

**CRDF GLOBAL  
REQUEST FOR INFORMATION (RFI)**

**Deadline: April 9, 2020 5:00PM EST**

*This Request for Information (RFI) is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future.*

**Summary:**

CRDF Global is seeking technical writers and subject matter experts to support a potential upcoming proposal for the Centers for Disease Control and Prevention (CDC) focused on global health security. Ideal candidates will possess advanced degrees in public health, medicine, microbiology, infectious disease, epidemiology, and other related fields.

**Anticipated Scope:**

Potential scopes could include:

1. **Technical Expertise** – serve as global health security technical/subject matter expert in areas of emerging infectious disease threats, disease surveillance, laboratory-based surveillance, healthcare-associated infections, and infection prevention and control, with an emphasis on prevention, detection, and containment of antimicrobial resistance (AMR).
2. **Technical Writing** – lead writing of technical sections of proposal(s). Participate in design meetings/sessions; use technical solutions, offer design, and/or outlines developed by the proposal team to produce technical sections. Edit and incorporate inputs from team members and partners. Meet deadlines for drafts and internal review processes. Attend proposal team meetings.

**Expertise and Experience Needed:**

CRDF Global is seeking those who have international experience and technical expertise in one or more of the following:

- Antimicrobial resistance (AMR) in healthcare settings
- Emerging infectious disease threats
- Disease surveillance, detection, reporting, and response
- Infection prevention and control
- Laboratory capacity building
- Implementation science and/or quality improvement

Candidates should have significant experience leading, designing, and writing global health proposals for US government funders, preferably CDC.

**Submission:**

Interested individuals are requested to submit the following items:

- Curriculum vitae (CV)
- Statement of Interest to summarize the following as they relate to the Expertise and Experience listed above:
  - Expertise and technical capabilities;
  - Relevant past performance indicating any technical experience and any experience with proposal development/writing
  - Previous international experience (by WHO region and country)
- Hourly labor rate

The above-mentioned items should be submitted as electronic documents in PDF, Word, or Excel format to Matthew Zinck at [mzinck@crdfglobal.org](mailto:mzinck@crdfglobal.org), as well as [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org), with CDC Technical Writer and the applicant's last name in the email subject line. The deadline for submissions is **April 9, 2021 by 5:00 PM EST**.

**Background:**

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

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).

*CRDF Global is an Equal Opportunity Employer (EOE). CRDF Global provides equal employment opportunities to all qualified applicants without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are committed to maintaining an inclusive and collaborative work environment. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.*

**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 RFI 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 RFI, 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 RFI, 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 RFI, 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 RFI, should be made in writing and included in the form of an addendum to the applicable Section in the RFI.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFI by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFI. 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 RFI 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.