

Request for Proposal (RFP)
Privacy Consultancy
5/31/19

SUBJECT: REQUEST FOR PROPOSAL

TechnoServe Inc. (TNS) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following services for TNS office in Washington DC headquarters.

INTRODUCTION

TechnoServe is an international nonprofit organization that has been working to build business solutions to poverty since 1968. Our mission is to help entrepreneurial men and women in poor areas of the developing world to build businesses that create income, opportunity and economic growth for their families, their communities and their countries. We believe that a hand up is far more powerful than a hand-out. With more than 1,350 people working in about 30 countries, our team is a skilled, passionate group of professionals from both private-sector business and international development fields.

GENERAL REQUIREMENTS

TechnoServe is looking for a part time external privacy expert/consultancy to guide the organization towards becoming GDPR Compliant in an efficient and practical way. TechnoServe has limited systems and limited exposure to private data therefore TechnoServe is looking for a partnership, whereby the consultant will provide the leadership, generic materials for customization, and guidance / recommendations towards GDPR compliance. The project is expected to last 4 months, and be conducted over a series of remote meetings.

SCOPE OF WORK

1. Conduct on One Day Risk Assessment Workshop (Remote)
2. Produce a Risk Assessment appropriate for the size of our organization
3. Produce a practical high level risk mitigation plan including suggested prioritization
4. Conduct a 1 to 1:30 Hour Senior Management Training on Privacy Organization Requirements for GDPR
5. Provide the TechnoServe with generic privacy policies, privacy notices, data subject consent and withdrawal forms required by GDPR

HEADQUARTERS

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6. Advise how TechnoServe can customize the privacy policies
7. Provide a sample Supplier Data Processing Agreement that TechnoServe can customize for our Data Processors
8. Provide a sample Data Processing Map and advise how we can customize for our systems
9. Produce and outline of practical ways we can implement Data Privacy for our Project Beneficiary data
10. Recommend a Data Breach monitoring solution
11. Produce a practical Breach Response Plan
12. Recommend appropriate on-line Privacy training for TechnoServe staff, consultants, and volunteers.
13. Document recommendations for remaining GDPR compliant over time

PERIOD OF PERFORMANCE

TNS is looking to start the project July 1st 2019 and ending by October 31st 2019

OTHER CONSIDERATIONS

The vendor should document their experience related to GDPR Compliance work in non profit vertical market.

RFP SUBMISSION REQUIREMENTS

All prospective bidders must complete the following steps:

1. A breakdown of tasks, their LOE and estimated costs per activity
2. A total cost of project.
3. Cost estimates should not include tax because TNS is tax exempt.
4. Submit company documentation including but not exclusively:
 - a. GDPR and privacy compliance experience
 - b. Key engineers bio's and GDPR experience who will work on the project
5. Submit an explanation of project implementation method
6. References of current clients

CRITERIA FOR SELECTION

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

Experience of the expert / company – including bios of the experts advising	20%	20 points
Clarity of project method & plan	30%	30 points
Price for services & deliverables	40%	40 points
References	10%	10 points
TOTAL		100 POINTS

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of TechnoServe.

TechnoServe will not award a contract to any bidder where there is a lack of business integrity.

TERMS AND CONDITIONS

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFP.
3. All unresponsive offers will be rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
7. TNS reserves the right to accept all or part of the proposal when award is provided.
8. All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
11. Bidders are required to identify and disclose any actual or potential conflict of interest.
12. Small Businesses and small disadvantaged businesses are encouraged to bid.

SCHEDULE OF EVENTS

1. Email jmckinney@tns.org by 6/7/19 informing whether your firm will or will not be responding to the RFP.
2. Questions regarding this request may be addressed in writing to Jim McKinney, JMckinney@tns.org and must be received no later than 5pm EDT 6/11/19. Responses will be published by end of day 6/13/2019.
3. Proposals in response to the RFP be should be addressed to the attention Jim McKinney, JMckinney@tns.org and must be received no later than 5pm EDT 6/17/19
4. Follow up questions & meetings maybe required after submission

End of RFP

