

**CRDF GLOBAL  
REQUEST FOR PROPOSAL  
Video Production Services**

**Deadline: February 29, 2024 at 02:00 PM EST Time**

**Summary:**

CRDF Global is seeking proposals from qualified contractors to provide comprehensive video production services for multiple projects. The work involves but is not limited to *pre-production services, field production and post-production services with the aim of delivering content to CRDF Global stakeholders worldwide.*

**Scope:**

*The contractor will work closely with CRDF Global to fulfill video production services as requested from CRDF Global staff. The services provided should adhere to project requirements to ensure high quality content delivery.*

**Tasks and Deliverables:**

*Requested services include, but are not limited to the following:*

- Pre-production services:
  - Overall project management and technical consulting/guidance
  - Script-to-screen storyboarding
  - Ad hoc advisory services
- Field production services:
  - Filming, identification, procurement and management of film production crews in US and international locations
  - in the Washington, DC area
  - Support remote recording of local partners broadcasting from their home location
- Post production services:
  - Overall support of CRDF's Global's REDOX platform
  - Overall film editing services
  - Integration of special effects, such as animations, motion graphics, and stock footage
  - Audio services, such as voice-over talent and stock music
  - Post-production services to support foreign languages
  - Addition of content that meets 508 Compliance

**Contractor Requirements:**

To be considered for this project, contractors must meet the following requirements:

- Related experience and expertise
- Technical proficiency
- Communication and collaboration
- References and portfolio

**Proposal Requirements:**

- Statement of Interest and Technical Capabilities
- Cost proposal
- 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)

**Timetable:**

RFP Issue Date	February 13, 2024
RFP Questions Due	February 20, 2024
RFP Question & Answers Released	February 25, 2024
RFP Submission Due Date	February 29, 2024 at 02:00 PM EST Time
Selection	March 7, 2024

**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 in Video Production Services

The selection will be based on a scoring system that will take into consideration the below weights:

- Overall price 60%
- Technical capability 40%
  - Expertise in the domain
  - Certification
  - Past-performance
  - Technical consulting
  - Script to screen story boarding
  - Data protection
  - Identification, procurement and management of film production crews in the US and in international locations
  - Support of Redox platform
  - Post production services to support foreign languages

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](mailto:procurement@crdfglobal.org) & [mshanawani@crdfglobal.org](mailto:mshanawani@crdfglobal.org), no later than **February 29, 2024 at 02:00 EST Time**. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

**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](http://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/RFI 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/RFI, 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/RFI, 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/RFI, 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/RFI, should be made in writing and included in the form of an addendum to the applicable Section in the RFP/RFI.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP/RFI by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP/RFI. 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/RFI 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.