

**CRDF GLOBAL
REQUEST FOR PROPOSALS (RFP)
RFP-24-UA-2023**

Subject Matter Expert(s) on the security of chemical-related critical infrastructure objects and strengthen chemical critical infrastructure security and resilience in Ukraine

Summary:

CRDF Global is seeking subject matter expert(s) (SME(s)) with specialized knowledge of the security aspects of critical infrastructure within the chemical sector and experience of conducting security vulnerability assessments for state and private facilities, training public and private sector stakeholders on physical security of critical infrastructure. CRDF Global will implement a multi-phase project which will consist of vulnerability assessments of chemical facilities and in-person and remote training of government institutions and agencies in Ukraine. These engagements will enhance the security of chemical facilities in Ukraine to fortify Ukraine's critical chemical infrastructure by devising a dedicated methodology for assessing the vulnerabilities inherent in these facilities.

Scope:

The selected SME(s) will assume a multifaceted role, with their primary focus on conducting comprehensive on-site security vulnerability assessments. These assessments are geared towards the detection and mitigation of potential security threats. Within this framework, the SME(s) will provide actionable recommendations to reinforce protection, particularly against threats from foreign actors.

Furthermore, selected SME(s) will play a pivotal role in knowledge dissemination, providing specialized training to stakeholders in the chemical industry, state regulatory bodies, and academia. The primary aim of this training is to enhance comprehension and practical skills in evaluating critical chemical infrastructure and equip stakeholders to adeptly identify and mitigate vulnerabilities, particularly in high-risk facilities.

The scope of these engagements extends to various types of facilities, encompassing state-owned chemical entities, as well as smaller to medium-sized private industrial sites, all of which are susceptible to security risks. The overarching objective is to bolster security measures and impart expertise in chemical facility security by embedding subject matter experts within the Government of Ukraine.

Tasks:

Specific tasks and deliverables will vary depending on the project's scope of work.

The selected SME(s) would be expected to provide contracted services such as, but not limited to:

- 1) Conduct onsite assessments of several named chemical-related facilities in Ukraine (government-controlled area), helping to identify security threats and provide valuable recommendations for enhanced protection against potential attacks from foreign actors, including (but not limited to):
 - visiting the named chemical-related facilities in Ukraine to conduct onsite inspections and vulnerability assessments;
 - designing a vulnerability assessment methodology specific to the chemical facilities which are to be assessed and inspected by SME in Ukraine;
 - providing comprehensive assessment reports with recommendations for enhanced protection of the assessed chemical facilities..
- 2) Developing materials and facilitating in-person Training of Trainers (ToT) workshop focusing on essential knowledge and skills to assess and secure chemical facilities:
 - preparation of power point presentations, workshop participants evaluation forms, and other relevant necessary training materials;
 - conducting an in-person workshop sessions and submitting workshop reports with recommendations on the next steps;

This in-person workshop will be held in Ukraine, Poland or another country in Europe (TBA).

- 3) Providing consultancy, evaluations, and expert services for the named government agency(ies) in Ukraine:
 - 2-3 weeks in-person visit to Ukraine to provide onsite consultancy, recommendations and assistance with action planning, policy development for addressing findings in the chemical vulnerability assessments, providing indispensable tools and resources to significantly enhance the safety and security of Ukraine's chemical-related facilities and empower the Government of Ukraine with substantive knowledge on effectively securing their chemical-related facilities;
 - continue providing guidance and assistance to Ukrainian Government via online engagements over the agreed period of time upon visit.

Selection Requirements and Criteria:

Selection will be based on CRDF Global's evaluation of the applicant's ability to meet CRDF Global's requirements described below, as well as factors such as competitive rates, quality of proposal, past performance, and other intangible factors. CRDF Global reserves the right to accept or reject any and all proposals, and to negotiate the terms of any subsequent agreements at its own discretion.

Mandatory Contractor Requirements:

- 1) At least five (5) years of professional experience in government or private sector relations in the field of chemical critical infrastructure protection;
- 2) Strong command in English (writing and speaking);
- 3) Ability and readiness to travel to Ukraine (this includes not having entry ban or any legal boundaries preventing from travelling to Ukraine) *(note that CRDF Global will not provide any assistance with receiving the necessary permits and/or visas that may be required for the SME to travel to Ukraine. CRDF Global will not provide insurance nor security and safety assistance during the SMEs travel to Ukraine).*

Preferred Contractor Requirements:

- 1) Experience in development of chemical facilities vulnerability assessment methodologies and implementation of onsite vulnerability assessments in chemical critical infrastructure sector;
- 2) Experience in developing/supervising/implementing/moderating chemical critical infrastructure protection and security themed seminars/workshops/ToT;
- 3) Experience in implementation of the projects related to chemical critical infrastructure facilities protection in the post-Soviet countries;
- 4) Experience in implementation of the projects related to chemical critical infrastructure facilities protection in USA and Europe in general;
- 5) Experience of collaboration with government entities, private sector and civil society actors;
- 6) Master's degree in relevant areas related to chemical infrastructure security and protection. Ph.D. degree is strongly preferred;
- 7) Knowledge of Ukrainian language (preferred).

Contract for Services:

Following selection, CRDF Global will negotiate a General Services Contract (hereafter "GSC") with the selected SME(s).

While the GSC is not a guarantee of any work, the selected SME(s) on a GSC can be engaged by CRDF Global staff with an abbreviated selection process. This allows CRDF Global to potentially leverage the partnership with the SME for strategic initiatives, proposal submissions, and programmatic responses to urgent timelines.

The GSC will be structured to allow CRDF Global Agreement Officer(s) to issue task orders to the SME upon successful negotiation of scope and budget.

The specific duration of the GSC can be negotiated following selection but is expected to be between 1-3 years. The GSC would seek to negotiate and lock in elements of pricing and cost that are agreeable to both parties.

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 (e.g., standard hourly rates, fixed-cost pricing on standard services, etc.)
Description of the pricing and cost factors that the Contractor would be willing to negotiate.
- 3) For individual SMEs:
 - CVs of the SME(s) applying for the assignment fulfillment;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).

Submission:

Proposals should be submitted to procurement@crdfglobal.org with CC to mkoshel@crdfglobal.org no later than the due date: **November 22, 2023**.

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

The subject line of the email must read:

RFP-24-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-24-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.