



Save the Children®

SAVE THE CHILDREN

REQUEST FOR PROPOSAL (RFP) FOR STC FOR DIAPERS, WIPES, FORMULA AND RELATED PRODUCTS

April 29th, 2022

Save the Children Federation, Inc.

Headquarters

501 Kings Highway East, Suite 400
Fairfield, CT 06825

www.savethechildren.org

Save the Children Federation, Inc.

Accounts Payable Address

800 Corporate Drive, Suite 100
Lexington, KY 40503

Key Contact for Questions and Responses:

James Reeves,

Logistics and Procurement Specialist,

859.230.7395, &

jreeves@savechildren.org

STATEMENT OF CONFIDENTIALITY AND NON DISCLOSURE

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission by Save the Children Federation, Inc. (SCUS). This RFP and the information contained and referred to therein, whether verbally communicated or in written form, include confidential information about SCUS which is provided for proposal purposes only. Your firm shall regard and preserve as confidential this RFP and all non-public information related to the operations of SCUS and its affiliated organizations that may be obtained from any source as a result of this RFP process.

SCUS is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and

prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Introduction:

Save the Children Federation, Inc. (hereafter “SCUS”) is the world’s leading independent organization for children. In 2015, we reached an estimated 185 million children, achieving lasting, large-scale results around the world. We worked in 120 countries, including the United States. Our signature programs in 13 countries have contributed to increasing newborn survival, giving children a healthy start and improving learning outcomes on a national scale. We work with our donors and partners to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

SCUS is requesting competitive proposals from qualified vendors to act as SCUS’ primary supplier for diapers, baby wipes, baby formula, feeding accessories, and related medical items. The objective of this proposal is to obtain a *Master Service Agreement* contract for a 3 year period beginning June 15, 2022 with the option to extend the contract for two additional years.

SCUS requests all prospective vendors to submit proposals as defined in the Request for Proposal (RFP). Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content. Unless otherwise stated all proposals will remain valid for a period of 90 days after submission.

Objectives: SCUS is requesting competitive proposals from Vendors to act as its' primary supplier for diapers, baby wipes, baby formula, feeding accessories, and related medical items and categories for SCUS and identified partners within the communities that SCUS supports. The objective of this proposal is to obtain a Master Service Agreement contract for a 3-year period beginning June 15, 2022 with the option to extend the contract for two additional years.

Provisional Calendar of Events:

4/29/2022	Request for Proposal issued
5/13/2022	Deadline to submit any questions related to RFP
6/3/2022	Electronic copies (Adobe PDF) of the proposals should be submitted to James Reeves at jreeves@savechildren.org by midnight EST. The subject line should read “REQUEST FOR PROPOSAL (RFP) FOR STC FOR DIAPERS, WIPES, FORMULA AND RELATED PRODUCTS”
6/6/2022 – 6/10/2022	Review of proposals by Procurement Committee
6/13/2022	Contract winner determined and notified
6/15/2022	Effective date of contract and/or transfer of services

Evaluation Criteria:

A Procurement Committee will evaluate the proposals received. Submitted proposals must be accurate and complete, providing all information requested in the RFP. Although fees and compensation will be a vital factor in the evaluation of proposals, acceptance of a proposal will be based on the total package of services the technical evaluation factors, taken as a whole, are of greater importance than cost or price in determining best value.

Offerors should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which offerors should address in their proposals. Each proposal will be evaluated on the criteria listed below and the criteria will be weighted according to the following allocations:

Criterion	Points Possible	
1. Cost Reasonableness		
A. Vendor offers lowest true cost of services while upholding required services or B. Vendor prices demonstrate an economically advantageous position for SCUS.	55	
2. Technical Approach		
A. Business practices indicate quick response, ease of communication and seamless support. B. Vendor's ability and willingness to provide prompt and responsive service to SCUS C. Vendor's ability to integrate catalog into our online ordering system. STC's Procure to Pay system. This is NOT a mandatory requirement, however scoring will be based on this capacity.	30	
3. References & Reputation and/or Expertise & Experience		
A. Past experience in relevant field and corporate capabilities: This will include an evaluation of the capacity of the organization to perform the scope of work, review of previous experience in similar jobs, references about quality deliverables, etc. i.e: B. Relevant experience managing similar accounts and services with public sector, especially non-profit C. Bidder's consistency, along with exhibiting expeditious behavior. Clients experience positive	15	
Total points possible		100

The proposals submitted will be the primary document upon which each Bidder will be evaluated. All proposals will first be screened to determine if the vendor meets the minimum qualifications outlined. Proposals that do not meet the minimum requirements will be automatically rejected and may not undergo further evaluation. SCUS reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all bids.

Specification of Requirement (Scope of Work):

SCUS spent an estimated \$227,913.25 on diapers, wipes, formula, feeding accessories, and other related medical items and related categories in 2019 and 2020 combined. The purpose of this RFP is to establish discounts from the bid list items along with related categories to meet their various needs on an “as needed” basis. SCUS requires the following conditions:

1. Regardless of discount(s) received, SCUS reserves the right to bid any item(s) separately whenever it may be in its best interest to do so. Discounts quotes will be considered to be the minimum offer.
2. SCUS reserves the right to negotiate a deeper discount in the event of a large quantity purchase or similar circumstances.
3. New items which may become available over the life of the contract may be added if the product is representative of the materials requested by this RFP.
4. SCUS does not guarantee a minimum amount of purchases in conjunction with award of this invitation to bid.

A. Bid List

The products listed on the attached bid list are a representative sampling of the products purchased by the various SCUS Head Start Facilities. This list is provided for informational purposes only, should not be construed as a commitment of future purchases, and is not an exclusive list. Please supply prices, for the bid list that is provided based in the structure requested. SCUS requests that vendor proposals include bids by individual part number, from the bid list seen in attachment A. In addition to the bid list, the vendor should provide the following:

- List quantity packaging (ex: number per box)
- List any possible in-servicing, training, or other educational offerings and associated cost and/or fees.
- Describe the ordering and delivery process.
- List any value added services provided, rebate programs, etc. specifically for inkind (see section D. In-Kind, under Required Information for further detail).
- List discount or pricing structure for other related categories or items not included on the attached supplies bid list.

B. Integration with Procure to Pay system

C. Delivery

Delivery/Lead times must be specifically stated. Failure to meet the quoted times may result in cancellation of contract and an alternate Vendor will be assigned at the discretion of SCUS. Any delay in delivery must be provided in writing. Emergency orders may be required. There shall not be any minimum order amount and all orders are subject to free freight.

D. Invoicing Procedures

Itemized invoices, which shall include SCUS internal coding information, ship to addresses and referencing net-30 credit terms, shall be submitted to the SCUS Accounts Payable Department at apdept@savechildren.org

E. Procure to Pay System

Save the Children US utilizes an online procure to pay system, integration with this system is not mandatory however it is a scored criteria. The current Procure to Pay system is a software that facilitates ordering and invoicing processes between ERP systems. **Vendors can provide their products through the existing Procure to Pay system through either a punch-out catalog and cxml invoicing or a hosted catalog with PDF invoicing.** Provide with your responses your company's current punch-out and cxml invoicing capabilities so these can be reviewed and discussed

Request for Information:

1. A summary of any significant changes in management and/or ownership during the past five years.
2. Describe your institution's customer service philosophy and organizational structure and provide meaningful examples to illustrate.
3. Is the bidder a small, women-owned, minority, hub zone, disadvantaged or veteran-owned business?
4. Provide a sample contract that the vendor utilizes for public agencies or non-profit organizations
5. Include contact information for at least two organizations similar to our own (attachment C).
6. In-Kind - The Vendor shall detail the current in-kind program offerings and be able to customize a program based on the needs of a specific SCUS program need. We encourage (not require) all contractors to help SCUS, as a non-profit community service organization, to meet its obligation through donations of added value services and/or in-kind contributions of products. If the vendor intends to help meet SCUS's match through in-kind services or product, then indicate the value and/or percentage of the in-kind with the pricing information. If a discount on catalog products is to be offered in lieu of "in-kind" product, then indicate in your bid whether or not this discount is unique to SCUS, due to it's being a non-profit organization, or is your standard practice (which cannot be counted towards matching funds).

Conditions of Tendering

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply;

- a. **Evaluation Criteria** - the award criteria set out in the RFP.
- b. **Bidder/Vendor** - a person or organization who bids for the tender.
- c. **Goods and/or Services** - everything purchased by SCUS under the contract.
- d. **SCUS** –Save the Children Federation Inc., a non-profit organization with headquarters at 501 Kings Hwy East, Suite 400, Fairfield, CT 06825.
- e. **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCUS to the Supplier, or specifically produced by the Supplier for SCUS, in connection with the tender.

2. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in SCUS' sole discretion exceptional circumstances which have caused the delay.

3. Correspondence

All communications from Bidders to SCUS relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received by 5/13/2022, as defined in the RFP. Responses to questions submitted by any Bidder will be circulated by SCUS to all Bidders to ensure fairness in the process.

4. Acceptance of tenders

SCUS may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCUS so wishes. SCUS is under no obligation to accept the lowest or any tender.

5. Alternative offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SCUS' Specification) these may, at SCUS' discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. SCUS is under no obligation to accept Alternative Offers.

6. Prices

Tendered prices must be shown as both inclusive of and exclusive of any sales tax chargeable or

any similar tax (if applicable).

7. No reimbursement of quote expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

8. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCUS' employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognize the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCUS by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCUS' prior written consent, for any purpose except that of tendering for business from SCUS;
- not disclose the Confidential Information to third parties without SCUS' prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCUS;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCUS immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

9. Award Procedure

SCUS' Procurement Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one of them.

10. Information and Record Keeping

SCUS shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why their proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCUS receives the request.

11. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

12. Conflict of Interest

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCUS which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCUS and any other Save the Children entity, and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCUS the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

13. SCUS and Affiliates

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCUS or any other Save the Children entity if so required.

SAVE THE CHILDREN (RFP) FOR DIAPERS, WIPES, FORMULA AND RELATED PRODUCTS

BIDDER REFERENCE FORM

All references must be from customers for whom your company has completed work similar to the specifications of this bid, with particular attention given to public agency accounts and at least two of the references must be non-profit organizations. Attach additional page if necessary.

References for: _____
(Company Name)

1. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service. Describe ordering process, online website, hosted catalog, or punch-out.

2. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service. Describe ordering process, online website, hosted catalog, or punch-out.

3. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service. Describe ordering process, online website, hosted catalog, or punch-out.

RFP RESPONSE FORM

Please provide information against each requirement.

Additional rows can be inserted for all questions as necessary.

Section 1 - Bidder's general business details

1. General information

Organization Name:	
Contact Name:	
Phone:	Fax:
Email:	Parent company (if applicable):
Address:	
Remittance Address:	
Tax number:	Organization Type (i.e. small, women-owned, minority, etc.)

2. Please provide details of the type of your organization (manufacturer, distributor, etc.):

3. Please provide details of the primary products/services of your organization:

4. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children. Provide resume(s) or brief description(s) of the qualifications of key personnel to be assigned to the account.

Name	Job title	Role for Save the Children account	Direct telephone number	Email address

5. Please detail what your insurance cover provides and what the maximum value is:

Section 2: Bidder capacity

1. How quickly can you guarantee a response time to quotation requests?

2. What are your standard working hours and what afterhours services do you provide in the event of an emergency?

3. Detail any benefits or additional services your organization can offer Save the Children as part of the contract:

Section 3: Pricing proposal

1. Please indicate here the prices you are offering to Save the Children as part of this contract.

Note this is a core list, STCUS will also need Bidder to list the % off MSRP the remaining catalog items.

Product	Each or Case	Price per piece
Formula: Ready-to-Feed (not nestle)		
Bottle Nipples: Ready-to-Feed compatible		
Diaper Rash Cream		
Baby Bottles		
Nose & face wipes		
Potty Seat with handles: Example - SKU Number 878931006787		
Infant-to-Toddler Tubs: Example - SKU Number CIA2174256		
Infant Car Seat: Example - SKU Number 30512061		
Baby carriers (wraps, slings, structured)		
Travel/lightweight/umbrella strollers		
Dual/double strollers (twins/multi siblings under 4)		
Diapers, Disposable, Small: 6-12lbs Kimberly Clark- Huggies or Equal		
Diapers, Disposable, Medium: 12- 28lbs Kimberly Clark-Huggies or Equal		
Diapers, Disposable, XLarge, Kimberly Clark-Huggies or Equal		

Diapers, Disposable, XXLarge, Kimberly Clark-Huggies or Equal		
Pull-ups, Disposable, 2T, Kimberly Clark- Huggies or Equal		
Pull-ups, Disposable, 3T, Kimberly Clark- Huggies or Equal		
Pull-ups Disposable, 4T, Kimberly Clark- Huggies or Equal		
Kids toothbrush, Soft bristle		
Kids toothpaste, Fluoride toothpaste		
Baby Wipes, Kimberly Clark- Huggies or Equal		
Infant Formula Enfamil Premium, Powder		
Infant Formula Similac Sensitive, Powder		
Infant Formula Similac Advance, Powder		
Infant Formula Similac Isomil, Powder		
Infant Formula Similac Sensitive, Ready to use		
Infant Formula Similac Alimentum Advance, Ready to use		
Infant Formula Similac Isomil, Ready to use		
Infant Formula Gerber Good Start Gentle, Powder		
Infant Formula Gerber Good Start Soy, Powder		

Infant Formula Gerber Good Start Protect Plus, Powder		
Infant Formula Gerber Good Start Soothe, Powder		
Infant Formula Gerber Good Start Gentle, Ready to use		
Shoe Cover One size fits most shoe-high		
Exam Glove, size small, latex free		
Exam Glove, size medium, latex free		
Exam Glove, size large, latex free		
Exam Glove, size x-large, latex free		
Vision Screener - W-AVS100SB		
Hearing Screener - W-A39500		
BASIC SINGLE HEAD STETHOSCOPE		
Standard Blood Pressure Aneroid with Adult Cuff		
30-Second Oral Digital Stick Thermometer		
Infrared No-Touch Digital Forehead Thermometer		

2. Can you fix these prices for the duration of the contract?

Yes No

3. If not, please provide details of how long they will remain fixed?

4. Please list the % discount that will be extended from the MSRP for the catalog items not included in the core list of items listed above.

5. Please provide a PDF, or a hyperlink to access and review your entire catalog that will be offered to STCUS.

Section 4: Confirmation of Bidder's compliance

We, the Bidder, hereby confirm compliance with:

- The required specification for the products and/or service
- The Conditions of Tendering

The following documents and items are included in our bid:

- **Section 1: Bidder's general business details**
- **Section 2: Bidder capacity**
- **Section 3: Pricing proposal**
- **Section 4: PDF, or a hyperlink to access and review your entire catalog that will be offered to STCUS**

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Acceptance by the Bidder:

Signature

.....

Name

.....

Date

.....

Company

.....