

**CRDF GLOBAL**

**REQUEST FOR PROPOSAL or INFORMATION**

**Seeking Subject Matter Experts (SMEs) developing/delivering in-person training on sanction obligations**

**Deadline: Tuesday, August 22, 2022, at 5:00 PM (EST)**

**Summary:**

CRDF Global is seeking Subject Matter Experts (SMEs) with experience developing and delivering in-person instruction and training on legal obligations pursuant to United Nations Security Council Resolutions (UNSCRs) and best practices to enhance the capacity of maritime stakeholders at key ports in Bahrain, Oman, Tanzania, Romania, Bangladesh, Brazil, and Kazakhstan to proactively identify and report potential violations of UN sanctions-related maritime activities from dubious actors. Additionally, the SME will design and implement an interactive vessel inspection at a port in Tanzania for law enforcement officials that will train and provide guidance on:

- Identifying fraudulent manifests
- Access Controls for Port Personnel, Truck Drivers, and Visitors
- Reviewing Vehicle Identification, Inspection, Screening, and Port Entry/Exit Log
- Guided inspection of foreign ports for which vessels & cargo are imported/exported
- Inspection of systems such as electrical distribution systems, radio and telecommunication systems and computer systems and networks
- Overview of cargo commodities the port is equipped to handle

**Scope:**

The Contractor will serve as the lead trainer and subject matter expert of and be responsible for developing and delivering six 2-day workshops and one 3-day regional conference in the target countries to be delivered at the following times:

- Bahrain: Fall 2022
- Oman: Fall 2022
- Tanzania: Spring 2023
- Romania: 2023
- Bangladesh: 2023
- Brazil: 2023
- Kazakhstan: 2023

These workshops will aim to teach maritime authorities at major ports to identify and interdict shipments of goods subject to UNSCR sanctions and help participants to gain greater awareness of UNSCR sanctions enforcement mechanisms in order to strengthen their daily roles. Participants will also acquire strong compliance skills and a heightened awareness of deceptive shipping practices.

The project aims to secure buy-in from distinguished compliance and customs professionals to work towards universalizing acceptance of international obligations and sanctions to curtail illicit procurement channels and maritime trade.

**Tasks and Deliverables:**

**Task 1: Participant Outreach and Selection**

The Contractor will aid CRDF Global on identifying the appropriate audience for the training based on their expertise and guidance from the funder. To aid in this identification, the Contractor will announce the training on their LinkedIn with the title and tentative dates so as to reach relevant organizations and stakeholders. Utilizing the results from the above outreach, the Contractor will be responsible for compiling a list of contacts and providing this list to CRDF Global for outreach purposes. The Contractor will draft an outreach email to describe the training and objectives, including a link to the CRDF Global-created registration page, and will provide this email to CRDF Global to conduct the outreach. This item will be due to CRDF Global for review no later than eight weeks prior to the engagement.

**Task 1 Deliverables:**

- Provide an initial outreach list of all potential participants from the maritime sector, shipping, and freight forwarders working in both private and public sector
- Provide documentation and status updates of participant outreach efforts to CRDF Global project staff.

**Task 2: Engagement Preparation and Content Development**

The contractor will create training materials including an agenda, presentation slide decks, an agenda for the port visit in Tanzania, and one to two relevant case studies. The case studies should be applicable to all countries as they will be reused throughout the different engagements. All materials should be tailored for an audience of government, law enforcement officials, and port authority officials in senior leadership roles. All materials are required to be submitted to CRDF Global no later than five weeks prior to the training for CTR approval and translation.

**Task 2 Deliverables:**

- Agenda
- Presentation slide decks
- One to two relevant case studies
- Agenda for port visit in Tanzania

### **Task 3: Training Implementation**

The Contractor will conduct six, 2-day workshops and one, 3-day regional conference. The Contractor will present sessions on legal obligations pursuant to UNSCRs and other sanctions best practices for identifying sanctions evasion at key ports and increasing awareness of sanctions evasion tactics.

If recorded, CRDF Global reserves the right to share the recording with the attendees.

#### **Task 3 Deliverables:**

- Deliver six, two days workshops in selected countries (in-person)
- Deliver one, three-day conference in Tanzania (in-person)
- Each day of the training will comprise of 7 hours of materials, along with de-briefing and other meetings, as necessary.

### **Task 4: Communication and Reporting**

The Contractor will participate in planning calls with CRDF Global to discuss programmatic updates, recent conversations with the Funder staff, and accommodate shifts in the project implementation. CRDF Global and Contractor will identify a mutually agreed upon day and time for all parties to meet. In addition, Contractor will attend meetings with interpreters and other vendors as needed.

In addition, the Contractor will complete a post-engagement technical report, to be provided to CRDF Global within five business days of the training's completion. This post-engagement technical report will include lessons learned from implementation, knowledge gained by participants, highlights, and successes of the training, and next steps to address key issues identified in the training. CRDF Global will provide a template to the Contractor to utilize for the post-engagement technical report.

#### **Task 4 Deliverables:**

- Post-engagement technical report

#### **Contractor Requirements:**

- Proven experience working with maritime security professionals, specifically in regard to enhancing capacity of UN Sanctions
- Proven experience training key stakeholders through virtual and in-person environments on how to best implement UNSCRs relating to North Korea and maritime sanctions evasion

#### **Preferred:**

- Experience delivering training to audiences with live interpretation
- Connections to key port officials and maritime authorities in relevant countries

**Proposal Requirements:**

Each proposal must include:

- Statement of Interest and Technical Capabilities
- Cost proposal
  - Must include number of SMEs required to complete the project
  - Must utilize provided Cost Proposal Template
  - Must include hours required to complete the project and hourly rates of SMEs
  - Must include total hours and total cost to complete entire project
- 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)
- [NAICS Codes](#):
  - 541620 Environmental Consulting Services- Small Business Threshold \$15 million
  - 541690 Other Scientific and Technical Consulting Services – \$15 million

**Timetable:**

August 10, 2022: RFP Questions due  
August 17, 2022: RFP Questions & Answers released  
**August 22, 2022:** RFP submissions due  
September 12, 2022: Contract start date

**Contractor Selection Criteria:**

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. Contractor should have proven experience working with and training international stakeholders to enhance maritime sanctions enforcement efforts against illicit actors at key ports. In addition, Contractor should have experience training audiences in in-person environments.

CRDF Global is committed to supporting gender diverse panels whenever possible. We will consider the gender-balance of proposed subject matter expert teams and speakers when evaluating proposals.

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](mailto:procurement@crdfglobal.org) & [xyz@crdfglobal.org](mailto:xyz@crdfglobal.org), no later than **August 22, 2022, at 5:00 PM (EST)**. Proposals should be submitted as electronic documents in PDF, Word or Excel format with the subject line:

**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](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.

RFP Process Guidance

1. Depending on the scope of the solicitation, the template can be altered to request a wide range of information. Please contact a procurement officer if you have any questions on what information you should add.
2. The procurement unit has a standard email address setup for receiving information or proposals: [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org). If you would also like to receive proposals or information, please add your email to the RFP template.
3. Once you have completed the RFP template, please send it to the procurement unit for review. Procurement will add any information necessary to comply with our small and disadvantaged business requirements. Procurement Staff will add the [NAICS code](#) which identifies the [revenue or employee cap for small business](#). This will be added to the RFP before release if required.
4. Once the template has been finalized, we can discuss where to post or publicize the opportunity. *Procurement can post the RFP directly to the website.* Options include:
  - a. CRDF Global Website (Procurement will post)
  - b. External Industry Websites (Operations or Procurement can Post)
  - c. Small Business Administration Website (Procurement will Post)
  - d. Direct email from Staff (Operational Staff can distribute the RFP or the link to the RFP via their Network/Salesforce)
5. If there is a technical component to the solicitation, staff should fill out the technical rating criteria in the technical and financial review template. They should also add a weighting to the technical and financial components, and a justification. More detailed instructions can be found in the template. This should be done **before** the RFP is publicized, and the criteria should be added to the RFP.
6. Once the deadline for submission has passed, procurement will collate submissions. Staff should rate submissions based on the technical criteria. Procurement will enter the financial data into the review template. The review template will calculate the winning bid using the technical and financial criteria along with the weighting. If there are no technical criteria, a bid analysis form can be used to document and summarize the competition based on best value.
7. Once a vendor is chosen, procurement will contact the vendor announcing the decision and providing the vendor with initial paperwork as necessary.