

005 SME RFP Questions

Are there any preliminary assumptions/limitations regarding travel time necessary that we can foresee in our proposal? We do understand travel costs as such are excluded.

The travel itinerary has not been set yet. We anticipate one two-week trip, or two one-week trips to the region and will endeavor to implement the roundtables back-to-back. Once experts are selected, we will develop a more detailed scope of work, and will calculate travel labor hours based on the hourly rates you submit. If you make certain assumptions in your cost proposal, please list them.

Is there any additional information regarding this RFP that we should consider for our response, other than the published RFP on your website? Are there any particular templates you expect for our technical and cost proposals?

There is no template for this RFP, just ensure the documents you submit clearly define how you or your team's experience matches the contractor requirements listed, provides sufficient detail on past performance, and offers a competitive cost proposal.

What countries are you considering [for the roundtables] besides Turkey?

The roundtables will engage participants from: Turkey, Bulgaria, Slovenia, Slovakia, Czechia, Poland, and Ukraine.

Would the SME be required to create the briefing/presentation content as well as drive the round table discussions be that either via video feed and in person?

The selected subject matter experts will develop presentation content and training materials for the roundtables. They will travel to each roundtable to lead the discussions and presentations in-person. CRDF Global's role will be to book travel, coordinate event logistics, review training materials, and recruit participants for the event.

There will be ten individuals selected correct?

CRDF Global will recruit 10 participants per roundtable; we don't have a set number of SMEs we are recruiting.

[Will] the selected SMEs will be expected to lead one virtual and 7 in-person sessions somewhere in eastern Europe and turkey?

Correct. If the expert(s) only have national/local expertise and can't take on the full scope, we will also be recruiting local partners for each roundtable at a later date.