



**Elizabeth Glaser
Pediatric AIDS Foundation**
Fighting for an AIDS-free generation

REQUEST FOR PROPOSALS # S001838

Commercial Brokerage Firm
In support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)
1140 Connecticut Avenue, NW,
Suite 200
Washington, DC 20036

Firm Deadline: Monday August 17, 2020. 12:00 PM Eastern Time

BACKGROUND

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 are looking for a new or renovated modern space for our HQ’s staff who are based in Washington, DC, Los Angeles, CA as well as potentially our staff based in Geneva, Switzerland. With approximately 125 employees in DC as well as 10 in LA and 10 in Geneva, creative and diverse space is critical. Our current space in LA is 2,500 square feet and our DC office encompasses 30,000 square feet across two full floors. Both leases are set to expire in May 2022.

During the current COVID-19 pandemic, all US based EGPAF staff are working remotely and likely will continue to for the foreseeable future. We also know that when the pandemic is over, our space needs will be very different, recognizing that many of our staff have now become very comfortable working remotely. Therefore, a number of our staff have indicated their preference to return to the office only a few days each week and/or telecommute full-time. This possibility requires a unique and creative perspective into what our future space needs may be. For more information on EGPAF, please visit <http://www.pedaids.org>

LOGISTICS:

Washington, DC and Los Angeles, CA (possibly Geneva, Switzerland but unlikely)

PURPOSE/SCOPE OF WORK

EGPAF is seeking to obtain some or all of the following services from a highly qualified commercial real estate brokerage firm:

1. Determine EGPAF’s future space requirements. In light of COVID-19, space requirements will be unique as our future needs are somewhat unknown. What role can your firm play in assisting us as we identify our needs both with our Executive Leadership Team (ELT) as well as with our general staff? What resources are available, what might you suggest and at what cost?
2. Research and analyze viable locations and space alternatives, including an analysis of relocation versus staying in place.
3. Develop a comprehensive schedule of actions necessary to complete this project.



4. Lead the lease negotiation(s).
5. Assist EGPAF in the planning and execution of its relocation (if applicable) after lease is signed.
6. Other services that are available that may be useful to us through this process – please identify any additional costs.

KEY CONTRACT TERMS:

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.

Please respond fully in writing to the relevant questions below. The depth, quality and completeness of your response will influence the decision on which firm will represent EGPAF in its search for, and negotiation of, lease space. Your written response will also serve, in part, as a benchmark against which to evaluate your performance should your firm be chosen to represent EGPAF.

In addition to the submission requirements listed below, a short-list of Contractors will be selected for a virtual presentation round.

Evaluation Criteria	Submission Requirements
1. Experience of the firm	<p>1. Provide 3 examples of past performance of similar work. Specifically, please include:</p> <ol style="list-style-type: none"> a. Example with diverse and creative work space ideas b. Provide space before and after pictures, if you supported the space build out c. Scope of services provided <p>2. Please provide background information on your company and its structure, culture, mission and values.</p>



	3. Describe your experience representing non-profit organizations and NGOs in leasing space.
2. Contractor's proposed process and approach to meet our needs efficiently	<p>a. A written proposal explaining the process for implementation. Please describe in detail, the scope of services your firm would provide and all associated fees in the pricing section of your response. Also, indicate whether all of your services are provided in-house or if some are provided by outside vendors. Specifically address the following services:</p> <ul style="list-style-type: none"> a. Strategic planning/benchmarking b. Lease negotiation c. Design and construction services d. Move coordination <p>b. Description of services offered/provided</p> <p>c. Describe in general terms your negotiation strategy</p>
3. Creativity with space requirements	<p>Please explain the following:</p> <ul style="list-style-type: none"> a. How the firm will address space needs in a unique way b. How the firm will collaborate with EGPAF c. How the firm will address COVID-19 limitations, challenges, and need for flexibility with space
4. Timeframe of implementation	a. Estimated hours, timeframe with deliverables, final delivery date
5. Pricing	a. Please explain your pricing model and the applicable fees that would apply for all the servicing options that you are able to provide.
6. Qualifications of proposed individuals	<p>Please list each individual team member and the primary contact for this project. Also, describe the relationship of each team member with your company (i.e. independent contractor, employee or other). Additionally, please provide:</p> <ul style="list-style-type: none"> a. CV/Resume of proposed individuals to work on this project and 2 references per individual b. Describe the team we would work with c. Explain why you are the best fit for the job
7. Client References	a. Please provided at least 3 organizational references with name, phone number and email address for similar services provided. As an example, we will be looking at the following areas for when checking references:



	<ul style="list-style-type: none">a. How creative was the vendor?b. How responsive was the vendor?c. How collaborative was the vendor?d. Experience with shorter or flexible leasese. Experience with clients who have a similar size and scopef. Experience working with NGO's
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ADDITIONAL INFORMATION

Please include the RFP # reflected on the first page of this document on all proposals and e-mail communications.

The Foundation is committed to selecting the most competitive offer for contract award. 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.

PROCESS SCHEDULE

Activity	Date
RFP Released	July 29, 2020
Questions accepted in writing	August 5, 2020 by 12PM Eastern Time. Submit Questions to Christa Moore, cmoore@pedaids.org and CC Meagan Wilson, mwilson@pedaids.org and Emily Furlong efurlong@pedaids.org
Answers posted to www.pedaids.org	August 10, 2020



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Proposals due	August 17, 2020 by 12PM Eastern Time, Submit Questions to Christa Moore, cmoore@pedaids.org and CC Meagan Wilson, mwilson@pedaids.org and Emily Furlong efurlong@pedaids.org
Short-list identified for provider interviews (via web)	August 28, 2020

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

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.