

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

Deadline; April 12, 2021 at 5:00 ET

Subject Matter Experts on Chemical Security in the University Laboratory

Summary:

Scope of Project: CRDF Global is seeking subject matter experts (SMEs) with experience developing and delivering instruction to university students and faculty on best practices in chemical security in university/research laboratories. This engagement will support Libyan university faculty's efforts to train university students (undergraduate and graduate) on the basics of chemical security, and how to implement best practices in university laboratories and their future places of employment.

Tasks and Deliverables: The SME will help develop two, 2-to-4-minute animated videos with a video production company for Libyan university students on chemical security. The SME will be responsible for developing a storyboard for the animated content, collaborating with CRDF Global's contracted animation company to design the content and identify images for the animated videos, and ensuring they are applicable to the target audience.

Contractor Requirements:

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

- Identifying and Evaluating Hazards in Chemistry Laboratories
- Chemical Security Best Practices for University-Level Students
- Chemical Inventory Management Best Practices
- Chemical Storage Best Practices
- Chemical Security Curriculum Development

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 university/research laboratory chemical security practices
 - Experience leading training events on chemical security in university/research laboratories
 - Experience leading or consulting on chemical security in university/research laboratories
 - Experience engaging university students and faculty and/or laboratory staff 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 animated-style teaching videos or other relevant past performance that would indicate an interest/ability to develop storyboards for animated-style videos.

Timeline:

April 12: RFP submissions due

April 13-21: Interviews with potential Contractors

April 28: 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 actors (e.g. university students and faculty, chemical laboratory personnel).

Submission:

Proposals should be submitted as electronic documents in PDF, Word, or Excel formats to Ms. Tasia Matthews at tmatthews@crdfglobal.org and 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.

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.