

CRDF Global

Request for Proposals (RFP)

Subject Matter Experts in Intellectual Property and Personnel Management

Deadline: April 19, 2021 23:59 (EST)

Summary:

CRDF Global is seeking subject matter experts on topics related to the security of intellectual property and personnel management to develop and deliver presentations at a future workshop engagement with academia from Kenya, Ethiopia, and Nigeria.

Anticipated Scope, Tasks, and Deliverables:

The SME will create a presentation to provide participants with an advanced understanding of the threats from illicit technology transfer as well as the active role that academics as individuals and institutions can adopt to mitigate this risk. STEM universities are hubs of innovation, creation, and development and their research is thus also at risk of being misused or adopted without permission. The most proactive ways of mitigating this risk include developing personnel management best practices within an academic environment and research partnerships as well as raising awareness amongst the researchers who have the most to lose.

Presentation topics may include but are not limited to:

1. Ethics of honesty within academia
2. Awareness-raising on research fields at risk for illicit technology transfer
3. IP Security
4. Personnel Management Best Practices

SMEs will 1) develop their presentation, deliver the presentation to an assembled, live audience, and participate in a roundtable engagement to follow. The series of events is scheduled for July and August 2021. All SMEs would be 2) required to attend the workshops. For this purpose, SMEs are 3) expected to create and deliver to CRDF Global presentation materials including slides, outlines, and any other relevant components.

SMEs may be asked to 4) assist in the development of a guidance document for institutional best practices on IP security and personnel management either by directly drafting components or by reviewing and offering feedback on document drafts. Following the event, the SMEs are 5) required to participate in a debrief meeting with CRDF Global and 6) write a final report on their area(s) of responsibility within the project.

Submission:

CRDF Global requests that interested experts submit the following items:

- Curriculum vitae (CV)
- Statement of interest to summarize:
 - Expertise in the field(s) of IP security, illicit technology transfer and dual-use risks, and personnel management.
 - Recent relevant experience in the subject matter area(s)
 - International experience in the subject matter area(s)
 - Proposed subject matter area for involvement.
 - Preferred level and format of engagement (see *Anticipated Scope, Tasks, and Deliverables*)
 - *Any experience in simulation/interactive participant engagement*
- Proposed Labor Rate
- *If applicable*, Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Business)
- *If applicable*, [NAICS codes](#)

The above-mentioned items should be submitted to sholcomb@crdfglobal.org and procurement@crdfglobal.org as attached documents in PDF, Word or Excel format with the title of the RFP and the expert's last name in the email subject line no later than **April 19, 2021 at 23:59 EST**.

SME Selection Criteria:

CRDF Global may select the subject matter experts who provides the best value in terms of expertise, past performance, and labor rate.

Background:

CRDF Global is an independent, nonprofit organization established in 1995 to promote international scientific and technical collaboration through grants, technical resources, training, and services. The organization specializes in bringing isolated scientific communities into the global scientific mainstream. CRDF Global has over 20 years of experience managing international research funding programs and supporting emerging science and technology infrastructure in more than 40 countries in Eurasia, the Middle East, North Africa and South Asia. CRDF Global is based in Arlington, Virginia with offices and partners around the world. More information is available at www.crdglobal.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.