

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Submission Deadline: November 10, 2020, 5:00 PM EDT

Summary:

CRDF Global is seeking a Subject Matter Expert (SME) with experience working on chemical security outreach campaigns to contribute to the development of outreach booklets that outline chemical security best practices, educational brochures, posters, and other outreach materials that heavily rely on graphics to educate chemical security stakeholders at informal chemical markets in Nigeria.

By developing and disseminating educational materials in local languages at informal chemical markets, this project seeks to provide tools, resources, and strategies to enhance the ability of historically under-engaged chemical stakeholders to secure weaponizable chemicals that are at the highest risk of misuse and diversion.

Scope:

The selected Subject Matter Expert (SME) will coordinate with CRDF Global's local and regional partners between November 2020 and March 2021 to develop chemical security outreach and informational materials focusing on educating those selling or purchasing chemicals at informal chemical markets on chemical security threats and risk mitigation best practices. All materials will provide the audience with skills and resources that will enable audiences to better secure weaponizable chemicals at Nigerian informal markets.

Outreach and informational materials may include content on topics including:

- Common misuses of hazards of commercially available chemicals;
- Basic principles of chemical inventory management;
- Fundamentals of physical security and asset control;
- Identification and reporting of suspicious behavior or theft;
- Know-your-customer best practices; and
- Customer record-keeping.

Tasks and Deliverables:

Task One: Development of Outreach Material Outline

The SME will assist CRDF Global's local and regional partners in developing a detailed outline of all future outreach materials. This outreach material will focus on educating those selling or purchasing chemicals at informal chemical markets on chemical security threats and risk mitigation best practices. Outreach and informational materials may include content on topics including: common misuses of hazards of commercially available chemicals, basic principles of chemical inventory management, fundamentals of physical security and asset control, identification and reporting of suspicious behavior or theft, know-your-customer best practices, and customer record-keeping.

Task One deliverables include:

1. Draft outline of all outreach materials

2. Final outline of all outreach materials

Task Two: Development of Outreach Materials

The consultant will coordinate with CRDF Global's local and regional experts to expand upon the outline to fully develop outreach materials and recommend graphics to illustrate key chemical security best practices. While CRDF Global's local and regional experts will be largely responsible for the initial development of these outreach materials, the consultant will be responsible for ensuring that international best practices are incorporated into these materials, and that all materials detail chemical security threats at informal chemical markets and risk mitigation steps that can be implemented after viewing the materials.

Task Two deliverables include:

1. Finalized outreach materials

Task Three: Close-out

At the conclusion of this project, the consultant will complete and submit to CRDF Global a report summarizing the technical outcomes the project, focusing on how this project better secured weaponizable materials at informal chemical markets in Nigeria, and recommending follow-on activities for promoting chemical security in Nigeria.

Task Three deliverables include:

1. Development of a technical report on the project's implementation and related outcomes, including follow-on activities/recommendations for promoting chemical security in Nigeria to be completed within eight calendar days of the completion of developed outreach materials.

Contractor Requirements:

Required:

- Subject matter expertise on chemical security topics, such as: Common misuses of hazards of commercially available chemicals, Basic principles of chemical inventory management, Fundamentals of physical security and asset control, Identification and reporting of suspicious behavior or theft, Know-your-customer best practices; and Customer record-keeping.
- Past performance working on public outreach campaigns related to chemical security; and
- An understanding of international chemical security efforts.

Preferred:

- Specialized knowledge of Nigeria or West Africa
- Understanding of informal chemical markets in developing countries

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities
- Labor rate(s)

- CV(s)
- List of recent experience in the RFP Subject Matter area and applicable references/past performance
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- Any applicable NAICS codes

Timetable:

11/3/2020: RFP Questions due

11/5/2020: RFP Questions & Answers released

11/10/2020: RFP submissions due

11/13/2020: Decision date

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. The contractor should have proven experience working on chemical security outreach campaigns and international chemical security efforts.

Submission:

Proposals should be submitted to procurement@crdfglobal.org and rsilva@crdfglobal.org, no later than 5:00 PM EDT on November 10, 2020. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

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 its mission to bolster the global scientific community and foster 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 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.