REQUEST FOR PROPOSAL

INVENTORY & PROPERTY MANAGEMENT SYSTEM

FOR

THE ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF KENYA)
Ariel House, Westland's Avenue, Off David Osieli Road, Waiyaki Way, Westlands

Firm Deadline: (June 09, 2017)

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1. Introduction

The Elizabeth Glaser Pediatric AIDS Foundation (hereafter EGPAF Kenya), 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.

2. Definitions

Key Definitions:

Controlled item	An item with an acquisition value of US $1,000 or more in the possession or control of the office.
Property	A broad term that includes (depending on the context) land, equipment, or supplies.
Equipment	Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more per unit
Supplies	Tangible personal property that is not Equipment. A computing device is a supply if the acquisition cost is less than $5,000 per unit, regardless of the length of its useful life.
Inventory	A broad operational term that shall be used in this document to refer to all of the items defined above (i.e. controlled items, equipment and supplies shall all be referred to as inventory in this document)

3. Background:

EGPAF Kenya has over 200 staff who are implementing donor-funded programs in diverse locations in Kenya (Turkana, Nairobi, Kisumu, Homabay and other regions in Kenya). For it's complement of staff, the Foundation provides all the necessary working tools (vehicles, copiers, furniture, computers, phones and other equipment) as well as day to day supplies (stationery, toners, etc.) necessary to deliver on their key performance indicators.

In addition, the Foundation supports hundreds of hospitals (mostly GoK) to provide high quality HIV Care & Treatment services. One of the ways this is achieved is through support for infrastructure (renovations & equipment donations) as well as purchase of consumables/supplies that facilitate HIV service delivery.

4. Policy Provisions

At a minimum, the Foundation's policy on inventory and property management requires that:

1. EGPAF Kenya complies with all our donors' rules and regulations pertaining to inventory and management of property.
2. EGPAF Kenya must maintain a central, consistent, accurate, up-to-date, and complete record of all items with an acquisition value of US $1,000 or more. EGPAF Kenya wishes to track lower priced items, for example IT items, furniture, etc that have an acquisition value >US $100
3. Notwithstanding provision (2) above, EGPAF Kenya must have the ability to provide reports to donors that are disaggregated by value e.g. >$1,000 or >$5,000 or any other desired unit cost
4. For items purchased for the purpose of placing the item at a Foundation supported site/hospital (known as in-kind procurements), these items must be tracked in the Foundation inventory. This includes expendable and non-expendable items. EGPAF Kenya will need the ability to report on these items by County, Sub-County and Facility parameters for all $ values
5. Regardless of the unit costs, the office must establish and maintain controls to ensure that supplies and equipment are protected until they are delivered to their ultimate destinations and that proper documentation of the transfers are placed in the Foundation's files.
6. Supplies or equipment purchased by the Foundation cannot be sold or donated to employees or their immediate family members.
7. Each office will perform a "physical inventory" annually of all of its controlled items. "Physical inventory" means that staff performing the inventory will visually confirm each controlled item and its condition.
8. Controlled items are required to have a unique identifier (such as a serial number or bar code) to facilitate the inventory process.
9. Staff performing the physical inventory will not be the same individuals who maintain the inventory records or have custody of the controlled items.
10. The office's inventory records shall be updated after each physical inventory is conducted and any losses will be reported to the Country Director.
11. No controlled item shall be removed from the premises without prior approval from the office's responsible official.
12. All property owned by the Foundation must be adequately insured in the judgment of the Foundation.
13. Personal use of Foundation-owned supplies or equipment is prohibited except for *de minimis* (incidental and infrequent) use.

It is within this context that EGPAF Kenya is seeking a qualified vendor for the implementation of an inventory management solution. The vendor will deploy, customize, and provide user training to ensure EGPAF Kenya is able to demonstrate compliance with the above requirement.

5. *Specifications & Scope*

We seek a fully integrated, online system for inventory management. This system should provide for an effective and accurate control on inventory, from initial acquisition, through to disposal, including donations, write-offs, transfers, repairs, etc. All of this information must be accessible by authorized users on a central server that allows management to generate and view reports from any internet enabled computing device.

a. *Accurate Inventory Management:*

Starting from purchase to disposal of an inventory item, the system must:

1. Record all relevant data about newly acquired item. At a minimum, the following data must be captured:
   * Geographic Location (Country, County, Sub-County, Facility)
   * Item Description, Brand, Model # and Serial #
   * Vendor Name
   * EGPAF Inventory Number
   * Donor (Funder) Name
   * Incoming Award Number
   * Date of Purchase
   * Acquisition Cost (Kes)
   * Percentage of Federal participation in the project costs for the Federal award under which the property was acquired
   * Exchange rate on date of purchase
   * Acquisition cost ($)
   * QuickBooks voucher #
   * Title to Property (Foundation, Donor or Cooperating Country)
   * Condition
   * Physical Location
   * Date of last physical check
   * Disposition/ Transfer date
   * Accumulated Depreciation
   * Net Book Value
   * Selling price at time of disposition
   * Property transfer memo (for items transferred/donated)
   * Photo/Image of inventory item

2. Adjust or update inventory information easily and quickly
3. Control and report on inventory on any of the parameters listed in (1) above
4. Transfer an asset to accommodate operational changes
5. Retain important data about disposed assets

b. *Streamlined Inventory Entry & Tracking:*

Once the assets are entered in the database, users should be able to easily establish and maintain asset information. The solution should allow online facilities to achieve speedy data entry, minimize errors and allow for instant access to information on any of the inventory attributes. Specifically, should allow for:

❖ Intuitive user interface for different functions such as donations, transfers, disposal, etc
❖ Asset characteristics that are defined in tables
❖ Copy function that streamlines the additional of similar inventory items
❖ Asset characteristics can be updated individually or by group as need may dictate

c. Seamless Disposition

When inventory items are disposed of, the system will automatically set up the disposal records (date of disposal, condition at disposal, to whom and at what price), and provide reports on the same when queried by a user.

d. Keep Track of Asset Transfers / Donations

After an inventory item is acquired, a user may need to relocate it or transfer accountability to another entity. The system should allow users to easily maintain control over this process. It must provide a complete trail report to help trace and indicate the asset status before and after the transfer. Where the users are required to perform physical verification over the transferred items, the system should provide that ability and reporting capabilities

e. Comprehensive Reporting

The system will provide a flexible and user-friendly reporting interface with the required number of standard reports and ability to generate other custom reports. Such an interface will enable users to select which items to be shown on the report based on the required fields described in a (1) above. All inventory reports should be exportable to excel for ease of analysis.

f. Effective Audit Control

The system will empower users to make reports fulfilling different requirements such as:

❖ Report a complete year of inventory additions and disposals sequenced in any order
❖ Select and report additions and disposals by specifying selection criteria
❖ Provide reports for audits (internal and external) on any of the parameters in a(1)

g. System Specifications

In addition to the above functional scope, the ideal solution should also provide the following technical capabilities:

- ❖ The ability to update the system software automatically via the web
- ❖ The ability for super users to add an unlimited number of customized fields to the database
- ❖ An online manual that is updated whenever a system update is released
- ❖ A browser based interface
- ❖ The ability to embed images, forms and reports and to click on any photo or documents displayed by the system and have them open in a web browser
- ❖ The ability to auto-populate a new asset with data from an existing similar asset to reduce data entry time
- ❖ The ability to generate a report detailing all maintenance and other works carried out on an asset over its useful life
- ❖ The ability to update asset condition data without necessarily affecting the assets net book value / carrying amount

6. Minimum Requirements

All applicants are required to be legally registered and authorized to perform the scope of work in Kenya. A copy of valid registration must be submitted with each proposal. The applicant must also submit relevant statutory compliance certificates i.e. Tax compliance certificate and tax and VAT registration certificates.

The applicant must present evidence of a verifiable physical address and must have operated in Kenya for at least 3 years.

7. Evaluation Criteria and Submission Requirements

The Foundation will accept the proposal that presents the best value. All proposals shall 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	At least Five professional references from similar past projects with phone and email contact information and one or more examples of prior similar work. The scoring will be done on the strength of the testimonials obtained from listed references.	10%
2. Functional Specifications	The extent to which the respondent meets/exceeds the functional specifications	30%

	stipulated in part 5 of this RFP (excluding the reporting component). This will include a demo	
3. Total fixed price	Total fixed price to implement this project	40%
5. Reporting Functionality	The breadth, versatility, flexibility and customization of the reporting module and the extent to which it meets the Foundation reporting needs. This will include reporting functionalities such as ability to generate reports that are filtered by one or more of the following : - By inventory type - By funding/donor code - By a specified date range - By facility/hospital - By location - Etc	20%
Total		**100%**

8. Proposed Timeline

DATE: May 29, 2017– Release of RFP

DATE: May 31, 2017 – Submission of Contractual and Technical Inquiries:

Send all inquiries to nairobiprocurement@pedaids.org

No phone calls please.

DATE: June 05, 2017– Question and Answer Response Document will be shared via e-mail with all bidders

DATE: June 09, 2017 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: **(Procurement & Logistics Manager, nairobiprocurement@pedaids.org**

DATE: June 16, 2017: – Final decision announced and Offerors notified

DATE: June 23, 2017: – Contract executed and Services begin.

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

9. 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 will 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.

10. 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 or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids/ or an e-mail to fraud@pedaids.org. 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

Canvassing will lead to automatic disqualification