaches to include: coaching, mentoring, training, assessments, and other related activities.

- Experience with learning and organizational development best practices using instructional design methodologies, talent development and engagement strategies, and diversity and inclusion.
- Ability to provide International Coaching Federation certified coaches with demonstrated, successful experience as a professional coach for employees of varying levels upon request
- Ability and flexibility to accommodate staff in multiple time zones
- Knowledge of the international development sector
- Fluency in French and/or Portuguese is a plus.

4. FOUNDATION RESPONSIBILITIES:

EGPAF will make our systems, tools and procedures available to Consultant. Additionally, key staff responsible for talent development will work closely with the Consultant to provide regular feedback during active task orders.

5. CONSULTANT'S ADDITIONAL RESPONSIBILITIES:

The Consultant will provide (weekly) updates on their progress under active task assignments.

6. LOGISTICS/TRAVEL:

The work will be performed at the Consultant's place of business, virtually, or potentially onsite at EGPAF's office in Washington, DC.

All travel must be specifically authorized in advance by the Foundation. All travel shall be in accordance with the Foundation's travel policy, which requires economy-class air travel. Upon receiving direction from the Foundation to take a trip, the Consultant is authorized to purchase a ticket, either by directly using the Foundation's designated travel agencies, or through other economical means. To the extent possible, all air transportation tickets shall be procured well in advance in order to obtain the most cost-effective rate possible.

If applicable, The Foundation will reimburse Consultant for pre-approved and direct allowable out of pocket expenses. Per Diem will be set according to the Foundation's travel policy that uses United States Government rates.

7. KEY CONTRACT TERMS:

The anticipated contract type is a 5 year indefinite quantity contract with fixed price task orders.

Consultant must include Labor Categories, (LC), to include journeyman up to senior level staff. LC's will reflect fully loaded labor hourly rates for years 1 – 5.

Each Task Order will have a fixed price cost, based on a mutually agreed upon budget, work plan, and level of effort.

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 developed for EGPAF 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. Consultants previously developed intellectual property which may be used to support this work will remain the property of the consultant.

This period of performance for this Contract is anticipated is for a one (1) year base with options for up to 4 additional years at the Foundation's discretion.

8. 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. Consultant's proposed process and approach to meet our needs efficiently	<p>A maximum 15-page written proposal describing the coaching experience(s) to be provided. Explain the philosophy and approach/curriculum to be used for leadership development to include related methods, processes, tools or instruments used by your firm for each task, including anticipated timelines where applicable.</p> <p>Please include 1-3 pages as part of your Proposal that reflect your firm's response to the example provided in this RFP. Attachment 1 – sample task order</p>	25%
2. Cost	Price associated with sample task order in Attachment 1.	25%
3. Qualifications of proposed individuals/team.	CV/Resumes of proposed individual(s) to work on these tasks and 2 references per individual.	20%
4. Past performance of similar work	Three professional references from similar past projects with phone and email contract information and one or more examples of prior similar work	15%
5. Experience with the International Development sector	Evidence of experience working with the International Development sector.	15%
Total		100%

10. PROPOSED TIMELINE:

DATE: May 20, 2019 – Release of RFP

DATE: May 28, 2019 – Submission of Contractual and Technical Inquiries to: Cathy Colbert, Sr. Awards & Compliance Officer, at ccolbert@pedaids.org with a “cc” Jennifer Atkins, Director, Talent, Excellence & Culture, at jatkins@pedaids.org .

No phone calls please.

DATE: June 6, 2019 – **Anonymous** 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: June 25, 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 Jennifer Atkins, Director, Talent, Excellence, & Culture at jatkins@pedaids.org

DATE: On or about July 25, 2019 – Final decision announced and Offerors notified

DATE: Contract executed on or about August 1, 2019 with Services to begin as agreed upon between selected Consultant and EGPAF.

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

9. 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.

ATTACHMENT #1

SAMPLE TASK ORDER

EGPAF has identified 10 individuals, currently serving in roles of varied levels, to prepare for next-level leadership. As part of the effort to develop this cohort, EGPAF requests the following Services:

- Administration of 360-degree Leadership Assessment for each member of the cohort.
- Individual leadership coaching for each member of the cohort during a period of six (6) months. Individual coaching will be focused on the development of three (3) EGPAF leadership competencies.
 - Six (6) individuals serve at the Director/Sr. Director level. Four (4) individuals serve at the Manager/Sr. Manager level. See **Attachment #2**.
- Facilitation of a leadership workshop that incorporates content addressing intercultural competence and communication.
 - Design and development of materials that will be used during the workshop.
 - Assume face to face workshop at EGPAF's Washington, DC office.

Individuals in the cohort are located in the US (4), Africa (5), and Geneva (1).

In addition, EGPAF requests the Executive/C-Suite coaching services for two (2) individuals during a 3-month period to support their integration into newly-established roles within the organization. Both individuals are located in Washington, DC.

Please include the Labor Categories associated with the work outlined above.

EGPAF Position Guidelines: Management

Manager

- Manages integration of standards / guidelines
- May direct a staff
- May act as a key resource and advisor
- May design, implement and monitor projects
- BS/BA required (Advanced degree preferred for technical/scientific positions)
- Seasoned professional with minimum 8 relevant years experience
- Provides specialized support in a particular functional or skill area

Senior Manager

- Manages the design, development, and implementation of unit specific initiatives, may manage resource planning and budgeting
- May direct a staff
- BS/BA required (Advanced degree preferred for technical/scientific positions)
- 8 yrs relevant experience required, including at least 2 yrs experience in a management role
- Demonstrated expertise in functional area

Associate Director

- Has primary responsibility for design, development, and implementation of unit specific initiatives, may manage resource planning and budgeting.
- Typically manages complex or highly-technical units/projects.
- Manages a team of exempt and nonexempt employees
- Typically reports to a Senior Director, Vice President or member of the SLT
- BS/BA required, advanced degree preferred (advanced degree required for technical/scientific positions)
- 10 yrs relevant experience required, including at least 4 yrs experience in a management role
- Demonstrated expertise in functional area

These are minimum guidelines only and are not indicative of specific salary ranges or levels. As individuals move from one level to the next there are a number of things taken into consideration: job responsibilities, work approaches, skills, Foundation needs, etc.

EGPAF Position Guidelines: Management, continued

Director

- Has primary responsibility for design, development, and review of unit specific initiatives, may manage resource planning and budgeting.
- Manages complex or highly-technical units/projects.
- Manages a team of exempt and nonexempt employees
- Reports to a Senior Director, Vice President or member of the SLT
- BS/BA required, advanced degree preferred (advanced degree required for technical/scientific positions)
- 12 yrs relevant experience required, including at least 6 yrs experience in a management role
- Demonstrated expertise in functional area

Senior Director

- Has primary responsibility and oversight for complex; high-risk; and/or highly technical units - including resource planning and budgeting
- Overall management of multiple teams/units (breadth); or extraordinarily technical, narrowly focused team (depth) - typically extremely difficult to recruit, and/or identified as a long-term 'hot' job, due to shortage of skills in the market
- Usually leads team of Directors and Senior Managers
- Reports to a Vice President or member of the SLT
- Advanced degree strongly preferred or combination of BS/BA, advanced training and experience required (Advanced degree required for technical/scientific positions)
- 15 yrs relevant experience required, including at least 8 yrs experience in a management role
- Demonstrated mastery in functional area

These are minimum guidelines only and are not indicative of specific salary ranges or levels. As individuals move from one level to the next there are a number of things taken into consideration: job responsibilities, work approaches, skills, Foundation needs, etc.