

CRDF GLOBAL
REQUEST FOR PROPOSAL (RFP)
Subject Matter Experts on Strengthening Supply Chain Security

Deadline: December 15, 2022

Summary:

CRDF Global will support a two-day training in Taipei, Taiwan for at least 15 Taiwanese chemical manufacturers & distributors in regulatory affairs to strengthen supply chain security. The training will stress the risk of supply chain vulnerabilities, red flag indicators of illicit procurement by front companies of state CW programs, promote rigorous customer vetting programs, encourage the scrutiny of contract requests for dual-use chemicals, recommend chemical supply chain management standards, and encourage adoption of voluntary measures and due-diligence best practices to prevent the sale of dual-use chemicals and CW technology to front companies. Other topics will include implementing insider threat mitigation and material security practices. The training will enable participants to develop an industry action plan for improving customer vetting programs and responsible distribution that can be implemented at their home institutions.

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, economy flight, lodging, and per diem) provided following the completion and submission of the tasks and their deliverables outlined below:

Period of Performance: January 1, 2023-June 30, 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 another Contractor to ensure the training meets CTR’s goals.

Task one Deliverable:

- a. One or more presentations, exercises, and/or training materials prior to the training. 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 **44 hours** without written pre-approval from CRDF Global.

Task Two: Travel to the Training

The Contractor will travel to Taipei, Taiwan for the training.

Level of Effort: Budget will allocate **16 hours** of roundtrip travel (**8 hours** each way). 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 training as well as daily at the conclusion of the training.

Task Two deliverables:

- a. Present at the training; and
- b. Co-lead panel discussions and moderate break-out sessions as agreed upon during planning calls or noted in the agenda.

Level of Effort: Budget will allocate **16 hours** on site (see travel support policy for more details)

Task Four: Training Close-out

The Contractor will complete and submit to CRDF Global a post-training report summarizing the technical outcomes of the project, recommendations for follow-on activities and action planning for strengthening chemical supply chain security in Taiwan.

Deliverable:

- a. Technical trip report on the training implementation and related outcomes, including follow-on activities/recommendations for chemical supply chain security in Taiwan 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 training on chemical security and additional experience assisting in or leading the chemical security training 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:

- Chemical Supply Chain Management Standards
 - Supply chain vulnerabilities & risk management
 - Data analysis tools and best practices
- Dual-Use Chemicals and Equipment
- Insider Threat Mitigation & Material Security Practices
- Know-Your Customer and Customer Due Diligence Best Practices
 - Red flag indicators of illicit procurement
 - Verification/flagging or suspicious purchases and transactions
 - Customer vetting programs
- Chemical Security action planning

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 relevant industry professionals
 - Experience consulting on supply chain, OSINT, KYC and due diligence concepts, as they relate to the securing of chemicals
 - Experience developing and leading interactive exercises on supply chain management standards and due diligence/KYC topics
 - Experience developing chemical industry action plans
 - 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.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.