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Request for proposal (RFP)

RETROSPECTIVE CHART REVIEW OF ULTRASOUND USE PRIOR TO AND DURING ABORTION PROCEDURES AT OR AFTER 13 WEEKS

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Introduction

Founded in 1973, Ipas (the Company) is a global nongovernmental organization dedicated to ending preventable deaths and disabilities from unsafe abortion. Through local, national and global partnerships, Ipas works to ensure that women can obtain safe, respectful and comprehensive abortion care, including counseling and contraception to prevent future unintended pregnancies.

The Company is interested in conducting a retrospective chart review of medical records for women receiving abortion services at Ipas-supported sites over the last 5 years.

Statement of purpose

The purpose of the request for proposals is for Ipas to obtain the services of a consultant to conduct a short literature review and then write the protocol for the retrospective chart review, in close collaboration with Ipas staff. The contractor will be selected through the RFP process. The RFP describes the minimum requirement that are necessary for a contractor to be considered in our selection process.

Scope of work

Ipas intends to conduct a retrospective chart review of medical records of women receiving abortion services at or after 13 weeks gestation at Ipas-affiliated sites in Nepal. The project is intended to investigate the use of ultrasound both prior to and during D&E procedures and whether use is correlated with different clinical outcomes when compared with non-use. The contractor will develop the protocol for such a study, inclusive of all elements required for submission to ethics review committee, including: background and short literature review of



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the question, methods of the review (variables to be collected, de-identification of data, data analysis), ethical considerations, etc.

Technical requirements

The contractor must have

- Demonstrated experience in the design and conduct of clinical trials
- Demonstrated ability to submit and receive approval for ethics review
- Ability to work and write in English
- Ability to conduct a literature review and synthesize findings

Contract duration:

The work is expected to be completed by September 1, 2018.

Location:

Contractor may be located anywhere.

Reporting:

The contractor will report to the Associate Medical Director, Iпас, in the US.

Estimated timeline:

Iпас issues RFP	July 18 2018
Questions about RFP due	5:00pm EDT, July 20 2018
Submission of response due from RFP	5:00 pm EDT, July 25 2018
Review and evaluation of candidates	July 26 – August 1 2018
Final candidate selected and notified	August 1 2018
Literature review due	August 15 2018
Final report and draft protocol due	September 1 2018

Proposal Submission

RFP submission instructions:

Questions regarding the RFP must be submitted in writing to Dr. Nathalie Kapp; kappn@ipas.org by **5:00 p.m. EDT on July 20 2018**. Interested parties are requested to submit separately a technical and financial proposal by email to Nathalie Kapp; kappn@ipas.org by **5:00 p.m. EDT on July 25 2018**.

Pricing



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- Proposed price for this exercise must be fixed, must be VAT and all other tax inclusive and should be quoted in USD.
- A detailed schedule of the cost including applicable hourly rates, and an explanation of the services included as well as excluded should be provided.

Selection

Ipas may award a contract resulting from this solicitation to the contractor whose offer conforms to this RFP and will be in the best interests of Ipas and its partners. Ipas may reject any or all offers or proposals, if doing so is in the best interest of the organization. This RFP shall not be construed as a guarantee of contract, nor does it commit Ipas to pay any costs associated with submissions or any other costs incurred prior to the execution of a formal agreement.

Confidentiality

By receiving this Request for Proposal, the recipient agrees to the following:

Recipient acknowledges and agrees that the information and materials it receives from or on behalf of Ipas in connection with the Request for Proposal should be reasonably understood by the recipient to be confidential (the "Confidential Information") is confidential and a valuable asset of the providing party. Recipient and Ipas further agree that all Confidential Information is disclosed solely on the condition that, during the term of this Request for Proposal, and, for a period of four (4) years after the expiration or earlier termination of this Request for Proposal as to confidential information, and indefinitely as to all trade secrets, the receiving party will maintain the absolute confidentiality of the Confidential Information, and will not use or disclose the Confidential Information in any business or other capacity, will not disclose the Confidential Information to anyone not providing services from the Request for Proposal, and will not make unauthorized copies of any portion of the Confidential Information disclosed in writing or other tangible form. The parties acknowledge that, without limiting any other trade secrets, the identity of all Ipas's donors is a trade secret of Ipas.