

Elizabeth Glaser Pediatric AIDS
Foundation

Request for Proposals # 03297
Open Data Kit (ODK) Developer

**Proposal Due Date:
4 September 2013**

A. Introduction

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a worldwide leader in the prevention of mother-to-child transmission and one of the leading providers of care and treatment to people affected by HIV/AIDS. EGPAF has recently been awarded a USAID-funded research Cooperative Agreement No. AID-OAA-A-12-00024 to implement a three-year prospective cohort study called The Kabeho Study: Kigali Antiretroviral and Breastfeeding Assessment for the Elimination of HIV. The study consists of a prospective cohort design to systematically measure breastfeeding practices, antiretroviral drug (ARV) adherence, growth, nutrition, and ultimately 18-month HIV-free survival of born to HIV positive pregnant/postpartum women and their infants in 11 health facilities in Kigali, Rwanda. EGPAF shall lead implementation of the study in collaboration with study partners and collaborating institutions, including Rwanda Ministry of Health/Rwanda Biomedical Center and the National University of Rwanda's School of Public Health. Results of this study shall benefit efforts to eliminate pediatric HIV infection on a national and international level.

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified ODK experts to assist with the installation, configuration, and support of the Open Data Kit (ODK) application which will be used to collect and enter study data, generate reports, and conduct analysis for the study.

This RFP process will be conducted in two stages. In Stage 1, respondents will submit a full proposal as described in Section K and Instructions for Proposal Submission which document the respondent's ability to provide the services and deliverables for the project. Based on an evaluation of these materials, EGPAF will establish a short list of successful respondents to be further considered in Stage 2 of the selection process. In Stage 2, the short listed respondents may be asked to do a presentation of their proposal and asked to clarify proposals and questions. Oral presentations are at the discretion of the evaluation committee and may not be conducted, therefore, written proposals should be complete.

If finalists are selected, proposers not selected as finalists will be notified in writing.

B. Schedule of events

The following is the estimated schedule of events resulting from this RFP. This schedule is illustrative of optimal timing goals, is provided to assist respondents in planning, but may be changed:

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| a. RFP issue date | 20 August |
| b. Close date (proposals due) | 4 September |
| c. Identifying short listed candidates | 13 September |
| d. Interviews with short listed candidates | Week of 23 September |
| e. Project start date | 2 October |

C. Scope of work

The consultant shall help with the installation, configuration and support of the Open Data Kit (ODK) Aggregate server onto the EGPAF server and then provide support for uploading the forms, entering, retrieving the data, cleaning, storing and analyzing the Kabeho Study data in Rwanda. The Kabeho Study is a prospective observational cohort design with individual and facility data. A list of the data collection instruments can be found in annex 1 of the RFP.

The consultant will be engaged to:

1. Install the ODK Aggregate server onto the EGPAF server
2. Work with the EGPAF IT department to ensure the deployment of the system on the server
3. Assist the EGPAF IT department and the Kabeho Study Data Manager to ensure different access to the system according to the level of user
4. Ensure proper testing and debugging prior to launch. This has to be for all components of ODK including but not limited to ODK collect, ODK build, and ODK aggregate.
5. Launch the system
6. Provide 90 days of post-launch support and debugging to ensure successful deployment
7. Possibly extend the support period should new enhancements be identified
8. Develop installation manual including notes on the configuration and documentation of the ODK support provided
9. Synchronization system for any data update
10. Data audit trail for following changes to data
11. Provide an orientation/training of the system to the users and managers

D. Deliverables

1. The ODK system itself installed onto the EGPAF server and functioning as needed for the Kabeho Study
2. Installation manual including notes on the configuration process
3. Documentation of support and troubleshooting with written questions and answers
4. Training of IT staff in the ODK system and training with ODK users

E. Profile and requirements of the database developer

He/she should have experience (1-3 years) developing database applications specifically ODK application. He/She should have extensive knowledge of software life cycles. Providing experience in developing at least 3 running database applications and skills in content management systems is required. He/she should have experience working with international NGOs and developing databases for public health related research studies.

F. List of Task and Timelines for Progress Reports / Deliverables

The anticipated start date is the 2 October 2013. Our goal is to have the system developed and launched as soon as possible using this tentative list of tasks as a template for a timeline. We expect the selected vendor/developer to work with us to establish the final list of tasks and a realistic timeline.

Project kickoff: 2 October

Requirements analysis (~3-5 days)

System installation and configuration (1 week)

Training and deployment preparation (1 week)

Launch to beta testers / first users (1 week)

Full deployment 30 October

Support period (3 months)

G. Proposed Pricing

The respondent should respond to the proposed list of tasks and timeline in section F with an estimated of required time for each task and provide a labor rate. The labor rate should be fully loaded and inclusive of all costs. The proposed labor rate and estimated time for each task will be used in the evaluation of the respondent's response. Items or costs not identified in the successful respondent's pricing bid will be the sole responsibility of the successful respondent.

H. Respondent's proposal must address the following items:

- A CV which includes a listing of education, training and/or certifications and a description of past professional experience for the past 5 years
- Three professional references
- A summary of respondent's experience in the development of database applications using ODK software including the size, scope and duration of the ODK projects he/she has worked on and what role he/she played on each project team
- A summary of respondent's experience with software development lifecycle including projects he/she has worked on that illustrates expertise in system analysis, design and development and deployment
- A summary of respondent's experience with end-user training including sample documentation or training manuals he/she has developed for other projects
- A cost proposal with a daily rate based on a 40 hour work week or hourly rate based on an 8 hour work day and a list of the proposed tasks and timeline (including estimated days and/or hours) for the tasks

I. Evaluation Criteria

Proposals will be evaluated for completeness and compliance with the RFP. Proposals will be review by a committee of qualified personnel. The committee will recommend the top proposals that most satisfactorily meet the requirements of the RFP.

At the discretion of EGPAF, finalists may be asked to do an oral presentation to clarify their proposals or may be interviewed to assess proposers' qualifications, presentations and compatibility before a final selection and award of contract is made. Presentations and/or interviews will be done either remotely via Skype for proposers who do not reside in Rwanda or in person at EGPAF offices in Rwanda.

Criteria for selection:

Proposals will be evaluated based on the following criteria.

1	Experience, qualifications, expertise and background. Experience specifically relating to the following will be considered favorably and should be included in all proposals: qualifications, education and/or training, related and similar work experiences	20 points
2	Quality of experience: this includes the ability of the proposer to install ODK in accord with the timing requirements stated in the RFP that is of high quality and easy to use as demonstrated by success on similar projects	25 points
3	Capability and references: references of at least three previous successful projects of work using ODK software in a health research related field	10 points
4	Technical approach included in 2-4 page summary of proposal implementation plan: the summary should contain detailed information on how the proposer will implement the work, including a list of tasks and a proposed timeline	20 points
5	Pricing: Cost of contractor's services as measured by fully-loaded labor rate and estimated time to complete the services.	25 points

J. Location of Work

The assignment can be performed anywhere.

K. Key Contract Terms

This will be a fully loaded labor rate contract. Payment will be based on the proposed labor rate and actual hours worked up to a ceiling amount. Unless stated otherwise in the statement work, the contractor is responsible for providing the 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.

L. Instructions for Submission of Proposal

Submission requirements:

Each proposal must contain:

1. CVs/resumes of proposed staff which includes a listing of education, training and/or certifications and a description of past professional experience for the past 5 years.
2. A summary of previous experience per Section H.
3. Three professional references for this type of work with phone and email contact information. Please provide at least one nonprofit reference.
3. A full overview (two to four pages) of how the scope of work will be accomplished. A summary proposal implementation plan that includes all phases of development and deployment
4. A cost proposal with a daily rate based on a 40 hour work week or hourly rate based on an 8 hour work day and a list of the proposed tasks and estimated proposed timeline (including days and/or hours) for the proposed tasks

Delivery of proposals:

Complete proposals (including all attachments) must be emailed to the following address: dndatimana@pedaids.org

The proposals must be electronically received by the closing date and time indicated in the schedule of events. Email subject line must be "Response RFP ODK Expert." Proposer may telephone and confirm electronic receipt of the complete emailed documents before the time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at EGPAF's sole discretion.

M. Additional Information

- Any proposal not addressing each of the foregoing items could be considered 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 individual or firms interested in providing the described services. 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, and/or enter into negotiations with any party.
- 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. Consultant's time spent on preparing a proposal to respond to this solicitation will not be compensated by the Foundation.
- Equal Opportunity Notice. "The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer. As such, 41 CFR 60-1.4(a), 41 CFR 60-250.5 and/or 41 CFR 60-300.5, 41 CFR 60-741.5 as well as 29 CFR Part 471, Appendix A to Subpart A are herein incorporated by reference."
- These numbers refer to clauses in Executive Order 11246 (41 CFR 60-1), VEVRAA (41 CFR

60-250 & 41 CFR 60-300), Section 503 of the Rehabilitation Act of 1973 (41 CFR 60-741) and Executive Order 13496 (29 CFR Part 471).

- **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@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.

Attachment 1: Summary of study data collection tools

Study instruments	Number of pages	Frequency of collection for each participant
Eligibility Screening Form	1 page	1
Enrollment Visit Contact Information Form	Not to be entered	
Enrollment Visit Form	19 pages	1
Participant Contact Report	1 page	Every time a participant is contacted outside of the regular study visits
Child Birth Visit Form	6 pages	1
Maternal Birth Visit Form	5 pages	1
Child Monthly Visit Form	6 pages	12 times
Maternal Monthly Visit Form	5 pages	12 times
Child Quarterly Visit Form	11 pages to enter	6 times
Maternal Quarterly Visit Form	10 pages	6 times
Laboratory Result Form	1 page	At least nine times per baby/mother pair
Child Mortality Form	2 pages	1
Maternal Mortality Form	2 pages	1
Facility Assessment Form	10 pages	Once a year
Program Challenges	2 pages	Possibly at every study visit, but potentially not at all
Missed Visit Form	1 page	Every missed visit
Termination Form	1 page	Only once, if at all