

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: July 10, 2022

Summary:

CRDF Global organizes a wide variety of programming centered around chemical security – including online training modules, multi-language presentations, and educational discussions – for a global audience. As such, CRDF Global requires on-going, flexible, and lasting partnerships with experts in the field.

Scope and Tasks:

CRDF Global is seeking subject matter experts (SMEs) with experience in Open Source Intelligence (OSINT), Customer Due Diligence, and Know-Your-Customer (KYC) topics to provide capacity-building trainings for chemical industry, regulatory agencies, and academia audiences to improve participant knowledge and practical skills to prevent the sale of dual-use, weaponizable chemicals and chemical materials to malicious actors.

The SME(s) will be responsible for leading trainings and developing materials including but not limited to: presentations, handouts, and video modules, on OSINT/due diligence/KYC topics targeting participants in chemical industry, regulatory agencies, and/or academia. Specific tasks and deliverables will vary depending on the project scope of work.

The selected SME(s) would be expected to provide contracted services such as, but not limited to:

- a. Building, tailoring, and deploying curricula and interactive exercises for private and public audiences around the world, both in person and via online methods such as live/recorded webinars or via e-courses/asynchronous training methods.
- b. Developing tools and/or documents for management and technical staff at targeted institutions related to strengthening their capacity to prepare for, identify, and mitigate the threat of state and nonstate actor acquisition of dual-use, weaponizable chemicals and chemical materials.
- c. Researching and providing detailed reports on chemical security threats.
- d. Communicating and collaborating with CRDF Global to develop and deliver chemical security related trainings around the world.
- e. Offering outreach assistance, such as leveraging SME networks and contacts, to assist CRDF Global with participant recruitment and selection for global trainings.
- f. Leading training implementation, including delivering curriculum developed, answering questions from participants, and providing follow-up guidance as requested by participants.
- g. Providing reporting, such as financial reports, with all supporting relevant documentation (e.g., receipts, invoices, travel documentation, etc.), weekly and/or ad-hoc check-ins by phone or video conference during project planning and implementation, and final project reports including recommendations for next steps.

Contract for Services:

Following selection, CRDF Global will negotiate a General Services Contract (hereafter “GSC”) with the selected SME(s). While the GSC is not a guarantee of any work, the selected SME(s) on a GSC can be engaged by CRDF Global staff with an abbreviated selection process. This allows CRDF Global to potentially leverage the partnership with the SME for strategic initiatives, proposal submissions, and programmatic responses to urgent timelines.

The GSC will be structured to allow CRDF Global Agreement Officer(s) to issue task orders to the SME upon successful negotiation of scope and budget.

The specific duration of the GSC can be negotiated following selection but is expected to be between 3 – 5 years. The GSC would seek to negotiate and lock in elements of pricing and cost that are agreeable to both parties.

SME Requirements:

Required experience includes:

1. The SME will have experience developing and delivering trainings to industry, regulatory, and/or university audiences.
2. The SME will have a demonstrated capability in one or more of the following areas:
 - Open-Source Intelligence (OSINT), including search engines for verification and data analysis tools and best practices
 - Due Diligence, including verification for suspicious purchases and identification of chemicals of concern
 - Know-Your-Customer (KYC), including procedural development for suspicious transactions and red flags of suspicious transactions
3. The SME will have experience engaging with stakeholders in low-resource environments.

Preferred experience includes, but is not limited to:

1. Technical Expertise: At least 7-10 years of relevant professional experience. Applicable experience can include a combination of the below:
 - Knowledge of chemical security; experience consulting on chemical security best practices and knowledge of key threat actors
 - Experience leading training events targeting international audiences, both remote and in-person
 - Experience consulting on OSINT/due diligence/KYC topics, as they relate to the securing of chemicals
 - Experience engaging chemical industry, regulatory agencies, and/or academia in regions including South Asia, Southeast Asia, Sub-Saharan Africa, Middle East and North Africa, or Latin America
2. Past Performance: Evidence of successful implementation of projects with similar or relevant scopes that were funded by external entities, including non-governmental organizations and international donors. Supporting materials that demonstrate timely communication, completion of tasks, and submission of deliverables should also be referenced.
3. Creative Experience: Experience creating or developing lecture-style teaching videos or other relevant past performance examples that would indicate an interest or ability to deliver virtual trainings and engagements.
4. Languages: Staff and/or experts able to conduct trainings in any of the following languages: French, Arabic, Turkish, Bahasa, Russian
 - a. If staff/experts have experience in any other non-English language, please include in Proposal.
5. Diversity, Equity, and Inclusion: Experience designing/creating KYC/OSINT programming that supports equity and inclusion of women and marginalized groups.

Proposal Requirements:

Each proposal must include:

- **Statement of Interest and Technical Capabilities**
 - Detailed description of the services offered in correlation with the RFP Subject Matter Expertise detailed under Scope and Tasks

- List of recent experiences working with US Government and/or CRDF Global programming as well as descriptions of any experience as described in the 'SME Requirements' section.
- Resumes (no more than 2 pages each) of key contact(s)/project lead(s)/trainers
- If applicable, examples of past content development in subjects related to the RFP subject matter expertise
- **Cost proposal**
 - Cost Proposals are to be structured as two quotes based on the two sample Scope of Works detailed in **Attachment A**.
 - The Cost Proposal quote shall include either of the below in USD:
 - a) number of hours required and estimated number of staff required to complete each task for each sample Scope of Work
 - b) a fixed price amount to complete each task for each sample Scope of Work
- [Required for US-based Orgs only]: Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)

Timetable:

June 13, 2022: RFP Questions due

June 16, 2022: RFP Questions & Answers released

July 10, 2022: RFP submissions due

July 20, 2022: Anticipated Supplier Selection Date

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. Technical selection criteria will be based on the required and preferred criteria as defined in the 'SME Requirements' section.

CRDF Global prioritizes a safe and collaborative work environment in which diversity, equity, and inclusion is championed and discussed. CRDF Global provides equal employment opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, and gender identity, national origin, protected veteran, or disabled status. We are dedicated to creating and maintaining a respectful work environment that is safe, engaging, and comfortable for all.

CRDF Global pledges to prioritize sponsorship of diverse events and panels of experts whenever possible.

Submission:

Proposals should be submitted to procurement@crdfglobal.org no later than **July 10, 2022**. Proposals should be submitted as electronic documents in PDF, Word, or Excel format with the subject line **Proposal for Chemical Security SME**.

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 bolstering the global scientific community and fostering 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

CRDF Global provides equal opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are committed to prioritizing an inclusive and collaborative space in which diversity and equity is discussed, championed, and supported. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.

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.