

## **CRDF GLOBAL REQUEST FOR PROPOSALS**

**Deadline: March 30, 2021 // 12:00pm ET**

### **Summary:**

CRDF Global is seeking Subject Matter Experts (SMEs) to develop presentations on topics related to countering the use of weapons of mass destruction (WMD) for targeted political outcomes and deliver them to an audience of Latvian and Lithuanian non-governmental experts at a two-day virtual conference in May 2021. Participants will possess a variety of professional backgrounds, including policy analysis, applied sciences, and journalism. SMEs will tailor presentations to a civil society audience.

### **Scope, Tasks, and Deliverables:**

The SMEs will create a presentation that will provide participants with an understanding of the use of WMD for targeted political outcomes and the formal and informal roles that civil society actors play in responding to such attacks. Alongside policymakers and law enforcement, civil society experts have an integral role to play in identifying, attributing, and responding to WMD assassinations. Presentation topics may include, but are not limited to, the science of chemical and radiological agents used for these targeted attacks, strategic communications following the selective use of WMD, defending against cyber threats to laboratories and institutions, and coordinating and sharing expertise with government partners.

SMEs will deliver their presentation and participate in a question-and-answer session on the first day of the conference. On the second day of the conference, attendees will participate in a virtual tabletop exercise (TTX) simulating the use of WMD against a political target. SMEs may be asked to assist in the development of the TTX, including outlining the scenario, drafting scripts, reviewing the exercise to ensure that it is true-to-life and facilitating the exercise during the conference. All SMEs will be required to attend the conference. Following the event, SMEs will participate in a debrief meeting with CRDF Global staff and submit an after-action report.

Draft presentations will be due on April 21, 2021. Final presentations will be due on May 5, 2021. The conference will be held on May 18 and 19, 2021, and the final report will be due five days following the conference.

### Deliverables will include:

- One presentation (1 draft and final copy)
- Tabletop Exercise Outline (as applicable)
- After Action Report

## **Contractor Requirements:**

For this work, CRDF Global is seeking individuals with the following:

### *Required*

- At least ten years of relevant experience in policy and technical field related to nonproliferation challenges, including the use of WMD, especially in targeted attacks.
- Ability to speak authoritatively on aspects on the response to WMD use, including investigations, policy analysis, and public communication.
- Willingness to attend and present at a two-day remote conference on May 18-19, 2021 in GMT+2 time zone.

### *Preferred*

- Experience coordinating with government partners in the aftermath of a WMD event.
- Experience applying counter-disinformation practices following a crisis, especially related to WMD.
- Experience implementing cybersecurity practices to protect sensitive technical facilities.
- An understanding of Baltic regional political and cultural dynamics.

## **Proposal Requirements:**

Each proposal must include:

- Statement of Interest and Technical Capabilities
- Hourly labor rate/fee
- CV
- List of recent experience in the subject matter area
- List of applicable references
- *(If applicable)* Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- *(If applicable)* [NAICS Codes](#)

## **Timetable:**

*March 16, 2021:* RFP posted

*March 19, 2021:* RFP Questions due

*March 22, 2021:* RFP Questions & Answers released

*March 30, 2021:* RFP submissions due

*March 31-April 2:* Interviews with potential Contractors

*April 14, 2021:* Anticipated contract start date

## **Contractor Selection Criteria:**

CRDF Global will select the contractor that provides the best value in terms of overall price, knowledge, experience, and availability. The contractor should have proven experience working with international partners and the Department of State.

**Submission:**

Proposals should be submitted as electronic documents in PDF or Word format to Ms. Abigail Stowe-Thurston at [astowe-thurston@crdfglobal.org](mailto:astowe-thurston@crdfglobal.org), as well as [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org), by 12pm EST on March 30, 2021.

**Background:**

CRDF Global is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. With support authorized by the Nunn-Lugar Act of 1991 and the Freedom Support Act of 1992, as well private foundation contributions, CRDF Global embarked on bolstering the global scientific community and fostering alternatives to weapons research.

In the past 25 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges.

With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global's diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe.

**Vision Statement:**

Our world, healthy, safe, and sustainable.

**Mission Statement:**

Safety, security, and sustainability through science, innovation, and collaboration.

**Values:**

We do the right thing.

We care about each other and the people we work with.

We work together to deliver excellence

More information is available at [www.crdfglobal.org](http://www.crdfglobal.org).

**Solicitation Terms & Conditions:**

**Right to Select Suppliers.** CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

**Obligation.** This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract.

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP, should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.