

CRDF GLOBAL REQUEST FOR PROPOSAL

Deadline: Friday, March 1, 2019

Summary:

CRDF Global is seeking a consultant to provide on-site support and remote guidance via email and teleconference to build the administrative capacity of a facility in Ethiopia and support the submission of pre-coordinated research concept. The consultant will work with select individuals to provide administrative mentoring on financial management, budgeting and reporting requirements associated with receiving DOD funds; confirm receipt of DUNS number and registration with SAM, grants.gov, and; assist with the completion of the Protocol Risk Assessment Tool (PRAT); and ensure submission of a Phase I White Paper.

Scope, Tasks, and Deliverables:

The consultant will develop and administer a pre-site visit questionnaire to determine existing institutional capabilities and identify areas of concern for submitting proposals; receiving, managing, administering, and reporting on DOD funds; and BS&S infrastructure, procedures, and readiness. The consultant will provide remote guidance via email and teleconference to assist the facility with obtaining a DUNS number and registering on grants.gov and SAM ahead of the site visit.

The consultant will provide one week of on-site support to include a workshop utilizing existing DTRA-approved materials and hands-on mentoring to familiarize select individuals with the financial management, budgeting, and reporting requirements associated with receiving DOD funds. The consultant will also assess the laboratories and other facilities to be involved in the identified proposal alongside facility personnel to complete the PRAT. Following the site visit, the consultant will continue to provide remote mentorship with identified issues and to ensure the Phase I White Paper is successfully submitted.

The estimated period of performance for this scope is from March 08 to May 08, 2019.

Deliverables:

- Weekly activity reports
- Pre-site visit questionnaires (draft and final copies)
- Report that identifies issues and areas of concern to be addressed from pre-site visit questionnaires
- Site visit plan and agenda, tailored to address identified areas of concern
- Proof of DUNS number, SAM and grants.gov registration
- Trip report documenting results of the site visit and highlighting any remaining areas of concern

Contractor Requirements:

CRDF Global has an immediate need for a consultant that is willing to provide remote and on-site support for DTRA-funded work in Ethiopia. For this work, CRDF Global is seeking an individual with the following:

- At least ten years of relevant experience
- Proven experience with DUNS number and SAM registration, PRAT completion for laboratory spaces and facilities, and proposal submission to FRCWMD-BAA TA6

- Demonstrated past performance in financial management, budgeting, and reporting requirements in accordance with DOD funding
- Ability to travel to Ethiopia for one week in April 2019 (exact dates TBD)
- A strong understanding of local context when working with international partners in the region

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities
- Hourly labor rate/fee
- CV
- List of recent experience in the subject matter area(s), including knowledge and experience in the regions/countries listed above
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- [NAICS Codes](#): 541690 Other Scientific and Technical Consulting Services – \$15 million

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price, knowledge, experience, and availability. The contractor should have proven experience working with international partners and DTRA.

Submission:

Proposals should be submitted as electronic documents in PDF, Word, or Excel format to Annie Elshoff at aelshoff@crdfglobal.org by **March 1st, 2019**.

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.crdfglobal.org.