

REQUEST FOR PROPOSALS #P0001

For Procurement Assistance Assignments
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Firm Deadline: Friday October 4, 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>.

PURPOSE/SCOPE OF WORK

The Foundation is looking for individual consultants to provide procurement support in the way of temporary assignments to Foundation country offices and/or assignment specific to headquarters needs. On an as needed basis specific scopes of works will be developed for individual assignments. The assignments will vary in length and required travel time. Additionally, scopes may include support for other operational areas outside of procurement on an as needed basis.

CONTRACTOR DELIVERABLES

Specific scopes and deliverables will vary based on the specific assignment. The Contractor will be responsible for a final report for each assignment as well as any other specific deliverables needed for the scope of the individual assignment.

FOUNDATION RESPONSIBILITIES:

The Foundation will provide a detailed scope of work for each assignment. The consultant will be able to evaluate the scope to determine if they are available and able to complete the assignment.

LOGISTICS:

Specific assignments will likely involve travel to one or more Foundation offices. The Foundation will cover all necessary travel costs in accordance with the Foundation's travel policy. The Foundation will also provide appropriate office space, access to systems, printers, and other Foundation resources needed for an individual assignment.

From time to time, an individual assignment may also require the Contractor to work remotely from their home.

KEY CONTRACT TERMS:

The anticipated contract type is an Indefinite Quantity Contract (IQC) with Task Orders to be issued for individual assignments. The initial IQC will not authorize any work and is anticipated to have a 2-year length with the option to extend for up to an additional 3 years. Unless stated otherwise in the statement of the work for a specific task order, 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.

Evaluation Criteria	Submission Requirements	Weight
Past performance of similar work	3 professional references from similar past projects with phone and email contact information	20%
Qualifications of proposed consultant	CV/Resume of proposed individual(s) to work on this project	50%
Ability to travel	Estimated necessary lead time to travel for an assignment within Africa. Maximum length of assignment that you would be able to implement.	10%
Daily Rate	Please provide your anticipated daily rate that can be used for a 2-year period. Please also include any anticipated price increases for an optional 3 additional years.	20%
Total		100%

PROPOSED TIMELINE:

DATE: September 30, 2019

DATE: October 4, 2019 Completed proposals must be delivered electronically by the deadline mentioned on page one to: Christa Moore, cmoore@pedaids.org

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 above. 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 fraud@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.