

**CRDF GLOBAL  
REQUEST FOR PROPOSAL (RFP)  
RFP-22-UA-2023**

***Subject Matter Experts on Radiological Critical Infrastructure Protection, Virtual and In-Person Engagements Focusing on Train-the-Trainer Physical Security Tabletop Exercise (TTX) Development and Facilitation on Physical Security Protection of High-Activity Radiological Sources.***

*Submission Deadline: November 7 2023, 6 pm (UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius.*

**Summary:**

CRDF Global is seeking subject matter experts (hereafter “SMEs”) with experience developing and delivering instructions, both virtually and in person, to government, academia, and private sector stakeholders on security of radiological and nuclear facilities in Ukraine. These engagements will enhance the knowledge of key Ukrainian stakeholders on how to develop tabletop exercises for designing better security and protection measures for nuclear and radiological facilities.

Above mentioned subject matter experts’ tasks would be mostly concentrated on providing certain radiological and nuclear critical infrastructure protection advising services for the project activities implemented by providing guidance and support. The expert will deliver that in a manner aligned with CRDF Global project goals and objectives and customers specific requirements.

CRDF Global plans to implement these engagements between November 2023 and January 2025 which requires on-going, flexible, and lasting partnerships with experts in the field.

**Scope & Tasks:**

The subject matter expert will provide overall organizational support, facilitate virtual and in-person engagements focusing on train-the-trainer physical security, and develop tabletop exercises (TTX) on physical security protection of high activity radiological sources. In addition, SME will develop technical virtual and workshop materials and engage in knowledge-sharing activities with participants in consultation and with guidance from CRDF staff and governmental stakeholders.

**SME Requirements:**

The SME will have experience developing and delivering e-learning courses, table-top exercises (TTX), webinars and in-person trainings on radiological and nuclear security. The contractor will have a demonstrated capability to conduct the above-mentioned activities or more of the following areas:

- I. Developing materials and video recordings in English for asynchronous, online physical security training course:
  - a. preparation of power point presentations, workshop participants evaluation forms, and other training materials;*
  - b. coordination with relevant CRDF staff on arrangements for SOW activities, ensuring that necessary procedures/requirements are followed/met;**
- II. Preparing, conducting and leading discussions and virtual breakout sessions with participants of the webinar on physical security of high-activity radiological sources;*
- III. Developing materials and facilitating in-person workshop focusing on train-the-trainer physical security table-top exercises (TTX) development and facilitation:
  - a. Conducting training sessions and submitting training reports that include recommendations for next steps.,**

- b. Traveling for the in-person workshop in Ukraine, Poland or another country within Europe*

**RFP Subject Matter Expertise: Subject Matter Experts shall have at least 7-10 years of relevant technical and professional experience. Applicable experience can include a combination of the below:**

- Master's degree in relevant area's related to radiological and nuclear critical infrastructure protection required, Ph.D. is strongly preferred;
- At least 7 - 10 years of professional experience in government or private sector relations in the field of radiological and nuclear critical infrastructure protection;
- Proven experience in developing asynchronous, online modules and courses related to the physical security protection of high-activity radiological sources;
- Proven experience in preparing and conducting webinars in the field of radiological and nuclear critical infrastructure protection;
- Proven experience in developing/supervising/implementing/moderating radiological, nuclear critical infrastructure protection themed seminars/table-top-exercises (TTXs)/workshops;
- Experience in the Post-Soviet countries, USA and Europe in general are preferred;
- Excellent knowledge of Ukrainian, US and Eastern Europe situation in radiological, nuclear critical infrastructure protection field;
- Proven experience of collaboration with government entities, private sector and civil society actors is a strong asset;
- Strong writing and speaking skills in Ukrainian and English required for Ukrainian SMEs; For international experts, only strong writing and speaking English language skills are required;
- Proven experience working on donor-funded projects, especially for the U.S. government or multilateral institutions.

**Proposal Requirements:**

Each proposal must include:

1. Statement of Interest and Technical Capabilities
  - Detailed description of the services offered in correlation with the RFP Subject Matter Expertise detailed under **SME Requirements**;
  - List of recent experiences working with donor-funded projects, especially for U.S. Government;
  - Resumes (no more than 2 pages)
2. Cost proposal (recommended, but optional)
  - Description of the pricing and cost factors (e.g. hourly rates, fixed-cost pricing on standard services, and etc), that the SME would be willing to negotiate under the GSC.
3. Completion & online submission of CRDF Global's Contractor Data Form

## RFP Timetable:

CRDF Global reserves the right to make changes to the RFP Timetable without providing explicit notification ahead of time.

October 24, 2023:	RFP Posted & Live
October 27, 2023:	RFP Questions Due
October 30, 2023:	RFP Questions & Answers Released
November 7, 2023:	RFP Submission Due
November 13, 2023:	Selected Contractor(s) Notified
November 14, 2023:	Negotiate Agreement

## Proposal Submission:

Proposals must be submitted as electronic documents in PDF, Word or Excel format. Proposals should be submitted to [kakmurzayeva@crdfglobal.org](mailto:kakmurzayeva@crdfglobal.org), no later than: 6 pm (UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius time, November 7, 2023. CRDF Global reserves the right to disqualify any proposal submitted after the submission deadline.

The subject line of the email must read:

*Subject Matter Experts on Radiological Critical Infrastructure Protection, Virtual and In-Person Engagements Focusing on Train-the-Trainer Physical Security Tabletop Exercise (TTX) Development and Facilitation on Physical Security Protection of High-Activity Radiological Sources \_ [Insert name of submitter]*

## Background:

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

More information is available at [www.crdglobal.org](http://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.