



Request for Proposal (RFP)

PF No. and Title: Total Compensation Framework and Standardized Job Structure, PR# 2025-06-04

RFP Issue Date: June 23, 2025

Proposal Submission Deadline: July 14, 2025

Potential Interviews with Finalists: July 21-July 23, 2025

Contracting Entity: Helen Keller International (Helen Keller Intl)

Place of Performance: Remote

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Bidders are encouraged to read this RFP and all attachments in its entirety paying specific attention to the instructions and requirements. Issuance of this RFP does not in any way obligate Helen Keller International to award a contract, nor does it commit Helen Keller International to pay for costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.

SECTION 1: Introduction, Eligibility of Bidders, and Definitions

Introduction

Helen Keller International (Helen Keller) is a nonprofit organization dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. Helen Keller currently operates in about 20 countries – across Africa, Asia, Europe and the United States. Helen Keller Intl is seeking a consulting partner to lead a comprehensive review and enhancement of its global total compensation and rewards framework. This project will ensure alignment with our new **Compensation Philosophy**, strengthen internal consistency, support competitiveness in varied labor markets, and offer a fair, transparent foundation for rewarding and developing our workforce.

The vendor will work closely with internal stakeholders to build on recent discovery work, including the development of a job grading structure and benefits benchmarking, and guide the organization through the design and implementation of an integrated and scalable global rewards framework.

The purpose of this Request for Proposals (RFP) is to select vendor(s) that will provide best value to Helen Keller Intl, when both technical and cost factors are combined.

Commitment to Small and Disadvantaged Businesses

Helen Keller International encourages proposals from small and disadvantaged businesses. We welcome the application of all qualified potential vendors.

Eligibility of Bidders

This RFP is open to entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics, and that meet the eligibility requirements stated in this Section.

Bidders that submit proposals in response to this RFP must meet the following requirements:

- 1) Be a non-government entity (for-profit and non-profit companies, non-governmental organizations (NGOs), etc.) that is legally registered under the laws of the country where it is operating
- 2) Have demonstrated capacity and expertise to successfully implement the Scope of Work
- 3) Have completed the required representations and certifications incorporated in this RFP
- 4) Be willing to comply with relevant donor rules and regulations and Helen Keller Intl requirements.

Note: Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

SECTION 2: Scope of Work

Helen Keller Intl will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

- Annex A: Conflict of Interest Disclosure
- Annex B: Small and Disadvantaged Business Certification Form

Organization Background

Helen Keller Intl began 2025 on a growth trajectory and with high employee engagement scores. The changing nature of the international non-profit space to locally-led development requires new thinking about our business model and talent pipeline. Helen Keller also has been impacted by cuts to US government funding and is now operating in a reduced funding model. Additionally, Helen Keller will launch a new three-year strategic plan as of July 1, 2025.

The Total Compensation Framework project will be carried out in close collaboration with key internal Centers of Expertise, including People & Culture, internal audit, and finance.

The ideal vendor(s) will serve as both thought a partner and active contributor. They will work hand-in-hand with the internal staff, providing guidance and expertise while also "rolling up their sleeves" to participate in the Total compensation framework project.

It's important to emphasize that Helen Keller has already conducted significant discovery work, including the creation of a new Compensation philosophy, creation of a single job grading structure and has begun benchmarking benefits in the countries in which we operate. This discovery work has highlighted the need for standard job descriptions and job titles (Helen Keller currently has about 900 employees and 450 unique job titles).

For more information about Helen Keller International, visit our website <https://helenkellerintl.org/> and download the [Annual Report](#).

Scope of Work, Key Objectives and Activities

Using Helen Keller Intl's new Compensation Philosophy, the vendor will:

- Conduct a **comprehensive compensation study**, including collection of internal and external benchmarking data across all locations and job types.
- Lead the development of a **Total Rewards Framework**—incorporating salary, benefits, incentives, and recognition—that reflects market competitiveness, internal fairness, and organizational values.
- Design and apply a **job evaluation methodology** to ensure consistency in job levels, titles, and pay bands across functions and countries.
- Introduce a **core competency framework** linked to job levels, performance expectations, and professional growth pathways.
 - Provide tools, recommendations, and guidance for sustainable compensation and rewards practices that are adaptable to future organizational and market changes.

Key Objectives and Activities

The successful employee compensation firm will be required to provide the following services in a comprehensive manner:

1. Salary Benchmarking and Internal Analysis
 - a. Conduct a global compensation and benefits review, across international, national, and remote staff contracts.
 - b. Analyze peer and market data for similar roles in global NGOs and relevant sectors.
 - c. Identify areas where compensation structure is not aligned with the organization's compensation philosophy or internal fairness standards.
2. Core Competency and Job Architecture
 - a. Develop a core competency model tied to role expectations and growth potential.
 - b. Review and standardize job descriptions and job titles to align with the job grading structure.
 - c. Propose a transparent job evaluation system that defines clear levels, classification criteria, and promotes fair compensation progression.
3. Total Rewards Framework Design
 - a. Design a scalable rewards structure incorporating:
 - b. Base salary and pay bands
 - c. Incentives, hardship, or location-based differentials (where applicable)
 - d. Health, retirement, and wellness benefits
 - e. Non-monetary recognition tools
 - f. Address challenges such as:
 - i. Pay compression and inconsistencies
 - ii. Hard-to-fill positions and labor market volatility
 - iii. Career path development and succession planning
4. Policy and Practice Recommendations
 - a. Provide practical and sustainable guidance for:
 - i. Pay setting and adjustment cycles
 - ii. Internal fairness reviews and audits
 - iii. Job reclassification and market-based changes
 - iv. Review classification standards (e.g., FLSA in the U.S.) and confirm compliance with local labor laws in all operating countries.
5. Benefits Benchmarking
 - a. Review and benchmark existing benefits offerings, including:
 - b. Health and wellness
 - c. Retirement and pensions
 - d. Leave policies (e.g., vacation, sick leave)
 - e. Supplemental benefits (e.g., housing, relocation)
 - f. Offer market-aligned, innovative benefit options to support employee wellbeing and retention.
6. Implementation Support
 - a. Develop an implementation roadmap with phased rollout guidance and cost implications.
 - b. Provide tools and templates for People & Culture teams to apply policies, evaluate fairness, and communicate clearly with staff.

- c. Prepare communications materials and facilitate staff engagement around compensation and rewards updates.
 - d. Offer information sessions for People & Culture and supervisors to reinforce understanding and consistency.
7. Reporting and Communication
 - a. Submit regular project updates and status reports.
 - b. Deliver summary presentations to internal leadership and, as requested, to the Board of Directors.
 - c. Provide final documentation that enables internal sustainability and future adjustments.

Deliverables and Illustrative Timeline

Helen Keller has drafted a phased approach, with the expected deliverables and timeline as listed below:

Compensation Strategy Development

1. Discovery and research for compensation study (internal and external materials and information) (August 2025).
2. Development of Compensation Recommendations and Total Rewards Framework (November 2025).
3. Support to integrate/revise compensation philosophy and total rewards strategy into Helen Keller's 3-year strategy and organization design, as necessary (January 2026).
4. Support for implementation and communication of compensation recommendations and total rewards framework (April 2026).

Anticipated Contracting Period and Award Mechanism

The anticipated period of the resulting award is expected to be approximately 8 months beginning on or about August 1, 2025, with option to extend for ongoing support. Bidders must clearly identify "start-up" support costs, if any, required to commence services.

Helen Keller Intl intends to award an all-inclusive fixed price Professional Services Contract (see below) to the winning offer. No profit, fees, taxes, or additional costs can be added after award. This RFP is subject to all the terms and conditions of the resulting contract. Any resultant award will be governed by these terms and conditions which are not negotiable and which may include a Non-Disclosure Agreement to be signed by the Parties.

SECTION 3: Proposal Instructions

The Bidder's proposal will consist of two separate documents:

Part 1 - Technical Offer

Part 2 – Financial Offer

The Technical Offer and the Financial Offer (altogether "proposal") must be submitted separately. The Bidder should not include any cost data in the Technical Offer.

The proposal should be concisely presented and structured, and should explain in detail the Bidder's availability, experience and resources to provide the requested services.

Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals **must be submitted in English**.

Both the Technical Offer and Financial Offer must be submitted with a **Cover Letter** which must include the following information and must be signed and stamped by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal
- ii. Term of proposal validity (minimum 90 days)
- iii. Name of the company/organization
- iv. Name and title of authorized representative of organization

- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail
- ix. Taxpayer Identification Number
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.

Bidders must also submit a signed Conflict of Interest Declaration Form. This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex A. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder's ability to perform the Service, Helen Keller Intl may decide to reject the submitted proposal. Failure to accurately complete the Conflict of Interest Declaration Form may also lead to the rejection of the submitted proposal.

Part 1: TECHNICAL OFFER

The Technical Offer should be in the English language, typed in Microsoft Word, single-spaced, with each page numbered consecutively.

The Technical Offer should include the following:

1) Bidder past performance record/relevant experience

Information related to Bidder's past performance/prior experience in conducting work in the with international non-profit organizations similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

Bidders must also provide contacts for at least three (3) professional references for previous work and/or experience under similar SOWs. Contact information should include, at a minimum: name of individual, name of company, brief information on relationship to Bidder, address, email, and phone number. Helen Keller reserves the right to contact any and all references provided.

2) Technical approach

The technical approach needs to detail the proposed strategy for achieving the project objectives, clearly indicating its relevance to either Part One, Part Two or both. If addressing both parts, ensure that the response is divided into the distinct stages as specified in the Deliverables and Illustrative Timeline. The technical approach should also include the following:

- A brief description of the Bidder's understanding of the objectives and scope of work for the consultancy.
- An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.
- Expectations of Helen Keller staff and/or specific needs for support in order to achieve the scope of work (e.g., frequency of meetings, , project management support, access to files/people).

3) Team Structure requirements

- a) Team Structure: Bidders must describe the structure of the team that will deliver against the objectives and scope of work described in this RFP. Team structures must identify the Partner(s) and other team members and the roles and responsibilities that each will have over the duration of the consultancy, including years of experience and relevant qualifications.
- b) The proposed Team must collectively demonstrate, in their educational background and professional experience, the following requirements and qualifications:
 - **Expertise in International Non-profit Sector:** Demonstrated experience and deep understanding of the international non-profit sector, including its changing landscape, unique challenges, opportunities, and best practices. Understanding of the international public health landscape a plus.

- **Organizational Design:** Demonstrate extensive experience conducting total compensation reviews for international organizations, ideally across multiple countries and staff types (local, international, hybrid). This includes:
 - i. Salary benchmarking using recognized methodologies
 - ii. Benefits analysis and recommendations tailored to varied labor markets
 - iii. Design of holistic rewards strategies encompassing monetary and non-monetary elements
 - The firm should have a strong track record in designing and implementing job frameworks, including:
 - i. Job evaluation methodologies (e.g., point factor or market pricing)
 - ii. Job grading, titling conventions, and leveling structures
 - iii. Standardized job descriptions and core competency frameworks aligned with career progression and performance management.
 - **Strategic Human Resources Experience:** In-depth experience with planning and deploying human resources, including talent management, competency framework development, and job analysis.
 - **Proven Track Record:**
Proven experience conducting total compensation studies for medium-to-large international organizations (ideally 500+ employees across multiple countries). Familiarity with multi-country compensation strategies, including international, local, and hybrid employment types. Proven experience in pay benchmarking, benefits analysis, and salary structure design using recognized methodologies and global data sets.
 - **Data Analysis and Research Skills:** Proficiency in data analysis and collection and in leading teams to conduct synthesis and analysis in ways that frame and inform strategic decision-making. This includes developing templates and strategies to collect and understand data around compensation, job analysis and benefit analysis and benchmarking.
 - **Leadership & Collaboration:** Demonstrated ability to engage diverse stakeholders across cultures and lead teams through organizational change within an international nonprofit setting, fostering a collaborative and inclusive environment that promotes adaptability, alignment with the organization's values and mission, and respects the unique perspectives of each partner organization.
 - **Communication, Facilitation and Reporting Skills:** Strong communication and reporting skills to effectively communicate strategic recommendations and frame choices for leadership teams and board.
 - **Ethical Standards and Integrity:** Adherence to ethical standards and integrity in all aspects of consulting services, including maintaining confidentiality, avoiding conflicts of interest, and prioritizing the best interests of the non-profit client.
- c) A current CV for the proposed key personnel. The CV must not exceed three pages in length and shall be in chronological order starting with the most recent experience and summarizing relevant experience and qualifications. The country of residence for all persons proposed for the provision of this Service (meaning the country in which the person or persons resides).
- d) If available, please provide any written references from past clients demonstrating the requirements for this work.

The Bidder must notify Helen Keller Intl if it intends to replace a key member of the Bidder's team (with an explanation for doing so) prior to the award date and provide Helen Keller Intl with the information required for the approval of a replacement proposal. Any replacement shall be subject to the approval of Helen Keller Intl. This is also valid for any replacement taking place during the contract duration.

Helen Keller Intl may choose to contact the Bidder prior to making a final decision. Please confirm whether this would be possible, ensuring that full contact details are also included in the resume (email, telephone number).

Part 2: FINANCIAL OFFER

This contract will be issued as a firm fixed price contract with payment made against deliverables against services/products. Helen Keller Intl will only issue payment via electronic payment methods and all bank accounts must be in the name of the company/organization only.

The Financial Offer must describe your total requested compensation for this project including professional fees and expenses, as well as a proposed payment schedule.

The Bidder should provide a breakdown estimate of other direct costs which are considered necessary for completion of the work. Any other direct costs shall be agreed prior with Helen Keller Intl. Helen Keller is accustomed to working remotely and encourages applicants to keep travel down to minimum requirements believed to fulfill the scope of work.

The Financial Offer should explicitly indicate whether it pertains to Part One, Part Two or both. If addressing all parts, ensure that the response is segmented into the three separate stages as outlined in the Deliverables and Illustrative Timeline.

SECTION 4: Evaluation Criteria and Basis for Award

Helen Keller Intl will follow a Best Value Trade-Off selection methodology. Helen Keller Intl may award to an eligible, responsible firm whose proposal is most advantageous to the program, with price and other factors considered proposal, including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline in order to make them responsive. However, Helen Keller Intl may request an Bidder to clarify its offer as long as no material deviation exists.

The criteria below will serve as the basis upon which proposals will be evaluated. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable.

Evaluation Criteria per Solicitation	Total Max Points
Demonstrated past performance/Prior relevant experience: <ul style="list-style-type: none"> Proven track record of successfully completing similar projects for international non-profit organizations, compensation strategy, compensation and benefits benchmarking, job architecture and framework design. Specific experience conducting functional reviews, articulating and assessing options for future state Total Rewards designs, and aligning talent and resources to strategic plans and goals. References from past clients demonstrating the impact and quality of similar work, particularly in complex, multi-country settings. 	25
USG-registered or Self Certified Small Business and/or Disadvantaged Business <ul style="list-style-type: none"> Certification as a U.S. Government-registered Small Business, or self-certification as disadvantaged business. Demonstrated commitment to fostering fairness and belonging within the vendor's operations and among project team members. 	5
Personnel Qualifications: <ul style="list-style-type: none"> Expertise of the proposed team members, including experience with nonprofits and international NGOs Total Rewards Framework and job architecture. Ability to engage and collaborate effectively with diverse stakeholders and foster an inclusive approach. Ability to balance being thought partners and active doers. 	20
Technical Merit: <ul style="list-style-type: none"> Clarity and feasibility of the proposed methodology, including the approach to achieving project objectives and managing complex organizational design elements. Proposed methodology honours and leverages existing work and staff expertise, while also bringing fresh thinking and analysis. Use of effective tools, templates, and communication strategies to facilitate project delivery and stakeholder engagement. 	20

<ul style="list-style-type: none"> Alignment of the proposal's approach with Helen Keller Intl's strategic needs and emphasis on fairness and transparency. 	
Operational Capability: <ul style="list-style-type: none"> The capacity of the vendor to manage the project workload and ensure consistent availability and engagement of key team members throughout the project duration. Demonstrated ability to manage and execute complex timelines, deliverables, and change management components. Proposed approach to scaling resources and managing unforeseen challenges to maintain project momentum and quality. 	20
Total Points	90

Upon completion of the evaluation of Technical Offers, Helen Keller Intl will evaluate Financial Offers for budget presentation, details of the budget narrative, and cost effectiveness (reasonable, realistic, match the Technical Offer and meet requirements of RFP). No points are assigned to Financial Offers, but these criteria will be considered, in conjunction with the total score of the Technical Offer. This RFP utilizes the tradeoff process and Helen Keller Intl may award a contract to the offeror whose proposal represents the best value to Helen Keller Intl.. Helen Keller Intl may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

SECTION 5: Proposal Validity, Submission Deadline and Instructions

Proposals should have a 90-day validity period from the proposal submission date, as provided in the Cover Letter.

Proposals must be submitted electronically by the deadline listed on the cover page of this RFP by E-mail to **Michele Thiec (mthiec@hki.org)**, indicating in the subject line of the e-mail the company name and the RFP number.

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
- Other pertinent information relevant to the proposal submission

SECTION 6: Negotiations

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

SECTION 7: Terms of the Solicitation

1. Issuance of this RFP does not constitute an award commitment on the part of Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are integral part of this RFP.
3. Helen Keller Intl may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.

4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate selection of a potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - b. To waive any deviations by Bidders from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition;
 - c. Extend the time for submission of all RFP responses after notification to all Bidders;
 - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Helen Keller Intl deems appropriate;
 - e. Issue an award based on the initial evaluation of offers without discussion;
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.

ANNEX A: Conflict of Interest Disclosure

Helen Keller Intl Code of Conduct & Ethics Policy: In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

“Conflict of Interest” means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl;
- ii. an Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

“Affiliate” means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control an Bidder; (ii) is controlled by, or can foreseeably be controlled by, an Bidder; or (iii) along with an Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

Bidder Conflict of Interest Declaration Form

Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note:</i> if this box is checked, please describe in an attachment, <i>in detail</i> , the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	

ANNEX B: Small and/or Disadvantaged Business Certification Form

SMALL AND/OR DISADVANTAGED BUSINESS CERTIFICATION FORM

Helen Keller International is committed to utilizing small and disadvantaged business as part of our mission to ensure that every person has the opportunity to reach their true potential. As part of this commitment, we welcome proposals from all qualified potential vendors, and request that applicants complete and sign the following form with your quote/proposal.

Instructions: This form will be attached to all US based procurement RFQs and RFPs (including US consultants registered as a business). Vendor is to complete section 1. a-g regarding the USG Small Business program and section 2. regarding self-certification. Vendors may be qualified in more than one category or none.

Company Name:

Address City/State/Zip:

Email Address & Phone #:

1. U.S. Government Small Business Programs - Is your company (check all that apply):

a.	An 8(a), Small Business as defined by the Small Business Administration (SBA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
b.	A Women-Owned Small Business Concern as defined by SBA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
c.	A Small Business Concern as defined by the SBA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
d.	A Veteran Owned Small Business Concern as defined by SBA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
e.	A Service-Disabled Veteran-Owned Small Business Concern as defined by the SBA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
f.	A Certified Historically Underutilized Business Zone (HUBZone) Small Business Concern as defined by the SBA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
g.	A Small Disadvantaged Business as defined by the SBA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know

If applicable, **please attach your current sam.gov registration** showing your representation of the SBA designation above with this form.

2. Self-Certification

a.	Is your company majority ¹ disability-owned, minority-owned, or women-owned business and not qualifying or not registered for one of the programs listed in Section 1?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
b.	If you answered yes to 2.a., select which of the categories apply.	<input type="checkbox"/> majority disability-owned <input type="checkbox"/> majority minority-owned

¹ A majority is one in which a minimum of 51 percent of the voting stock is owned and controlled by one of the designated groups. A designated group must control the policy-making process and direct the daily operations of the firm. If the business is publicly owned, the designated group must control a minimum of 51 percent of the voting stock and must direct the management and daily business operations.

		<input type="checkbox"/> majority women-owned
c.	If you represented your company as minority-owned, please check the category where ownership falls:	<input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Asian-Pacific American <input type="checkbox"/> Subcontinent Asian American <input type="checkbox"/> Alaskan-Native Corp/ Tribally-Owned <input type="checkbox"/> Historically Black College/University <input type="checkbox"/> Individual/Concern other than one of the preceding, add here _____

By checking a box(es) above and signing below you are hereby certifying your business meets the criteria for the applicable category.

***Signature of
Authorized
Representative***

Printed Name & Title of Authorized Representative

Date