

**REQUEST FOR PROPOSAL**  
**Gift in Kind Valuation Policy Guidance**

Christian Children's Fund of Canada (CCFC) invites consultants to submit proposals to provide professional services that will provide guidance on pharmaceutical Gift-in-Kind (PGiK) valuation practices. GiK donations are an important part of the assistance provided by CCFC; these enable thousands of people living in difficult circumstances in developing countries to obtain access to important drugs. The advice provided by the consultant selected by CCFC will help inform the process and method used by CCFC in their efforts to value PGiK products.

A copy of the terms of the RFP are attached for your information.

- **RFP issued:** April 1st, 2019
- **RFP closes:** April 15, 2019 at 5:00 pm

**About CCFC:** CCFC has a shared vision of helping people in developing countries reach their full potential. We work to support social and economic improvement activities across some of the most economically disadvantaged areas of the world. CCFC has more than 60 years of experience improving the lives of people in Asia, Africa and Latin America.

## **1.0 General Information**

### **1.1 Contact Information**

Any additional information may be obtained by contacting the CCFC RFP coordinator:

Abisola Olaniyi, Governance and Corporate Services Coordinator  
1200 Denison Street, Markham, Ontario, L3R 8G6  
Phone: 905-754-1001 x407  
Email: aolaniyi@ccfcanada.ca

### **1.2 Proposal Submission Requirements**

The deadline for proposal submission is 5:00pm on April 19, 2019. Electronic submissions should be made to [aolaniyi@ccfcanada.ca](mailto:aolaniyi@ccfcanada.ca), cc'ing [tdsouza@ccfcanada.ca](mailto:tdsouza@ccfcanada.ca). It is the responsibility of the applicant to confirm delivery of submission.

## **2.0 Project Information**

### **2.1 Introduction and Background**

CCFC supports social and economic improvement activities in developing countries. This work involves diverse people and partnerships across Africa, Asia and the Americas, driven by a common desire to help enable people to reach their full potential. CCFC focuses on breaking barriers preventing access to inclusive, quality education for all, especially girls.

CCFC is strategic about its activities, which focus on education, healthcare and other education enablers. We are eager to ensure that we have the right policies to realize our goals.

### **2.2 Project Governance**

The selected Consultant will carry out the policy development under the direction of the steering committee, the steering committee consists of:

- Tim D'Souza, Chief Operating Officer
- Sharon Barnes-Simmonds, Director of Finance
- Stephany Sani-Edwards, Sponsor Services & Special Projects Manager

Other staff from CCFC may also assist in providing support and oversight.

The steering committee will:

1. Review proposals and select the Consultant using the evaluation criteria in the RFP;
2. Provide strategic direction to the Consultant;
3. Receive reports and recommendations from the Consultant; and
4. Review recommendations and make final decisions on implementation.

### **2.3 Project Scope**

Working with CCFC, the consultant will leverage knowledge and insights pertaining to existing PGiK strategies and polices. The consultant will also undertake additional research and will develop recommendations pertaining to a best-in-class PGiK valuation policy. Specifically, the Consultant will:

- Identify and evaluate alternative approaches to the valuation of PGiK donations;
- Determine industry best practices related to the valuation of PGiK donations
- Recommend a preferred valuation approach to PGiK donations
- Outline potential implications or issues related to the implementation of the preferred valuation approach
- Determine what skills and/or experience staff need to support the implementation of the preferred valuation approach

The Consultant should assume that current PGiK processes used by CCFC can be changed. The Consultant can consider outsourcing current key activities as well as in-sourcing activities currently done by external parties.

### **2.4 Key Project Deliverables**

- Project plan and weekly progress reports against that plan
- Interim Report and presentation
- Final Report and presentation

Interim and final reports should be delivered in digital formats to Steering Committee members outlined above.

### **2.5 Timelines and Reporting Requirements**

- CCFC is prepared to start this project immediately upon selection of the consultant with the expectation that the project is completed by June 10<sup>th</sup>, 2019.
- Note that CCFC may consider alternate timeframes if, in the successful proposal, an alternate timeframe is suggested and that alternate timeframe is deemed in the best interest of CCFC. (For more information, see 2.6 Project Budget section below)

### **2.6 Project Budget**

The budget should also include costs for research, analysis, report/presentation preparation, travel and other direct expenses associated with the project. All direct expenses are to be billed at actual costs. The project budget should reflect the timeframes outlined in section 6 below. Note that CCFC will consider alternate timeframes if, based on the Consultant's best judgement that alternate timeframe would best suit the quality of the end product. If an alternate timeframe is suggested, the Consultant should outline what implications there might be on fees and expenses.

Consultants are encouraged (but not required) to provide a detail of value added services that can be provided at an additional cost including the cost and rationale for undertaking them. This is to be a separate section.

### **3.0 RFP Submission Requirements**

Proposal submissions should include the following:

- 1) Description of the qualifications of the consultant in relation to this project and why your organization would be well-suited to provide the required services. Include previous experience, if available, of scope of work completed within an INGO environment.
- 2) Identification of members to be assigned to this project including their role and summary of the team member's knowledge and experience with similar projects
  - a. Identification of any parties in a joint venture and all sub-consultant and their knowledge and experience.
- 3) Work plan outlining approach to be used, including identifying tasks required to be undertaken by CCFC
  - a. Methodology used should generally conform to the services requested, however the consultant is encouraged to include services or steps to enhance the quality of the project. These should be submitted under "Additional Services" if any are identified.
- 4) A fee and expense schedule with all pricing in Canadian dollars (HST identified separately). Please refer to section 2.6 Project Budget above for a note on potential alternate timeframes that might impact fees and expenses.
- 5) Name and contact information for 3 references which would support the work to be completed. All references will be contacted.
- 6) Disclosure on any existing business or personal relationship presently in place with any members of CCFC. Failure to disclose interest may result in termination or cancelation of any agreement that may have been entered.
- 7) Other information the Consultant deems is relevant and worthy for inclusion in the proposal.

### **4.0 Evaluation Criteria**

The following criteria and ratings will be used to review and select a proposal submission:

- 1) Relevant knowledge, experience and qualification of firm and team members (15).
- 2) Proposed methodology and work plan to be used in the process (25).
- 3) Overall quality and completeness of submission (20).
- 4) Proposed project costs and fee schedules (25).
- 5) References (15).

### **5.0 General Conditions and Requirements**

- 1) CCFC reserves the right to:

- Reject any or all proposals
  - Suspend or cancel the RFP at any time for any reason without penalty
  - Not necessarily accept the lowest cost proposal
  - Accept any proposal which it may consider being in the best interest of CCFC
  - Waive formality, informality or technicality in negotiating a satisfactory proposal.
- 2) All proposal submissions will be evaluated using the evaluation criteria contained in this RFP and the project will be awarded to the firm judged to provide the best overall value.
  - 3) All firms responding to the RFP will be notified regarding the awarding of the project.
  - 4) The successful firm will be required to enter into a formal agreement/contract with CCFC.
  - 5) The successful firm will be required to acknowledge and adhere to any of CCFC's policies and abide by all City, Provincial and Federal regulations, acts or legislation requirements.
  - 6) The successful firm will be required to provide appropriate insurance coverage at time of contract execution.
  - 7) All expenses incurred in the preparation and presentation of the response to the RFP is entirely the responsibility of the consultant.

## **6.0 Schedule**

The proposed schedule for this project is as follows:

- April 1st, 2019 - Date of Posting
- April 15th, 2019 by 5:00 pm – Deadline for Submission of Proposal
- April 22nd, 2019 – Proposed Award of Contract
- May 1st, 2019 – Outline of Project Plan Due
- May 15th, 2019 – Interim Report/Status Update
- May 29th, 2019 – Final Report Due