

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

Deadline: September 29, 2022 at 5:00 ET

Summary:

CRDF Global is seeking subject matter experts (SMEs) with experience developing and delivering instruction to university faculty on best practices in chemical security in university/research laboratories. This engagement will support Moroccan and Tunisian university faculty and staff to strengthen human capacity building in North African institutions. This workshop will enable participants to develop chemical security units to secure dual-use chemicals, strengthen chemical inventory management procedures, and reduce the risk of chemical diversion.

Scope:

The subject matter expert (SME) hereby referred to as “The Contractor” will develop course materials for the training series and present the course materials during the workshop as an SME. The SME will be responsible for developing four or more presentations with one or more interactive activity or table-top exercise for Moroccan and Tunisian university faculty on chemical security. The SME will travel to Rabat, Morocco for the workshop. The SME will facilitate discussions at the workshop on assigned topics, participate in the conference as a speaker, and participate in brief speaker/organization meetings on the day prior to the workshop as well as daily at the conclusion of the workshop

Tasks and Deliverables:

Task One: Course Materials Development

The Contractor will contribute to the development of course materials and develop one or more sessions and/or exercises prior to the workshop. The Contractor will coordinate with CRDF Global and another Contractor to ensure the workshop meets CTR’s goals.

Deliverable:

- a. One or more presentations, exercises, and/or workshop materials prior to the conference. Submit the presentations, exercises, and/or workshop materials to CRDF Global for review and translation within the time frame agreed upon by the project team.

Level of Effort: Not to exceed **28 hours** without written pre-approval from CRDF Global.

Task Two: Workshop Implementation

The Contractor will travel to Rabat, Morocco for the workshop. The Contractor will facilitate discussions at the workshop on assigned topics, present their developed presentations and workshop materials, and participate in brief speaker/organization meetings on the day prior to the conference as well as daily at the conclusion of the roundtable.

Level of Effort: Budget will allocate **16 hours** to travel time and **24 Hours** to workshop implementation (see travel support policy for more details)

Task Three: Workshop Close-out

The Contractor will complete and submit to CRDF Global a conference report summarizing the technical outcomes of the workshop and recommending follow-on activities for chemical security culture development, insider threat and suspicious activity reporting, and action plans.

Deliverable:

- a. Technical trip report on the workshop implementation and related outcomes, including follow-on activities/recommendations for promoting chemical security in Morocco and Tunisia to be completed and submitted within ten days of the workshop end date.
- b. Submit final invoice to CRDF Global within 30 days after workshop is completed.

Level of Effort: Not to exceed **4 hours** without written pre-approval from CRDF Global.

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 faculty. 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 in University Setting
- Insider Threat Mitigation
- Chemical Security Culture Development
- Action Planning

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 developing and leading table-top or interactive exercises 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

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities
- Cost proposal

- 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:

September 29, 2022: RFP submissions due

October 3-7, 2022: Interviews with potential contractors

October 14, 2022: Contractor selection

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 with academic or chemical sector actors (e.g. university students and faculty, chemical laboratory personnel).

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 & Ms. Kristin Ronzi at kronzi@crdfglobal.org , no later than 5:00PM EST September 15, 2022. 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 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.