



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

Q&A RFP #S001838 Commercial Brokerage Firm in support of Elizabeth Glaser Pediatric AIDS Foundation

1. Are we able to view your current leases and amendments? / For both DC and LA, can you provide a copy of your leases and any amendments so that we can confirm critical dates and understand future rights?
 - The leases will be available for the short-listed vendors.
2. For your DC location would moving to Maryland or Virginia be an option? If so, is there a preference on VA or MD? / For the DC office, are you open to other submarkets (for example: near the Ballpark, NOMA, Arlington, Bethesda) or is your preference to stay in CBD/East End?
 - We likely have a preference in DC; however, cost will come into play so if there was a great deal, in a convenient location (near a metro) - we would be open to consideration. Within DC, we are very open to all submarkets.
3. Is there an architecture firm that you prefer to work with?
 - We do not have a preference and will rely on your professional expertise and recommendation as part of this project.
4. Is there an opportunity to tour your DC space this week or early next so we can understand your current configuration?
 - Not at this time, our offices are closed. A video walk through tour will be available for those brokers who are short-listed.
5. Would it be possible for the Foundation to share a copy of your current floorplan?
 - Yes, see below for the floor plans for our DC office space.
6. Can you provide your employee headcount; any near/long term growth expectations, and any employee demographic information?
 - Please see RFP for our current headcount. The Foundation's near-term growth is likely to remain fairly constant.
7. What value do you place on recruitment? What types of employees do you typically recruit?

- Our employees are critical to our success as an engaged workforce. Please see our statement on The EGPAF Culture here: <https://www.pedaids.org/about/careers/the-egpaf-culture/>
8. Per the article in the Washington Business Journal (Link to article: [HERE](#)), have you thought about when you expect to have people back in the office? Have you prepared a plan with which to do so?
 - With the ever-changing climate, plans to return to the office are still not solidified. Our current plan is returning no sooner than January 1, 2021 but this is subject to change. We currently have a COVID Task Force and Office Re-Open Committee monitoring the situation and providing continuous guidance.
 9. As referenced in the above article, are you able to share the results from the company survey released in June?
 - In June, a survey was released to our US based staff to gauge employee comfort levels and concerns surrounding returning to the office. Based on the results and the current climate in the US surrounding COVID-19, it has been decided that the EGPAF offices in the US will remain closed through the remainder of 2020 (this may be subject to change). We will continue to monitor the situation and make decisions that benefit the health and safety of the Foundation. When the survey was released, major concerns around returning to the office centered around dependency on childcare, office safety/cleanliness, public health, and commute/public transportation safety/accessibility. The need for flexibility is vital moving forward.
 10. You indicated an appetite for flexible/remote work. Do you foresee this as a holistic policy or department-specific strategy?
 - As an organization, we will always have a physical HQ office - of some size. However, more thought has and is going into more flexible telework opportunities for staff in the long term. Your unique and flexible ideas are welcomed.
 11. What do you see as the main purpose of the office in a Post-COVID world? How large of a change will this be from Pre-COVID purposes?
 - We work extremely collaboratively and our colleagues like being together. Therefore, while, a number of our staff would prefer more telecommuting in the future, there is still the desire for face-time and in person convening.
 12. How effectively are your managers/leaders able to manage in a remote environment?
 - We have been very successful in the temporary switch to remote work. This is likely because a number of our staff were previously working remotely 1 or 2 days a week. However, it is not ideal for all positions in the long-term.

13. What technology is prevalent in your organization for communication, collaboration and integration? What gaps exist?

- EGPAF relies primarily on Microsoft products for collaboration and integration. Communication is broken out between hosted VoIP from EvolveIP (telephony) and video conferencing via Zoom & MS Teams (videotelephony). Additional technologies to acknowledge are:
 - Datawatch for badged security
 - Teem for conference room booking and backup front desk attendant
 - Crestron conference room controls (A/V).
 - Multiple multimedia rooms with ceiling speakers/microphones, and A/V.
 - Cable TV
 - A decent sized server room with five (5) racks. They house multiple servers, SAN and equipment.
- The only known gap at this time is a true all staff space in the DC office with the specific design for large meetings. By design I mean one that takes into account acoustics and sound transfer

14. In the “timeframe for implementation” section of the process schedule, you mentioned “Estimated hours” can you explain further? Does this speak to estimated hours that the ELT team would need to block off for various phases of the Real Estate process? OR is this speaking to estimated timelines for either a full relocation versus staying in place?

- “Estimated hours” refers to the steps in the process and timeframe between awarding of the contract and the move-in to the new space and/or start of the new contract.

15. Can you please provide an indication (% of staff) of your current dependence on public transportation (Metro)?

- Pre-COVID, 18% of our staff would drive to/from the office each day
- We believe appx. 10% walk or bike
- The remaining 72% utilize public transportation (either metro or bus)
- These percentages are subject to change in a post-COVID work environment

16. Does EGPAF manage its occupancy to any pre-defined standards (e.g., cost / seat, RSF / seat, etc.)?

- Price is negotiable based on current going rates.

17. Are there defined parameters around who gets an office or a workstation?

- Yes, currently there are defined parameters set by the Administration and HR Team based on position seniority to determine private office, shared office, or cubicle/workstation. These parameters rely on defined/individual spaces. However, with the unknown future of shared office space and the potential need for distancing in the

long term, we are considering the benefit of creative solutions and ideas such as hoteling.

18. What types of amenities are required in your space envelope, building or nearby?

- Our current space includes amenities such as on-site parking garage, nearby but off-site gym access, event support (access to spaces and concierge), Metro proximity, and diverse meeting/conference spaces.

19. What are the strategic advantages to also having offices in Switzerland and Los Angeles, CA?

- The Los Angeles office is where the EGPAF mission began, is home to the Foundation's Executive Vice President of External Affairs & Business Development, as well as the location of our decade's long event, "A Time for Heroes".
- The Geneva office location allows us to collaborate with international donors and international health organizations throughout Europe and the world.

EGPAF Floor Plan: 2nd Floor



EGPAF Floor Plan: 3rd Floor

