

CRDF GLOBAL REQUEST FOR INFORMATION

Deadline: February 16, 2018, 5:00pm EST

Summary:

CRDF Global is seeking individuals in the Washington, DC metropolitan area to provide briefings on the U.S. system of government to groups of international visitors/grantees. Interested and selected individuals will be put on a roster of speakers for CRDF Global to choose from based on each individual project's scope and objectives.

Scope:

CRDF Global manages the International Visitor Leadership Program (IVLP), a U.S. Department of State public diplomacy program. Emerging leaders from all over the world are selected to participate in programs that take them to various states in the U.S. On day one or two of their program in the U.S., visitors receive a briefing on the U.S. system of government and its decentralized nature. This briefing is essential since the majority of visitors are from countries with centralized governments and it prepares them to better understand what they will hear during professional meetings (eg. the U.S. is not a monolithic entity, each of the 50 states have significant power but are not completely sovereign, separation of powers in the three branches of government, role of civil society, etc).

CRDF Global requires briefings be two hours, including time for any questions and answers. Per funder requirements, CRDF Global is able to compensate a two-hour briefing at a rate of \$300.

CRDF Global's period of performance for IVLP will end on December 31, 2020, pending renewal.

CRDF Global will provide the following information in the initial email request for a briefing:

- Project title
- Country(ies) of visitors
- Visitors biographies
- Cities the group will visit during their program
- Requested date and time for briefing
- Location of briefing
 - In most cases, the briefings will take place on Mondays or Tuesdays at CRDF Global offices in Arlington, VA.

Tasks and Deliverables:

- Email confirmation-acknowledging acceptance of briefing on specified day/time
- Copies of any talking points, presentation, etc.
- Signed honoraria agreement per project
- Arrival to briefing location on time

Contractor Requirements:

- Extensive knowledge on the U.S. system of government, political science, public policy, civics.

- Experience with speaking to people from various countries, cultures and backgrounds.
- Fluency in languages (eg. Arabic, French, Spanish, Russian, Chinese) other than English is desired.

Information Requirements:

Interested candidates must submit:

- Statement of Interest and Technical Capabilities (one-two paragraph summary in narrative form on experience/background as it relates to the subject matter)
- Curriculum vitae (CV)
- Confirmation that providing briefings on Mondays and Tuesdays anytime between 9am-5pm EST will not cause any scheduling conflicts.
 - If any day/times are not feasible, indicate that in submission
- Language capabilities
- Two references
- Summary of past performance
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)

Timetable:

February 16, 2018, 5:00pm EST: RFI submissions due
Friday, March 2, 2018, 5:00pm EST: Contractor selections made
Tuesday, March 6, 2018, 5:00 pm EST: Contractors notified by CRDF Global

Contractor Selection Criteria:

CRDF Global will select contractors that provide the best value in terms of past performance and experience with the subject matter.

Submission:

Statement of interest and submission requirements:

- Are due no later than Friday, February 16, 2018 at 5:00pm EST.
- The email subject must state: Statement of Interest-Washington, DC federalism speakers RFI
- Must be submitted as electronic documents in PDF or Word.
- Emailed to procurement@crdfglobal.org.

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.

More information is available at www.crdglobal.org.

More information about the IVLP is available at <https://eca.state.gov/ivlp>.