

RFP Questions and Answers

What is the hourly rate request? The hourly rate refers to the cost per hour that you will charge for your time spent working on this project.

Will CRDF Global personnel be responsible for the overall planning of the conference? Will contractors be responsible for a single session during the conference or for all conference content? CRDF Global will be responsible for planning the logistics for this conference including participant outreach and registration, technical support, and agenda development. CRDF Global is seeking multiple contractors to develop and deliver one presentation each at the conference. Contractors may also be asked to help develop a tabletop exercise and/or serve as the facilitator of the event. If these arrangements are made, they will be included in the agreement/contract before any work begins.

How long will each presentation be? Presentations are expected to be approximately 20 minutes in length. SMEs are expected to be available for a question-and-answer session during the event.

Will there be a planning/coordinating session with SMEs? CRDF Global will schedule and facilitate a planning and coordinating session with SMEs.

What is the target audience of this event? What topics are most relevant to this audience?

Participants will include Latvian and Lithuanian analytical laboratory scientists from public- and private-sector organizations and non-governmental national security experts. Individuals who may be called upon to support official investigations into the targeted use of WMD based on their expertise and access to specialized equipment are particularly encouraged to participate, as well as thought leaders who may be in positions to clarify narratives following a suspected WMD attack. Due to their important role in informing the public, journalists and other media stakeholders will also be included. While participants likely have some exposure to the issue of targeted WMD use, not all attendees will be experts in this subject. Conference content should be developed with the intention of being understood by an audience with diverse backgrounds and professional experiences, and should not be overly technical.

How much time do you expect SMEs to spend working on this project? Approximately 30 hours for preparation, conference implementation, and closeout.

Is this project financed by federal funding? This project is financed by a cooperative agreement between CRDF Global and the U.S. Department of State.

What is the fax number for CRDF Global? Does CRDF Global have a fax number that I can include on my organization's internal paperwork? The fax number for CRDF Global is 703-526-9721. Please note that CRDF Global does not accept faxes for any documentation.