

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: February 24, 2023

Summary:

CRDF Global is seeking subject matter experts (SMEs) in stakeholder engagement and communications to support ongoing projects in nuclear security, emerging technology in the nuclear sector, and related topics funded by the Department of State's Bureau of International Security and Nonproliferation (ISN). The SME will provide training and course development for partner countries under the Foundational Infrastructure for Responsible Use of Small Modular Reactor Technology (FIRST) program. The FIRST program provides tailored capacity-building support to nuclear newcomer countries on a wide range of topics to ensure that a small modular reactor (SMR) or other advanced reactor program is built safely and responsibly in accordance with the highest international standards of safety, security, and nonproliferation. As a FIRST Subject Matter Expert, the Contractor will work with CRDF Global to provide their subject matter expertise to support the successful delivery of FIRST program engagements, building partner countries' capacity in the selected area of expertise to safely and responsibly develop a SMR or advanced reactor program. The FIRST Subject Matter Expert will work under the operational supervision of CRDF Global, with guidance and input from ISN.

Scope:

The Contractor will serve as a FIRST Subject Matter Expert in ISN funded activities under the FIRST program. This includes supporting the CRDF Global team and ISN in the delivery of engagements under the FIRST program by providing subject matter expertise during FIRST project implementations, both virtually and in-person, as requested. The Contractor will participate in coordination calls with CRDF Global and ISN as needed, develop tailored presentation materials for the country in which they have been asked to support, including but not limited to an agenda, written presentation materials, and any requested leave-behind documents; and present materials during the implementation of identified FIRST projects. Specific areas where the Contractor will provide subject matter expertise are:

- Stakeholder Engagement and Communications

As needs are identified, the Contractor will be issued Task Orders under this Agreement.

Tasks and Deliverables:

Task One: Training Planning, Development, and Coordination

The Contractor will participate in coordination calls and email communications with ISN as requested. The Contractor will provide their subject matter expertise by developing engagement materials, such as written presentations and leave-behind documents, which will be submitted to CRDF Global at least 10 days before the scheduled start of the engagement. The Contractor will also provide their input on agendas and post-training surveys for engagements they are tasked with supporting.

Task One Deliverables:

- Participation in coordination calls and email communications as requested by CRDF Global and ISN.
- Presentation materials at least 10 days prior to the start of the engagement which they are supporting.
- Input on agendas and survey questions for the engagement which they are supporting.

Task Two: Live Training Implementation

The Contractor will support the delivery of FIRST program engagements as requested by CRDF Global and ISN. Depending on the structure and dates of the engagement, the Contractor will serve as an expert either virtually or in-person. The Contractor will deliver presentations on the identified topics, answer participants' questions, and facilitate discussions during each engagement they are tasked to support. The Contractor will join each session early and stay after the session for a short debrief.

Task Two Deliverables:

- Provide subject matter expertise during FIRST engagements, either virtually or in-person, on relevant topics identified by CRDF Global and ISN. The Contractor will join each session early and stay after the session for a short debrief.
- Deliver presentations, answer questions from participants, and facilitate discussion during each FIRST engagement the Contractor is asked to support.

Task Three: Reporting and Debrief

The Contractor will provide one final report following the completion of each engagement that they support. The feedback will consist of the Contractor's observations as well as suggestions for future activities with the target country. The Contractor will participate in a debrief call after the event is completed.

Task Three Deliverables:

- One final activity report to CRDF Global following the completion of each engagement, to be received no later than 10 days after the training is completed.

Contractor Requirements:

- Ability/Willingness to travel internationally per CDC guidelines
- Capability to respond to changes/adjustments as directed by a customer
- The SME will have a demonstrated capability to prepare relevant instructional content and conduct training and mentoring in one or more of the following areas:
 - International guidelines and best practices in nuclear power
 - Stakeholder engagement for a nuclear power program
 - Development of nuclear security culture and human reliability programs for nuclear newcomers

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:

February 17: RFP Questions due
February 20: RFP Questions & Answers released
February 24: RFP submissions due

February 28: Contract start date

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:

- *proven experience working in the nuclear energy sector on areas such as public outreach, stakeholder engagement for a nuclear energy program, and/or strategic communications for a nuclear energy program.*
 1. *Familiarity with the application of technical guidance from the International Atomic Energy Agency (IAEA) and regulatory best practices in ensuring safety and security.*
 2. *Understanding of United States industry best practices and standards in nuclear energy (Nuclear Regulatory Commission, Department of Energy).*
 3. *Professional experience in the nuclear energy sector, including experience implementing U.S. government programs to reduce nuclear, chemical, or biological threats internationally."*

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 & shashemi@crdfglobal.org no later than February 24, 2023. Proposals should be submitted as electronic documents in PDF, Word or Excel format and please add subject line: RFP-23-NDF

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.