

## **REQUEST FOR PROPOSALS #0244A**

### **CONFIDENTIALITY CONSULTATION**

#### **Consultation for Assessment of Organizational Protection of Private Information from Program Beneficiaries and Recommendations for Training and Process Improvements**

In Support Of

#### **ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (the “Foundation”)**

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

**Firm Deadline: 6/3/2019**

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. We work in 15 countries and in over 5,000 service delivery sites. For more information, please visit <http://www.pedaids.org>.

#### **BACKGROUND**

As a leading international organization focused on preventing and treating HIV, the Foundation prioritizes appropriate protection of individual private information and confidentiality practices across the Foundation headquarters and country programs in Africa. We are looking for a consultant that will assess our current program and operations policies, processes, and procedures as they related to these privacy protections and provide recommendations for areas of improvement.

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

- Review current program and operations processes that include collection of identifiable, private individual-level information from program beneficiaries.
- Identify operational and program improvements that would enhance these protections.
- Provide recommendations for content and types of training for Foundation personnel on this topic and identify any available training resources.

#### **CONTRACTOR DELIVERABLES**

- Development of a Final Report, which will include:
  - Identification of best practices and areas for improvement in current processes/procedures for ensuring confidentiality private information
  - Suggestions for operational and program improvements and any needed policies to guide Foundation procedures.
  - Development of a training plan and package, which may include both existing training resources and/or new materials.
- Short presentation of current gaps, recommendations for training and strengthening data confidentiality with Q&A. The Contractor should be prepared to provide a brief

presentation at EGPAF's Headquarters to senior staff on his/her findings and then recommendations.

**MINIMUM REQUIREMENTS:**

- Extensive experience with confidentiality procedures/regulations, especially in developing countries.
- Experience providing similar services for other organizations.

**FOUNDATION RESPONSIBILITIES:**

- Provide access to operational and programmatic information
- Arrange interviews with staff, both in HQ (Washington, DC) and with country teams, through Skype/ZOOM

**LOGISTICS:**

- The place of performance may be located at the Contractor's place of business and/or at EGPAF's HQ office in Washington, DC. EGPAF expects some work will be performed at HQ and some, elsewhere, with the schedule determined jointly by EGPAF and the Contractor. Interviews will also be held with country teams via Skype/ZOOM.

**KEY CONTRACT TERMS:**

The anticipated contract type is firm fixed price, but is subject to change prior to issuance of the final contract. 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.

Should the agreed delivery or completion dates not be met in the case of fault of the Contractor the Foundation shall be entitled to demand payment of late delivery penalties amounting to **0.1%** of the value of the late deliverables/services per started week of delay up to a maximum amount of 5% of the entire value of the contract.

**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. Past performance of similar work	1. Description of experience in this area with examples of previous work from similar past projects.	25%
2. Contractor’s proposed process and approach to meet our needs efficiently	2. A maximum 5-page written proposal explaining the approach that the contractor proposes to accomplish the requested activities, the specific processes involved, Foundation support needed, and overall timeframe for project completion.	25%
3. Timeframe of implementation	3. Description of the specific project timeline, including estimated hours, timeframe per specific deliverables, and 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	20%
5. Qualifications of proposed individuals	5. CV/Resume of individual (s) proposed to work on this project and 3 references per individual (with contact information)	10%
<b>Total</b>		<b>100%</b>

All applicants are required to be registered and authorized to perform this scope of work in the District of Columbia USA.

**PROPOSED TIMELINE:**

**5/7/2019** – Release of RFP

**5/20/2019** – Submission of Contractual and Technical Inquiries:  
Cathy Colbert  
Senior Awards and Compliance Officer  
ccolbert@pedaids.org

**No phone calls please.**

**5/23/2019** – Question and Answer Response Document posted on the Foundation website at <http://www.pedaids.org/pages/contracting-opportunities>. **Firms and individuals names will not appear in the document.**

**6/3/2019** - Completed proposals must be delivered electronically by the deadline mentioned on page one to:

Cathy Colbert  
Senior Awards and Compliance Officer  
ccolbert@pedaids.org

And cc:

Shannon Viana  
Research Operations and Documentation Manager  
sviana@pedaids.org

**6/5/2019** – Final decision announced and Offerors notified

**6/10/2019** – 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@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.