

CRDF GLOBAL REQUEST FOR INFORMATION (RFI)

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 advisors, technical writers, and subject matter experts to support potential upcoming proposals for the Centers for Disease Control and Prevention (CDC) focused on global health security. Ideal candidates will possess advanced degrees in public health, health policy, health management, microbiology, infectious disease, epidemiology, medicine, veterinary medicine, and other related fields. CRDF Global is a trusted and recognized partner to the CDC providing global health security technical assistance. The Global Health Operating Division at CRDF Global is looking to expand our CDC portfolio and is preparing for multiple upcoming global health security opportunities across the globe.

Anticipated Scope:

CRDF Global is seeking consultants to supplement our capture team(s) as technical advisors, technical writers, and/or subject matter experts. Consultants may participate in capture (pre-solicitation release) and proposal development.

Potential scopes could include:

1. **Technical Expertise/Advising** – serve as global health security technical/subject matter expert in areas such as disease surveillance, laboratory strengthening, and emergency and outbreak/epidemic preparedness and response. Contribute to capture strategy; advise on partners, host governments, competitors, and other relevant stakeholders. Provide strategic guidance in technical and program design.
2. **Technical Writing** – lead writing of technical sections of proposal(s). Edit and incorporate inputs from team members and partners. Meet deadlines for drafts and internal review processes.

Candidate Requirements:

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

- Disease surveillance, detection, reporting, and response
- Public health laboratory strengthening
- Pathogens of security concern
- Biological safety and security
- Laboratory quality management systems
- Emergency and outbreak/epidemic preparedness and response
- Infection prevention and control

- Border health
- Vaccine preparedness
- Epidemiology, including field-based programs
- Antimicrobial resistance
- One Health
- Data use for decision-making

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

Submission Requirements:

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
- Hourly labor rate

Submission:

Proposals should be submitted to mzinck@crdfglobal.org, procurement@crdfglobal.org & gwilson@crdfglobal.org. Submission Requirements should be submitted as electronic documents in PDF, Word or Excel format. All submissions should be emailed with the following subject line: CDC Technical Advisor/Writer and applicant's last name.

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.

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.