REQUEST FOR PROPOSAL

Original Date Issued: Friday, 14 February 2020
Deadline for Questions: Monday, 24 February 2020. 12:00pm EST
Response to Questions Posted: Friday, 28 February 2020. 12:00pm EST
Closing Date: Friday, 6 March 2020. 12:00pm EST
Anticipated Award Date: Friday, 13 March 2020. 12:00pm EST
Reference: Collection of data on labor conditions

Subject: Request for proposal collection of data on labor conditions

INTRODUCTION AND INSTRUCTIONS
GFEMS is seeking a contractor to collect existing data on labor conditions in companies in India. This data should be at company level, not aggregated across companies or sectors. With the support of the Fund’s Senior Data Scientist, the contractor will process and analyze this data to identify trending characteristics/behaviors of companies that have specific labor conditions on their site(s) or in their supply chain. Once the profiles are established, they will serve as reference points/labels for a machine learning tool that helps better understand labor conditions across company profiles.

GFEMS anticipates awarding one award as a result of this solicitation.

Interested respondents should write to proposals@gfems.org to express interest in submitting a proposal.

Technical and contractual questions concerning this solicitation must be directed to proposals@GFEMS.org.

All communications must include the solicitation title, Collection of Data on Labor Conditions in the subject line.

No communication intended to influence this procurement is permitted except by contacting the designated contact email above. Contacting anyone other than the designated contact (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent’s behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This solicitation in no way obligates GFEMS to award a contract nor does it commit GFEMS to pay any cost incurred in the preparation and submission of a proposal.

GFEMS bears no responsibility for data errors resulting from transmission or conversion processes. GFEMS appreciates your responsiveness and look forward to a mutually beneficial business relationship.
ABOUT GFEMS
The Global Fund to End Modern Slavery (GFEMS) is an international nonprofit fund catalyzing a coherent global strategy to end human trafficking by making it economically unprofitable. With leadership from government and the private sector around the world, the Fund is escalating resources ($1.5b goal), designing public-private partnerships, funding new tools and methods for sustainable solutions, and assessing impact to better equip our partners to scale and replicate solutions in new geographies.

PURPOSE
GFEMS is seeking a contractor to collect existing data on labor conditions in companies in India. This data should be at company level, not aggregated across companies or sectors. With the support of the Fund’s Senior Data Scientist, the contractor will process and analyze this data to identify trending characteristics/behaviors of companies that have specific labor conditions on their site or in their supply chain. Once the profiles are established, they will serve as reference points/labels for a machine learning tool that helps better understand labor conditions across company profiles.

Type of data needed:
GFEMS is primarily looking for data on labor conditions that can be linked to specific and identifiable companies. As there are indications of overlap between labor practices in supply chain and other social and environmental practices, GFEMS is also interested in broader types of data on ESG practices (Environment, Social and Governmental) by specific and identifiable companies.

GFEMS is interested in data across a multitude of sectors such as the apparel sector or the construction sector. The most appropriate sectors can be determined in discussions between GFEMS and the contractor. Data points can be qualitative and quantitative. Potential sources include NGOs, government, research institutes, industry associations, companies, workers, media reports, and others.

The ideal contractor will:
- Have demonstrable knowledge of existing and potential data sources. Experience with data research and collection will be key, including designing and deploying surveys
- Have experience and existing contacts in the private sector in India as well as Hindi language capabilities
- Have a background in data science. The contractor will have experience in data cleaning and processing to maximize datasets’ accuracy and relevance
- Demonstrate understanding of the anti-slavery sector
- Be entrepreneurial and results-oriented

INSTRUCTIONS TO THE RESPONDENTS
Respondents interested in providing the services described above should submit a proposal following the prescribed format in the Submission Requirements section of this RFP.

Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of GFEMS. Respondents who do not follow the prescribed format may be deemed non-responsive.
Please limit your application to no more than 5 pages, excluding CV’s or resumes and required forms. Packages must be submitted electronically to proposals@GFEMS.org with a subject line noting the RFP title found on page one of this solicitation. No phone calls please.

Applications received after the closing date stated on the top the cover page of this RFP will be rejected.

**SCOPE OF WORK**
While large quantities of data exist across sectors, it can be challenging to obtain this data. The contractor will have to design a thoughtful strategy adapted to the Indian context and implement innovative approaches to overcome the challenges. In addition to that, the contractor will support the Fund’s Senior Data Scientist in data cleaning, processing and analysis. The scope of work can be broken down into 2 main components as follows:

1. Collecting existing data
   - Identifying existing sources of data and assessing their relevance for the Fund’s predictive tools
   - Establishing a strategy to access these sources of data
   - Engaging with relevant stakeholders
   - Securing access to the most relevant data

2. Cleaning, processing and analyzing data
   - To prepare existing and new data for analysis, any data that is incorrect, incomplete, irrelevant, duplicated, or improperly formatted will need to be modified or removed
   - Liaise with the Fund’s Senior Data Scientist and other partners to analyze data and integrate it to the screening tool prototype

GFEMS anticipates the total cost for the above scope of work to not exceed $50,000 USD.

**SUBMISSION REQUIREMENTS**

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<thead>
<tr>
<th>Section</th>
<th>Company profile:</th>
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<tbody>
<tr>
<td>1.</td>
<td>Please limit to no more than two pages. CV’s or resumes will not count toward the page limit.</td>
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<td>1.</td>
<td>1. Provide a description of your business and general corporate capabilities</td>
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<td>2. Provide the year established in the current business for the services requested in this request for proposal.</td>
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<td>3. Revenue and number of employees for the past two fiscal years.</td>
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<td>1.</td>
<td>4. Statement that you are financially sound, not delinquent to or under investigation by any unit of government, and are otherwise a responsible, going concern.</td>
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<td>1.</td>
<td>5. CV’s or resumes of key personnel- in a leading paragraph, please indicate how much time each person(s) will devote to this contract and what other projects this person (s) undertake at the same time.</td>
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<td>1.</td>
<td>6. Please indicate whether or not you would use sub-contractors, consultants, or other third parties; if so, please list them</td>
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### Section 2: References

A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered. Respondents should provide references as follows:

1. At least three (3) examples of relevant work;
2. The contact information should include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process.

### Section 3: Approach

1. Provide a comprehensive plan to access data sources and secure data in an effective way, relying on significant past experience with comparable missions
2. Demonstrate an approach that is specific to labor conditions data but also integrate other ESG (Environment, Social and Governmental) practices. GFEMS is interested in broader types of data on non-compliance by specific and identifiable companies since there are indications of overlap between labor practices in supply chain and other social and environmental practices
3. Propose solutions to overcome challenges related to data privacy and data sharing. The applicant should have a clear knowledge and experience of existing challenges related to accessing data. Concrete measures must be outlined to overcome these challenges
4. Describe methods and techniques that will be used to clean and process the data collected, and how to coordinate with GFEMS’s Senior Data Scientist
5. Highlight relevant existing or past relationships with academics, NGOs, governments, or industry contacts that would facilitate data collection

### Section 4: Pricing

GFEMS will consider a proposal that is either a transaction level, fixed-fee, level of effort rate subject to a maximum not to exceed fee, or other arrangement fair and favorable to GFEMS.

If proposing a transaction fee arrangement, provide your proposed transaction fee for each of the transaction types anticipated under this scope of work.

For other than transaction fee arrangement, please describe your pricing method and why this would be advantageous to GFEMS.

Please be advised that GFEMS is cost-conscious about procuring outside services.
TYPE OF CONTRACT TO BE AWARDED
Fixed price per deliverable

CONTRACT TERM AND DELIVERY DATES
GFEMS expects this scope of work to be completed within 6 to 7 months, from March 2020 to September 2020. Final delivery dates will be negotiated upon award.

Below is an indicative timeline that can be largely revised based on the preferences and methods of the selected contractor. It only serves here to provide further indications on the different components of the scope of work:

<table>
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<tr>
<th>Activity</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Contractor submit interim data</td>
<td>13th April</td>
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<tr>
<td>Use the interim data to determine the profile of non-compliant companies</td>
<td>13th May</td>
</tr>
<tr>
<td>Contractor submit final field data</td>
<td>13th June</td>
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<tr>
<td>Use the final data to determine the profile of non-compliant companies</td>
<td>30th June</td>
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<td>Use this profile as reference to analyse the base supply chain data</td>
<td>13th July</td>
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<tr>
<td>Based on the data and analysis: maintain, improve or revisit the predictive models</td>
<td>4th September</td>
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EVALUATION AND AWARD PROCESS
The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value to GFEMS.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. GFEMS reserves the right to waive immaterial deficiencies at its discretion.

GFEMS reserves the right to award under this solicitation without further negotiations. Respondents are encouraged to offer their best terms and prices with the original submission. It is anticipated that award will be made solely on the basis of these original proposals. However, GFEMS reserves the right to conduct any of the following:
- conduct negotiations with and/or request clarifications from any respondent prior to award.
- issue a partial award or split the award among various respondents, if in the best interest of GFEMS.
- cancel this RFP at any time.

Proposals will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
   a. section 1 (20%)
   b. section 2 (20%)
2. price (25%)

c. section 3 (35%)

GENERAL CONDITIONS
Late submissions and submissions lacking the appropriate completed forms will not be considered. Submissions will not be accepted at any other GFEMS location other than the email address above. If changes are made to this solicitation, notifications will be sent to the primary contact provided to GFEMS from each Offeror. GFEMS takes no responsibility for effective delivery of the electronic document.

This solicitation does not commit GFEMS to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. GFEMS reserves the right to accept or reject any or all submissions received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in the Fund’s best interest.

The Offeror shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a Offeror is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of GFEMS after the award of a contract, GFEMS may exercise its stop-work right pending further investigation, or terminate the agreement.

It is the Fund’s Policy that no gifts of any kind and of any value be exchanged between Offerors and GFEMS personnel. Discovery of the same will be grounds for disqualification of the Offeror from participation in any of the Fund’s procurements and may result in disciplinary actions against GFEMS personnel involved in such discovered transactions.

Offeror must disclose any financial or organizational interest – as an employee, consultant, business partner, investor, shareholder, borrower, lender, beneficiary, board member or trustee – in an actual or potential competitor, contractor, sub-contractor, customer, client, vendor, donor or recipient of GFEMS, that might produce a conflict of interest or the appearance of a conflict of interest should this contract be awarded.

Offeror warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Offeror under any award resulting from this RFP must ensure compliance with these laws.

By submitting a Proposal in response to this RFP, the Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.