

REQUEST FOR PROPOSAL #0282A

FRAUD AWARENESS TRAINING VIDEO

Firm Deadline: September 3, 2019 at 5pm

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 Foundation has two (2) offices in the US, one (1) office in Switzerland, and twelve (12) country offices in Africa where it implements AIDS prevention and care and treatment activities. The majority of its annual budget is funded by the US government.

PURPOSE/SCOPE OF WORK

EGPAF is seeking a video production Contractor to work closely with its Internal Audit department to produce a 10-minute training video on fraud awareness. The purpose of the video is to raise awareness of EGPAF employees about the types and consequences of fraud, help them learn to recognize red flags of fraud, and highlight their responsibility for timely reporting of suspected fraud. EGPAF Internal Audit will develop and provide the Contractor with the script/content for the training video. The Contractor will design the presentation of the content (graphics, music, and video) in close collaboration and input from EGPAF Internal Audit.

No travel will be required and the Contractor can use EGPAF's existing video footage for the creation of this training.

CONTRACTOR DELIVERABLES

The video producer should expect to deliver the following:

- A 10-minute video on fraud awareness, using the provided content/script.
- Still and animated onscreen graphics and text
- Voice-over/narration and music throughout the video

LOGISTICS:

The work will be performed at the Contractor's place of business and at the Foundation's place of business.

KEY CONTRACT TERMS:

The anticipated contract type is fixed price. 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.

Evaluation Criteria	Submission Requirements	Weight
1. Overall experience of the firm	1. A history of the firm’s experience providing similar services to not-for-profits or other organizations and a description of how the firm can provide unique value to the Foundation. Three professional references from current clients.	25%
2. Overall proposed cost	2. The proposer’s fee structure for the services outlined, including standard billing rates for all personnel expected to be assigned to the engagement. Although proposed fees will be taken into account, the Foundation reserves the right to negotiate a lower or different fee structure during the offer process.	20%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables, and final delivery dates.	20%
4. Engagement Staffing and Methodology	4. a. Identify the partner/ manager or other in-charge staff, who will be assigned to this job if you are successful in your bid. b. Describe how you will approach this assignment. If applicable, discuss your company’s prior experience with similar projects. Describe your company’s use of technology, specifically animated graphics for presentation or training purposes. Finally, discuss the communication process used by your company to engage your clients in the product development process.	35%
Total		100%

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PROPOSED TIMELINE:

DATE: 8/12/2019 – Release of RFP

DATE: 8/22/2019 – Submission of Contractual and Technical Inquiries: Cathy Colbert, Sr. Awards & Compliance Officer at ccolbert@pedaids.org
No phone calls please.

DATE: 8/27/19– Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: 9/3/2019 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert, Sr. Awards & Compliance Officer

DATE: 9/9/19 – Final decision announced and Offerors notified

DATE: 9/23/19 – 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.