

CRDF GLOBAL
REQUEST FOR PROPOSALS (RFP)
RFP-21-UA-2023

**Delivery of presentations at two-day Ukraine Research Security Workshop in Krakow, Poland
on the topic of Due diligence and safe collaborations**

Summary:

In support of the U.S. Department of State's Office of Cooperative Threat Reduction, CRDF Global and Formation Consultancy Ltd. will develop and deliver a two-day national-level workshop on knowledge security, research integrity and prevention of illicit transfer/diversion of WMD-sensitive or dual-use technology. The event will seek to engage representatives of Ukrainian research institutions, universities, and relevant government agencies. It will take place in Krakow, Poland on November 14-15, 2023.

The workshop will engage 25 administrators, department heads, compliance officers, information security specialists, government officials and university leadership from Ukrainian state research entities and authorities dealing with sensitive data in the areas of artificial intelligence and machine learning, biotechnology, quantum computing, aerospace/aviation, traditional military areas, and/or CBRN fields. The objective is to facilitate productive dialogue among participants on implementation of non-proliferation controls at research institutions to help identify and mitigate risks from actors of proliferation concern such as the People's Republic of China (PRC).

Scope:

The Contractor will develop and deliver several presentations and interactive sessions at a two-day, in-person workshop in Krakow, Poland in November 2023. The Contractor will deliver four presentations suited to their expertise with the topics including:

- what Due Diligence is and why it matters;
- operationalizing Due Diligence screening mechanisms;
- what Dual Use is, realizing the potential of non-security related technologies.

These sessions should incorporate interactive as well as presentational formats. The sessions will incorporate prompting questions to stimulate participants and encourage them to actively engage in discussions based on their own experiences in the subject matter. The Contractor will assist in moderating the discussion. The Contractor will provide draft materials to CRDF Global and will then resend the materials following CRDF Global's communication of possible edits and changes as needed. The Contractor will hold up to 6 (six) online interim sessions with CRDF Global with the purpose of additional coordination. Following the conference, the Contractor will provide CRDF Global with a final written report.

CRDF Global will provide necessary arrangements and on-site support for the in-person workshop and associated activities.

Tasks and Deliverables

CRDF will consider proposals from both individuals and institutional teams which can support the following tasks and deliverables:

Task 1: Session Material Development

In order to develop session materials, the Contractor will participate in planning/coordination calls with CRDF Global to discuss programmatic updates, shifts in project implementation, and the funder's requests. CRDF Global and Contractor will identify a mutually agreed upon day and time for both parties to meet.

The Contractor will develop and deliver material for the four (4) in-person sessions 90 minutes each, including the time for the discussion and the concluding thoughts/remarks; the four (4) sessions are to be delivered in two blocks:

- 1) Block 1:
 - a) Session 1: Due Diligence and its importance;
 - b) Session 2: Operationalizing Due Diligence screening mechanisms.
- 2) Block 2:
 - a) Session 1: Introduction to Dual Use;
 - b) Session 2: Exploring non-security related technologies and their potential.

The Contractor will confirm with CRDF Global the titles of the sessions and agree upon the agenda with CRDF Global. The material must be tailored to Ukrainian context, be relevant to university/research institution audiences who work with sensitive data in the areas of artificial intelligence and machine learning, biotechnology, quantum computing, aerospace/aviation, traditional military areas, and/or CBRN fields, and must be suitable for an audience of approximately 25 participants.

Note: the contractor should be to prepare and provide for review the materials (presentations) on the topics required by October 24, 2023, as the workshop is time-sensitive by October 24, 2023.

Task 1 Deliverables:

- 1) Coordination calls are held with CRDF Global regularly, while the materials are being developed and adjusted;
- 2) Material for four (4) workshop sessions including slides, outlines, imagery, and all other visual or audio substantive materials and outline are provided for CRDF Global's review;
- 3) Finalized materials are provided following and including any requested amendments, edits, or adjustments from CRDF Global within 2 business days of CRDF Global's communication of the request for change (if any).

Task 2: Workshop Implementation

The Contractor will provide two (2) SMEs to travel to Krakow, Poland, to attend the two-day in-person workshop on November 14-15, 2023. CRDF Global will arrange travel support for up to two subject matter experts and arrange for all logistics. The SMEs will present the materials and lead the relevant workshop sessions.

Task 2 Deliverables:

- 1) The presentations on Due diligence and safe collaborations are delivered on site; the discussion among the participants is facilitated.

Task 3: Debrief and Reporting

The expert will provide a final report within seven (7) days of the completion of the workshop. CRDF Global will provide a template that the Contractor may use and the Contractor's report will be comprehensive and provide enough details highlighting important takeaways of the workshop, and will be not less than one (1) page long. Finally, the Contractor will participate in a debrief call with CRDF Global at a date mutually agreed upon between the parties.

Task 3 Deliverables:

- 1) Final report, including outcomes, lessons learned, and recommendations, to be submitted no later than seven (7) business days after the last day of the workshop;
- 2) Debrief call is arranged and attended after all the tasks are completed.

Preferred Contractor Requirements:

- 1) Direct technical expertise related to topics such as: knowledge security, research integrity, compliance, and export controls regime, particularly in the context of dual-use and sensitive technologies and data;
- 2) Prior experience in conducting similar workshops, interactive sessions or training events, especially in the areas of research security, non-proliferation, artificial intelligence, intellectual property protection, due diligence, dual-use technology and risk-management;
- 3) Awareness of the scientific research and academia framework in Ukraine (regulatory, governance, cultural aspects);
- 4) Educational and/or professional background in the field of research management, trusted research and funding, due diligence and compliance in research environment, with industry regulatory authorities, non-profits, academia;
- 5) Resource Availability: the bidder can commit the necessary resources and staff to deliver a two-day, in-person workshop in Krakow, Poland in November 2023;
- 6) **Adherence to Schedule: the bidder is able to prepare and provide for review the materials (presentations) on the topics required by October 24, 2023, as the workshop is time sensitive;**
- 7) References: the bidder can provide references or examples of past similar projects to verify the bidder's track record.

Proposal Requirements:

Each proposal must include:

- 1) Technical Proposal (according to the attached template)
(including Statement of Interest, list of recent technical capabilities and experience and past performance related to the preferred contractor requirements above).
- 2) Cost proposal (according to the attached template)
Description of the pricing and cost factors (e.g., hourly rates, fixed-cost pricing on standard services, etc.) that the Contractor would be willing to negotiate.

Note that this assignment may require the contractor to travel to the country of implementation.

There are two options of the Contractor's travel arrangements handling:

Option 1: Travel arrangements are handled by the CRDF Global – for this option travel expenses should not be included to the Cost Proposal (except for travel hours).

Option 2: Travel arrangements are handled by the Contractor – for this option detailed travel budget should be included to the Cost Proposal.

Details regarding the travel arrangements and expenses are given in the [Annex A](#) to the present RFP.

- 3) For individual SMEs:
 - CVs of the SME(s) applying for the assignment fulfilment;For institutions/companies/organizations:
 - General presentation of the company/organization (free form);
 - CVs of the SME(s) offered for the assignment;
- 4) Any other information and/or documents (certificates, authorizations, reference letters, etc.) that may help to properly assess the bidder's qualifications, skills and experience relevant to the subject of this RFP.
- 5) Applicable references regarding the past performance (if available);
- 6) Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses);
- 7) [NAICS Codes](#): 541620 Environmental Consulting Services- Small Business Threshold \$15 million
541690 Other Scientific and Technical Consulting Services – \$15 million
541690 Other Scientific and Technical Consulting Services – \$15 million

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price, knowledge, experience, and availability.

The SMEs must demonstrate through their proposals:

- 1) Their proven experience in the subject matter expertise;
- 2) Their qualification based on the Mandatory and/or Preferred requirements as listed in the Contractor Requirements Section;
- 3) Their capability to fulfill the assignment described in the Scope, Tasks, and Deliverables section.

Experience working with/in diverse audiences and geographies is preferred, as is experience working in virtual environments.

Submission:

Proposals should be submitted to procurement@crdfglobal.org with CC to mkoshel@crdfglobal.org and droby@crdfglobal.org, no later than the due date: **October 18, 2023**.

Proposals should be submitted as electronic documents in PDF, Word or Excel format.

The subject line of the email must read:

RFP-21-UA-2023 – Name of Bidder – Proposal

CRDF Global reserves the right to disqualify any proposal submitted after the submission deadline.

In case any clarification is required regarding this RFP, please forward your request to procurement@crdfglobal.org with CC to mkoshel@crdfglobal.org.

The subject line of the email must read:

RFP-21-UA-2023 – Name of the Bidder – Request for clarification

CRDF Global is committed to not sponsoring single-gender panels whenever possible. We will consider the gender-balance of proposed subject matter expert teams and speakers when evaluating proposals.

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.

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.

ANNEX A
TRAVEL ARRANGEMENTS AND EXPENSES

1. Allowable travel expenses

1.1 Option 1 – travel arrangements are handled by the CRDF Global

The Contractor’s travel arrangements will be handled and paid directly by the CRDF Global, and will typically cover the following:

#	Type of Expense	Type of Payment	Note
1	Roundtrip Airfare	Direct payment by CRDF Global	All air transportations purchased will be at the “Lowest logical airfare” subject to the Fly America Act
2	Lodging	Direct payment by CRDF Global	Up to the maximum lodging rate (LR) amount allowable under the Federal Travel Regulations in effect at the time of travel
3	Airport to Hotel transfer	Direct payment by CRDF Global	Transfer will be arranged by CRDF Global
4	Hotel to Airport transfer	Direct payment by CRDF Global	Transfer will be arranged by CRDF Global
5	Meals and Incidental Expenses (M&IE)	Direct payment by CRDF Global	Up to the maximum M&IE Rate (M&IER) amount allowable under the Federal Travel Regulations in effect at the time of travel
6	Visa related expenses	Reimbursement	Only direct visa fees and charges are subject for reimbursement
7	Covid-19 tests	Reimbursement	Not more than two (2) tests per travel, per travelling person (unless other is required by the acting regulations of the country of travel or the country of return)
8	Other allowable expenses (OAE)	Reimbursement	Reasonable OAE may be reimbursed if mutually agreed by the Parties. The Contractor inquire an advance clearance from CRDF Global regarding the allowability of the expenses

Except for support arranged directly by CRDF Global on the Contractor’s behalf, or specifically authorized to be paid in advance of travel, all costs will be reimbursed to the Contractor following the trip. Please refer to the CRDF Global’s [Terms and Conditions of Travel Support](#) for details.

1.2 Option 2 – travel arrangements are handled by the Contractor

The travel arrangements will be handled by the Contractor himself. CRDF Global will reimburse all the allowable travel expenses to the Contractor. Any reimbursement will be made strictly based on a photocopy of receipts, provided originals are made available to CRDF Global upon request. The allowable reimbursable travel expenses will typically include the following:

#	Type of Expense	Type of Payment	Note
1	Roundtrip Airfare	Reimbursement	All air transportation purchased must be at the “lowest logical airfare” subject to the Fly America Act. Boarding passes may be required for substantiation of airline travel and are to be submitted to CRDF Global on request
2	Lodging	Reimbursement	Reimbursement will be made only up to the maximum amounts allowable under the Federal Travel Regulations in effect at the time of travel
3	Airport to Hotel transfer	Reimbursement	Reimbursement of a reasonable fare
4	Hotel to Airport transfer	Reimbursement	Reimbursement of a reasonable fare
5	Meals and Incidental Expenses (M&IE)	Reimbursement	Reimbursement will be made only up to the maximum amounts allowable under the Federal Travel Regulations in effect at the time of travel
6	Visa related expenses	Reimbursement	Only direct visa fees and charges are subject for reimbursement
7	Covid-19 tests	Reimbursement	Not more than two (2) tests per travel, per travelling person (unless other is required by the acting regulations of the country of travel or the country of return)
8	Other allowable expenses (OAE)	Reimbursement	Reasonable OAE may be reimbursed if mutually agreed by the Parties. The Contractor shall inquire an advance clearance from CRDF Global regarding the allowability of the expenses

All reimbursements will be made to the Contractor following the trip.

2. Unallowable Travel Expenses

While not an exhaustive list of unallowable expenses, the following are common unallowable items:

- 1) Airfare expenses that do not comply with the Fly America Act or that contain segments of premium airfare (Business, First, Premium Economy). Note: Economy plus is allowed.

If Contractors want to buy their own tickets, it's best practice to review them in advance to ensure that they're allowable. For business class, CRDF Global can reimburse an economy equivalent that is documented at the time of purchase;

- 2) Meals/Snacks, when receiving M&IE (except for approved business meals);
- 3) Laundry (for OCONUS/international travel, laundry is calculated into the M&IE rate for the location);
- 4) Alcohol;
- 5) Gifts and entertainment expenses;
- 6) Passport application or renewal fees.

Contractors are expected to inquire an advance clearance from CRDF Global regarding the allowability of any specific travel expenses. Travel expenses considered as unallowable according to the CRDF Global policy and other applicable regulations will not be reimbursed.

3. Terms & Conditions of Travel Support

Applicability. The Traveler's participation in a Trip financially supported by CRDF Global (hereafter "Trip"), or the incurrence of costs related to a Trip, will constitute acceptance of the CRDF Global Terms & Conditions of Travel Support.

Description of Travel Support. CRDF Global's support may include but is not limited to domestic and international transportation; living allowance(s); conference/workshop/training registration; emergency medical insurance; visa fees; local transportation; and other travel-related expenses. All expenses, whether incurred by the Traveler or by CRDF Global on his/her behalf, must be necessary, reasonable and verifiable, and are subject to the following conditions unless otherwise specifically authorized by a CRDF Global representative:

- 1) A valid visa for country(ies) of destination and/or transit;
- 2) Living Allowances (meals, incidentals & lodging expenses) may not exceed current US government rates;
- 3) All air transportation is subject to the Fly America Act;
- 4) All air transportation must be purchased at the lowest cost alternative that accommodates business commitments at the place of departure and travel destination. Premium-, business-class and first-class tickets are not allowable.

CRDF Global provides Traveler's on international business trips with emergency medical insurance. This insurance does not cover any personal travel that may take place within an overall business trip itinerary.

Except for support arranged directly by CRDF Global on the Traveler's behalf, or specifically authorized to be paid in advance of travel, all costs will be reimbursed to the Traveler following the Trip.

CRDF Global reserves the right, in its sole discretion, to determine the method of payment, and to decline any request for travel support that is inconsistent with these terms or in violation of CRDF Global procedures or program guidelines.

Overpayments, Erroneous, Unused or Duplicate Payments. If the Traveler becomes aware of an overpayment, an erroneous payment, or a duplicate payment, the Traveler shall immediately notify CRDF Global in writing and request instructions for handling the matter. The Traveler is required to return unused funds should he/she not travel for any reason, or if the Trip itinerary is changed. CRDF Global may deduct from any payment all or part of any amount owed to it by the Traveler.

Reports. Unless alternate instructions have been provided by a CRDF Global representative, the Traveler is required to provide an expense report detailing all financial support received and a narrative report on the Trip's outcomes to CRDF Global. The Traveler is responsible for providing copies of all receipts along with the report and for providing originals to CRDF Global upon request.

Reports must be received by CRDF Global within thirty (30) days following completion of the Trip. Failure to submit reports as required may result in the Traveler being required to reimburse the CRDF Global for all expenses and/or may prevent the Traveler from participating in future CRDF Global programs.

Debarment and Other Responsibility Matters. By participating in the supported Trip, the Traveler certifies that he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded

from activities subject to debarment or suspension, by any US Federal, State, or local department or agency. The Traveler is responsible for notifying CRDF Global immediately in writing if he/she becomes debarred, suspended, declared ineligible or voluntarily excluded from activities subject to debarment or suspension or is proposed for debarment.

Compliance with Applicable Laws. The Traveler agrees to observe and conform to, in all material respects, all laws, rules, regulations, orders and requirements of governmental authorities relating to the supported Trip, and shall be solely responsible for all costs, risks and delays resulting from doing so, or the failure to do so.

Fitness to Travel. By participating in the supported Trip, the Traveler acknowledges that he/she is medically fit to engage in this Trip. CRDF Global reserves the right if required by funder, insurance requirements, or for other reason, to require that the Traveler provide certification from a licensed medical professional certifying fitness to travel prior to approval of any given Trip.

Liability. The Traveler agrees that CRDF Global shall have no liability to the Traveler or any other entity or person for any claims arising out of, or related to, the Trip or the representations or warranties made by the Traveler herein except if, and to the extent due to the negligent, willful or intentional misconduct of CRDF Global, its officers, employees or agents. The Traveler further agrees that the CRDF Global shall have no liability to the Traveler or any other entity or person for any loss, damage or injury to the Traveler or other entity or other person incurred during or in connection with the Trip.

Whistleblower Policy. Travelers are encouraged and expected to report possible violations of laws, rules and regulations, as well as fraudulent or dishonest use or misuse of CRDF Global resources or property, violations of CRDF Global's conflict of interest policy and other serious misconduct. Reports may be made directly to CRDF Global management (who can be contacted via the main CRDF Global website www.crdfglobal.org). All information will be treated confidentially and all complaints will be investigated by CRDF Global management and regularly reported to the Audit Committee of the Board of Directors. CRDF Global will not retaliate, nor will CRDF Global tolerate retaliation by any of its employees, against any individual who makes a good faith report pursuant to this policy; even if an investigation shows that there has not been a violation.