



Request for Information (RFI)

RFI Number: **GHSC-PSM-508Compliance-RFI-2018**

Issued By: **Chemonics International Inc. (www.chemonics.com)**

Deadline for Questions: **12:00PM US Eastern Standard Time, November 16, 2018 to rmarquez@chemonics.com**

Deadline for Registration: **8:00AM US Eastern Standard Time, November 19, 2018 to rmarquez@chemonics.com**

Deadline for Responses: **8:00AM US Eastern Standard Time, November 20, 2018 to rmarquez@chemonics.com**

SECTION I: INTRODUCTION

The Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project (alternately referred to herein as “Chemonics” or “GHSC-PSM” or “Buyer”) is an official project of the United States Agency for International Development (USAID) implemented by Chemonics International and its consortium members. The purpose of GHSC-PSM is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR), the President’s Malaria Initiative (PMI), and Population and Reproductive Health (PRH). GHSC-PSM supports health programs through the supply of a wide range of health commodities, including commodities for HIV/AIDS, malaria, maternal and child health, and infectious diseases.

The GHSC-PSM Communications, Learning, Analytics and Evidence for Results (CLEAR) team is seeking a qualified and experienced service provider to provide Section 508 compliance services to the Global Supply Chain Program current catalog and future reports, briefs, videos, and other media. The estimated catalog is around 130 documents.

The purpose of this RFI (Request for Information) is to create a fair and open process to gather market intelligence regarding the capabilities of interested Section 508 compliance service providers. Interested organizations are invited to submit information in response to this RFI. Issuance of this request does not in any way obligate Chemonics or USAID to award a contract, nor does it commit Chemonics or USAID to pay for costs incurred in the preparation and submission of any response. By issuing this RFI, Chemonics does not express an intent, commitment, or promise to purchase any supplies or services. Responses to this RFI will not be considered by Chemonics as offers to enter into a contract; this RFI is for information collection purposes only.

SECTION 2: INSTRUCTIONS TO INTERESTED PARTIES

- Response submission: All responses must be received via email to rmarquez@chemonics.com no later than **8:00AM US Eastern Standard Time, November 20, 2018**.
- Questions: Questions must be submitted via email to rmarquez@chemonics.com no later than **8:00AM US Eastern Standard Time, November 16, 2018**.
- Required information: Section 3 below provides details on the information to be included in any response. Please note that organizations are not required to submit responses to all questions, however interested parties are encouraged to submit as much information as possible. Information and all correspondence and documents relating to the offer shall be in English.

SECTION 3: INFORMATION REQUESTED

1. The following information should be included in any RFI response:
 - Organization Name
 - Organization Address
 - Organization Website
 - Organization DUNS Number
 - Name of Organization Point of Contact (POC)
 - POC Title
 - POC Email Address
 - POC Phone Number
2. Please provide a list and description of relevant prior clients/projects, including experience in:
 - Working with US government (USAID, CDC, etc.)
 - Working on content relating to health, HIV/AIDS, or similar sectors
 - Photo captioning and PDF tagging.
3. Please list the type of services provided when ensuring document is section 508 compliant.
4. Please provide detailed information relating to pricing. Are your services typically priced per word, per page and per photo or do you price your services differently? If so, kindly provide detail (e.g. hourly, by labor category) Do you provide a discount for large documents or are costs always standardized?
5. Please indicate the standard timeline for your firm to provide 508 compliance services. For example, if pricing is per page, please indicate thresholds for turnaround time. Please also indicate if you provide expedited services, and if there is premium for these services.
6. Please provide a description of the type of documents and other media your firm can review and make compliant. For example, can your firm only work with written documents, or can you work with video as well?
7. Please indicate if your firm can provide a report verifying that a document or other media is Section 508 compliant.
8. Please outline how your firm works with clients on maintaining the content and design of documents.

9. Would your firm be able to design templates that are Section 508 Compliant? Or do you specialize in review and re-design of documents that have already been drafted?
10. Please indicate if your firm can provide any training, best practices, or guidance documents to ensure documents on Section 508 Compliance?
11. Please feel free to share any other cost and pricing information or type of services provided that is available currently.

SECTION 4: CONFIDENTIALITY

Information provided through the RFI will be shared with all stakeholders of the USAID GHSC project, including but not limited to USAID.