



Heifer Project International

Request for Proposal

HPI20250501US

Consultant for

Document Archival and Materials Processing

RFP Release Date:	November 7, 2024
Question/ Inquiry Submission Deadline:	November 14, 2024
Proposal Submission Deadline:	December 6, 2024
Performance Period:	6-9 months with option to extend
Electronic submission to the attention of:	RFP@HEIFER.ORG
Contact information for inquiries about this RFP:	RFP@HEIFER.ORG

General Information

Heifer Project International (Heifer) is a global non-profit working to end hunger and poverty in a sustainable way by supporting and investing alongside local farmers and their communities. Heifer was founded on the simple belief that ending hunger begins with giving people the means to feed themselves, generate income, and achieve sustainable livelihoods. Since 1944, Heifer has worked with more than 52.6 million farmers around the world to end hunger and poverty in a sustainable way. Working with rural communities in 19 countries in Africa, Asia, and the Americas, including the United States, Heifer supports farmers and local food producers to strengthen local economies and build secure livelihoods that provide a living income.

Background

Heifer is currently undergoing a process to archive and safely maintain materials from its 80-year history. Over the years, Heifer has accumulated eight hundred (800) to one thousand (1,000) boxes of archival and non-archival materials that may include, but are not limited to, the following:

- a. correspondence,
- b. annual reports,
- c. magazines,
- d. catalogs,
- e. shipping records,
- f. program/project documents
 - i. project reports,
 - ii. financial records,
- g. campaign materials,
- h. hard drives,
- i. photographs,
- j. scrapbooks,
- k. reel-to-reel tapes,
- l. VHS tapes,
- m. photographic slides,
- n. film reels, and
- o. audio visual materials.

These materials require organizing, inventorying, surveying, and categorizing.

Scope of Work

Objective:

Heifer seeks to engage a contractor over the next 6 to 9 months to undertake an initial “first pass” and pre-processing of materials in order to move to archiving. Heifer will engage the successful candidate using Heifer’s own form of independent contractor agreement.

In collaboration with Heifer, the successful candidate will

1. Develop an understanding of the content and context of the materials.
2. Perform a “first pass” and pre-processing of materials in order to parse out potential archival vs. non-archival materials, identify material formats, assess requirements and need for digitization, and re-house materials as needed in temporary boxes.
 - a. This will include reviewing and discussing the initial assessment with Heifer, and collaborating with Heifer to determine which materials may qualify as archival materials to potentially be included in the final archives.
 - b. Successful candidate will not make any final determination (this will be Heifer’s choice), but will facilitate parsing through materials.
3. Organize, inventory, survey, and categorize the materials.
4. Create a corresponding high-level inventory for identification of the contents in each box.

Preferred Experience/Profile

1. A solid understanding of inventory management.
2. Familiarity with collecting and organizing materials in a variety of formats.
3. Archivist background, including experience in handling confidential materials.

Estimated Timeline

The term of a contract is estimated for 6-9 months to complete this project; with the understanding this timeline may be adjusted after the successful candidate evaluates the project.

Reporting:

The contractor will be reporting directly to the Marketing Creative Director or appointee and work in collaboration and consultation for the above-mentioned tasks.

Payment terms:

Payments are due within 30 days of invoice submission, following Heifer's acceptance of each milestone's deliverables. The payment schedule and specific deliverables will be finalized during the contract review process.

Evaluation

Interested Bidders need to submit both financial and technical proposals to avail themselves of this opportunity.

Technical proposal:

To be eligible for the job, proposals must include the following:

- I. Brief profile – Background and experience in archival processing, inventory management, and materials preservation. Evidence of similar past projects, especially in non-profit or educational archives.
- II. Demonstrates a clear understanding of the project scope, goals, and deliverables. Provides insights into the materials, context, and organizational needs.
- III. Clearly describes the approach to initial material review, categorization, and inventory processes. Outlines steps for digitization needs and collaboration with Heifer. Realistic timeline with clear milestones that align with Heifer's 6–9-month timeframe. Flexibility to accommodate project needs.
- IV. Outlines a clear plan for regular updates, consultations with Heifer, and flexibility to adapt to Heifer's feedback during material assessments
- V. Proposed budget aligns with Heifer's requirements and demonstrates value for services provided.

Evaluation Criteria:

1. Understanding of Project Scope 20%
2. Relevant Experience and Expertise 25%
3. Proposed Approach and Methodology 20%
4. Project Timeline and Milestones 10%
5. Communication and Collaboration Plan 10%
6. Budget and Cost Effectiveness 10%
7. Quality of References and Past Clients 5%

Award Process

Heifer will issue a fixed award agreement based on the submission and Heifer’s acceptance of deliverables. Once an award is issued, it will include the payment schedule with the deliverables specified.

Activity	Dates
Proposal Submission Deadline:	December 6, 2024
Selection Committee review	December 9 – December 13, 2024
Notification of award & Negotiations	December 18, 2024
Signing Award/Contract	January 2, 2025
Performance Period:	6-9 months with option to extend

Proposal Submission Requirements:

Interested individuals or firms are invited to submit their proposals, including a detailed scope of services, methodology, timeline, budget, and CV or proposal in English by **December 6, 2024** to RFP@heifer.org. The email subject line should read: **“HPI20250501US Document Archival and Materials Processing.”** The document title within the proposal should also clearly indicate **“Document Archival and Materials Processing.”**

You can visit the Procurement and Contracting Services site at [this link](#) to review Heifer Project International bid opportunities.

Proposal and CV received after the submission deadline will not be considered. Contractors are responsible to ensure their information is submitted according to the instructions stated herein. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Contractors. Proposals shall remain open for acceptance for sixty (60) days from the specified deadline. All terms and conditions, including pricing, are binding upon selection.

Diversity and Inclusion

Heifer International values diversity, equity, inclusion and belonging (“DEIB”), and believe that effectively accessing and managing diverse talent leads to improved outcomes. HPI takes a broad view of diversity, and inclusive of varied backgrounds including, but not limited to, age, experience, race, ethnicity, sexual orientation, gender, gender identity, disability status, national origin, and culture. HPI expect third-party providers to respect and reflect HPI’s value of DEIB. HPI’s ongoing monitoring of third-party service providers incorporates an assessment of vendors’ commitment to, adherence with, and track record of accessing and retaining diverse and inclusive workforces.

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