

CRDF GLOBAL
REQUEST FOR PROPOSAL (RFP)
Subject Matter Experts on Enhancing Customer Due Diligence Capabilities of Chemical Suppliers
and Other Industry Stakeholders in East Asia
Singapore

Deadline: December 15, 2022

Summary:

CRDF Global will support one two-day regional Know Your Customer (KYC), Customer Due Diligence (CDD), and Open-Source Intelligence (OSINT) training in Singapore for 30 participants from Singapore, Malaysia, and Indonesia. The training will engage chemical industry managers, sales and compliance personnel, representatives of chemical and trade regulatory agencies, and customs and border patrol representatives. This training will build partner capacity to prevent the sale and distribution of dual-use chemicals and equipment, precursors, custom chemicals, and pharmaceutical-based agents to proliferators. Participants will gain experience using open-source technologies to identify red flags and perform customer due diligence on chemical transactions.

Scope of Work:

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 training as an SME. The Contractor will be awarded a contract (to include labor, lodging, flight and per diem) provided following the completion and submission of the tasks and their deliverables outlined below:

Period of Performance: January 1, 2023, through June 15, 2023

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 training. The Contractor will coordinate with CRDF Global and other Contractors to ensure the training meets CTR’s goals.

Deliverable:

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

Level of Effort: Not to exceed **35 hours** without written pre-approval from CRDF Global.

Task Two: Travel to Training

The Contractor will travel Singapore for the training.

Level of Effort: Budget will allocate **16 hours** of roundtrip travel (**8 hours** of travel time in each direction). See travel support policy for more details.

Task Three: Training Implementation

The Contractor will facilitate discussions at the training on assigned topics, present their developed presentations and training 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** towards training implementation

Task Four: Training Close-out

The Contractor will complete and submit to CRDF Global a training report summarizing the technical outcomes of the training and recommending follow-on activities for using OSINT, CDD, and KYC on chemical transactions.

Deliverable:

- a. Technical trip report on the training implementation and related outcomes, including follow-on activities/recommendations for promoting chemical security in Singapore, Malaysia and Indonesia to be completed and submitted within ten days of the training end date.
- b. Submit final invoice to CRDF Global within 30 days after training 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 industry, regulatory and/or university audiences. The contractor will have a demonstrated capability to conduct training and mentoring in one or more of the following areas:

- Open-Source Intelligence Tools
 - Search engines for verification
 - Data analysis tools and best practices
- Dual-Use Chemicals and Equipment for PBA-production
- Pharmaceutical-Based Agents (PBAs)
- Customer Due Diligence
 - Verification for suspicious purchases
- Know-Your Customer Best Practices
 - Procedural development for suspicious transactions
 - Flagging suspicious transactions

Subject Matter Experts shall have:

1. Technical Experience: At least 3-5 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 including industry professionals
 - Experience consulting on OSINT/due diligence/KYC topics, as they relate to the securing of chemicals
 - Experience developing and leading interactive exercises on OSINT/due diligence/KYC topics

- 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

Timeline:

December 15, 2022: RFP submissions due

December 19-22, 2022: Interviews with potential Contractors

December 30, 2022: Contractor Selection

Proposal Requirements:

- Statement of technical capabilities
- CV(s)
- List of recent experience in the subject matter area and applicable references/past performance
- Proposed labor rate
- If applicable, Small or disadvantaged business designations
- If applicable, NAICS Code(s):

Contractor Selection Criteria:

CRDF Global will select contractors that provide the best value in terms of overall price and experience. The contractor should have proven international experience working with academic or chemical sector actors (e.g. university students and faculty, chemical laboratory personnel).

Submission:

Proposals should be submitted as electronic documents in PDF, Word, or Excel formats to Ms. Kristin Ronzi at kronzi@crdfglobal.org and procurement@crdfglobal.org by 5pm EST **December 15, 2022**.

Background:

CRDF Global is an independent, nonprofit organization established in 1995 to promote international scientific and technical collaboration through grants, technical resources, training, and services. The organization specializes in bringing isolated scientific communities into the global scientific mainstream. CRDF Global has over 20 years of experience managing international research funding programs and supporting emerging science and technology infrastructure in more than 40 countries in Eurasia, the Middle East, North Africa and South Asia.

CRDF Global is based in Arlington, Virginia with offices and partners around the world.

More information is available at www.crdglobal.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.