



REQUEST FOR PROPOSALS # (S035495)

Amplifying Equity within a Global Organization
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)
1350 Eye Street, NW
Suite 400
Washington, DC 20005

Firm Deadline: September 15, 2023

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

Over the last three years EGPAF has taken deliberate steps to prioritize diversity, equity, inclusion and belonging (DEI&B) across the organization. As the organization’s DEI&B efforts became more visible, a group of EGPAF staff expressed an interest to better understand how privilege and power, through the historical legacies of colonization and racism, has a lingering impact on institutional structures, policies and practices within the development sector.

To address this interest, in October 2021 EGPAF created an internal Decolonization Reflection Group that engaged in a series of discussions and worked through concepts to meaningfully assess what decolonization means to EGPAF collectively, and consider how the institution can acknowledge, adapt and evolve. A set of resources/readings were curated and shared with the group to read prior to each discussion, to deepen their understanding and contribute ideas about how the concepts may be applied to EGPAF’s work. The group convened over the course of six months and developed a brief summary of potential recommendations for organizational change related to our structure, funding, program design, partnerships with local actors, language references, and representation and pay equity.

The Reflection group co-chairs most recently began to work with the Foundation’s leadership teams to increase awareness and facilitate a shared understanding of what we want to change within EGPAF, to be deliberately anti-racist and equitable in the way we operate.

EGPAF now seeks the services of a consultant to work with the Senior Leadership Team (SLT) to consolidate the understanding of these concepts and prepare the organization to move from reflection to action.



PURPOSE/SCOPE OF WORK

The Consultant will engage with and prepare EGPAF's Senior Leadership Team:

1. to develop a shared understanding of the various issues surrounding equity, including the framing of issues through decolonization and via lessons learned from other organizational journeys;
2. to identify options that EGPAF could exercise to operationalize our commitment to equity in our mission and identity as a global organization, in areas such as program design, partnerships, communications, policies, procedures and organizational structure.

As an outcome of the discussion, a core group of staff among the SLT will feel comfortable and capable in leading a pathway for change in the organization. Areas of potential change and/or questions to reflect upon include:

- Shared language – need common language to discuss and debate principles, goals, and operationalization of changes
- What are the shared values around power, representation, etc.
- Where we want to be – what do we want to shift? Where do we want to improve? What is our destination? What is the vision?
- Where should we be/ are in terms of power shifting, decision making, shared leadership? What does decentralization of authority really mean?
- What are things we shouldn't do anymore? What are things we should pivot to?
- What is our future in specific countries?
- How do we design our programs building on local institutional capacities and actors? How do we build local partnerships?
- Review operating model from an equity lens
- What does equity in opportunity, compensation procedures in an equitable global organization look like?

CONTRACTOR DELIVERABLES

1. Materials that will be shared with the SLT to develop and support a shared understanding of the issues surrounding equity;
2. A series of virtual, facilitated sessions held with members of the SLT, with specific objectives regarding the intended purpose and expected learning outcomes;
3. Initial action plan for leadership units across the organization to implement the learning and shared understanding and move the change process forward.

MINIMUM REQUIREMENTS:

Materials and session facilitation should be conducted in English. Facilitated sessions will be conducted using Zoom or Microsoft Teams virtual platforms.

FOUNDATION RESPONSIBILITIES:

Should it be determined necessary, the Foundation will be responsible for translating English language materials into French and/or Portuguese, as well as to provide simultaneous interpretation



for facilitated sessions with members of the SLT. The Reflection group co-chairs will serve as the organization’s primary programmatic liaison for this scope of work.

LOGISTICS:

The entirety of this engagement will be conducted virtually – using email, phone calls and video conferencing.

KEY CONTRACT TERMS:

The anticipated contract type is firm 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. Past performance of similar work	1. 3 professional references from similar past projects with phone and email contract information and one or more examples of prior similar work	10%
2. Contractor’s proposed process and approach to meet our needs efficiently	2. A maximum 5-page written proposal explaining the process and timeline for implementation	25%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables, final delivery date	25%
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 proposed individuals to work on this project and 2 references per individual	20%
Total		100%



All applicants are required to be registered and authorized to perform the scope of work in the place of performance.

PROPOSED TIMELINE:

DATE: 8/30/23 – Release of RFP

DATE: 9/08/23 – Submission of Contractual and Technical Inquiries: Kyu-San Shim, Associate Officer Awards Compliance and Operational Excellence, Kshim@pedaids.org
No phone calls please.

DATE: 9/12/23 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: 9/15/23 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Kyu-San Shim, Associate Officer Awards Compliance and Operational Excellence, Kshim@pedaids.org

DATE: 9/22/23 – Final decision announced and Offerors notified

DATE: 10/02/23 – Contract executed and Services begin.

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

KEY SOLICITATION TERMS AND CONDITIONS

The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.
3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this



solicitation, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the bidding process.

4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.
7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
9. Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS EGPAF 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.
10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of EGPAF.
11. **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, EGPAF 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 EGPAF employees, or other unethical practices. If you experience or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at fraud@pedaids.org or EGPAF's Ethics Hotline at www.reportlineweb.com/PedAids. Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.
12. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with



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

components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.