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REQUEST FOR PROPOSALS #0116A

Technical Writer Consultant

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)

1140 Connecticut Avenue, NW

Suite 200

Washington, DC 20036

Firm Deadline: October 23, 2017 5:00 PM EST

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

This Consultant will provide support to the Editorial Services Team of the External Affairs division of EGPAF. This person will report to the Manager of Editorial Services and will work on various writing projects on an ad hoc basis. The Consultant will be paid per hours worked. Approximate hours worked in a given year will be around 300 (give or take).

Projects that the Consultant may be asked to assist with include:

- Documentation training and in-country capacity building around writing, technical documentation and editing
- Working with project and country leads on development of technical reports appropriate for USG audiences, as well as ministry of health and implementing partner staff
- Drafting and editing technical reports, project briefs, and toolkits (editorial review of same)
- Editorial review of conference abstracts destined for large global fora
- Editorial review of presentations and briefs for large global fora

CONSULTANT DELIVERABLES

Drafting of technical reports, project briefs, facilitation of capacity-building in documentation, and editorial review of presentations, conference abstracts, and other materials.

MINIMUM REQUIREMENTS:

Knowledge of technical language in HIV/AIDS field

Knowledge of HIV and AIDS programs

Previous work experience at similar organizations

Detail-oriented

Background in public health/global health preferred

Writing and editing training and skills required

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FOUNDATION RESPONSIBILITIES:

Work with country teams and editorial services on specific projects: development of reports, facilitating documentation skills-building sessions, editing briefs, reports and conference abstracts submitted to Editorial Services for review

LOGISTICS:

Telecommuting is acceptable, no office placement is necessary. This person will report to Rachel and Alex in LA and contractor should be comfortable working with others across time zones.

KEY CONTRACT TERMS:

The anticipated Contract type is a fixed hourly rate for up to 300 hours over the course of 2018. Unless stated otherwise in the statement of the work, the Consultant 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. Consultant will not use or allow the use of the Materials for any purpose other than Consultants 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	30%
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	20%
3. Total fixed price	3. Total fixed price for all activities including a fixed price per each of the deliverables	20%
4. Qualifications of proposed individuals	4. CV/Resume of proposed individuals to work on this project and 2 references per individual	30%
Total		100%

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

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place of performance.

PROPOSED TIMELINE:

DATE: 9/19/2017 – Release of RFP

DATE: 10/9/2017 – Submission of Contractual Inquiries will be submitted to Cathy Colbert, Sr. Awards & Compliance Officer. Technical Inquiries will be submitted to publications@pedaids.org.

No phone calls please.

DATE: 10/11/2017 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: 10/23/2017 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert, Sr. Awards & Compliance Officer at ccolbert@pedaids.org with a “cc” to publications@pedaids.org.

DATE: 10/30/2017– Final decision announced and Offerors notified

DATE: By 01/02/2018– 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

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

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 aforementioned 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.

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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 of 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.