

**CRDF GLOBAL  
REQUEST FOR PROPOSAL (RFP)**

**Deadline; April 12, 2021 at 5:00 ET**

**Subject Matter Experts on Chemical Security for Academia and Industry**

**Summary:**

Scope of Overall Project: CRDF Global is seeking subject matter experts (SMEs) with experience developing and delivering instruction and trainings to academia and chemical industry upper management on best practices in chemical security. This engagement will support efforts to gain institutional buy-in from Libyan academia and chemical industry management on the importance of chemical security, and how to implement best practices in their facilities.

Tasks and Deliverables: The SME will help develop two, 5-to-10-minute videos, one for Libyan academia upper management and one for Libyan chemical industry upper management on chemical security. The SME will be responsible for developing a storyboard for the content, identifying case studies for the videos, and ensuring they are applicable to the target audience. The project is estimated to begin early May 2021 and conclude August 2021.

**Contractor Requirements:**

The Contractor will have experience developing and delivering trainings on chemical security and additional experience assisting in or leading chemical security trainings to chemical industry and/or university upper management. The Contractor will have a demonstrated capability to conduct training and mentoring in one or more of the following areas:

- Importance of Chemical Security Investments for Industry and Academia
  - Securing Hazardous and Dual-Use Chemicals
  - Chemical Inventory Management Best Practices
  - Supply Chain Security
  - Chemical Security Threats and Attacks
  - Chemical Procurement Best Practices
  - Chemical Storage Best Practices
- Importance of Fostering a Chemical Security Culture

Subject Matter Experts shall have:

1. Technical Experience: At least 7-10 years of relevant professional experience. Applicable experience can include a combination of the below:
  - Chemical security; particularly consulting on chemical security best practices
  - Experience leading training events on chemical security in chemical industry and academic facilities
  - Experience leading or consulting on chemical security in chemical industry and academic facilities
  - Experience engaging chemical industry and/or academia upper management in regions including South Asia, Southeast Asia, Sub-Saharan Africa, Middle East and North Africa, or Latin America

2. Creative Experience: Past performance creating or developing documentary-style teaching videos or other relevant past performance examples that would indicate an interest/ability to develop storyboards for video content.

**Timeline:**

April 12: RFP submissions due

April 13-21: Interviews with potential Contractors

April 28: Anticipated Contractor Selection

**Proposal Requirements:**

- Statement of technical capabilities
- CV(s)
- List of recent experience in the subject matter area and applicable references/past performance
- Proposed labor rate
- *If applicable*, Small or disadvantaged business designations
- *If applicable*, NAICS Code(s)

**Contractor Selection Criteria:**

CRDF Global will select contractors that provide the best value in terms of overall price and experience. The contractor should have proven international experience working with academic or chemical sector stakeholders (e.g. university management, chemical laboratory management, chemical facility management).

**Submission:**

Proposals should be submitted as electronic documents in PDF, Word, or Excel formats to Ms. Tasia Matthews at [tmattthews@crdfglobal.org](mailto:tmattthews@crdfglobal.org) and [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org) by 5pm EST **April 12, 2021**.

**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.crdfglobal.org](http://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 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.