

CRDF GLOBAL
REQUEST FOR QUOTES
RFQ #REQ24-0643, SME for SDPU Paraguay Food Security Workshop
Deadline: 09:00 EST May 3, 2024

Summary:

CRDF Global is seeking a subject matter expert (SME) and institutions to support the [Sustained Dialogue on Peaceful Uses \(SDPU\) Workshop on Food Safety and Security in Latin America](#). As part of the SDPU, CRDF Global plans to host a regional program in Asunción, Paraguay, on enhancing food safety and security using nuclear science and technology in Latin America. This program will feature expert discussions on the opportunities, success stories, challenges, and risks relating to the use of nuclear science and technology in agriculture. This programming will relate back to UN Sustainable Development Goal 2 (SDG2) – Zero Hunger, as well as SDG3 (Good Health and Well-being), SDG6 (Clean Water), SDG9 (Industry, Innovation, and Infrastructure), SDG12 (Sustainable Cities), SDG15 (Life on Land), and multiple targets under SDG17 (Partnerships for the Goals). The workshop will convene representatives from organizations across the public and private sectors, including regulatory agencies, academic institutions, development organizations, private companies, and the International Atomic Energy Agency (IAEA). The program aims to synthesize discussions into project concepts that advance progress on UN SDGs that can be paired with existing funds from government donors, development funds, private equity, and other sources as available.

Topics may include but are not limited to:

- Insect sterilization to protect produce, crops, and livestock
- E-beams vs. Co-60 for food irradiation and food safety
- Mutagenesis in developing higher yielding, more resilient crops
- Remote monitoring of soil moisture and precision irrigation
- Monitoring sources of water, waste, and pollution
- Food authenticity with isotopic verification
- Nutrition uptake and dietary monitoring with isotopic techniques
- Data sharing strategies and policies
- Encouraging entrepreneurship and sustainable financing of food systems
- Workforce development
- Public education and outreach
- Food safety and losses

Scope:

The Contractor will support CRDF Global in the development and delivery of one (1) in-person, three-day workshop on food safety and security. The Contractor will be considered for various regions, including a workshop in Asunción, Paraguay. Although the dates are subject to change, this workshop is tentatively scheduled to take place July 2024. The main objective of this workshop is to synthesize discussions on enhancing food safety and security using nuclear science and technology in various regions around the world into project concepts that advance progress on UN Sustainable Development Goals (SDGs).

The Contractor will deploy one (1) SME for the in-person workshop. The work will consist of a series of ad hoc planning calls for conceptualization, scheduling, and technical discussions that result in the finalized engagement agendas for each session. During such calls, the Contractor will contribute to the discussions, highlight concerns where relevant, review engagement materials, and take lead on creating sections of the agenda assigned to them. CRDF Global will facilitate all travel and logistics needs of the in-person workshop.

The Contractor will develop the materials, including the agenda for the in-person workshop, assist with participant outreach, moderate and implement the specified activity as defined below, foster participant engagement, provide next

steps and lessons-learned via an internal after-action report, in addition to an external narrative report on the project's activities. The Contractor will perform all tasks and provide all deliverables from a perspective relevant to food safety and security experts in Latin America.

Tasks and Deliverables:

Please reference *Attachment A: Tasks and Deliverables* below for details.

Contractor (SME) Requirements:

The specific areas of desired expertise include food safety, security, and sustainability, specifically in Latin America; however, global knowledge of this subject matter is also desired.

SMEs selected for implementation will be contracted for the following types of tasks (but not limited to):

- Facilitate dialogue with partners to develop project ideas
- Develop, review, and revise agendas for the sessions
- Conduct workshops, in person or online, in the United States or abroad
- Coordinate with other co-implementers
- Author or contribute to post-activity reports
- Participant outreach support, etc.

Submission Requirements:

Each submission must include:

- Statement of Interest and Technical Capabilities
- Completion of the CRDF Global [Contractor Data Form](#)
- Cost Proposal
 - Cost Proposal must include a breakdown of costs per **task** referenced in *Attachment A: Tasks and Deliverables (below)*
 - Cost Proposal must separate out all direct costs (e.g. labor, materials, fees, etc.) as applicable.
 - All travel required for the engagement will be directly handled by CRDF Global. The cost proposal does not need to include travel estimates.
 - For Labor costs, hourly rates and level of effort (in hours) must be provided
 - *This is for cost analysis purposes required by federal regulations.*
 - *CRDF Global understands that this type of information is generally considered proprietary in nature and will handle any received information with confidentiality.*
- CV(s)
- List of recent experience in the specific areas of desired expertise 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:

25 April 2024: RFQ Questions due*
29 April 2024: RFQ Questions & Answers released (on RFQ posting)
3 May 2024: RFQ submissions due
10 May 2024: Selection decision communicated to applicants
28 May 2024: Tentative contract start date (7 weeks prior to in-person meeting)

*Any questions should be sent to Amanda Gilliland (agilliland@crdfglobal.org).

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 utilizing nuclear technology to address relevant UN Sustainable Development Goals. Additionally, the SME will have:

- Ability/Willingness to travel internationally per USG guidelines
- Capability to respond to changes/adjustments as directed by a customer
- A demonstrated capability to prepare relevant, informational content

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:

Quotes should be submitted to Amanda Gilliland (agilliland@crdfglobal.org), no later than **9:00 EST on May 3, 2024**. Quotes should be submitted as electronic documents in PDF, Word, or Excel Format with the email subject line: ***RFQ #REQ24-0643, SME for SDPU Paraguay Food Security Workshop.***

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; Manila, Philippines; 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 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 RFI. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Hold Harmless. By submitting a response to the 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 RFI process and supplier selection.

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

ATTACHMENT A: Tasks and Deliverables

Any dates mentioned below are tentative and are subject to change

Task 1: Agenda Development and Outreach

The Contractor, as part of their contributions to the SDPU, will participate in a series of ad hoc planning calls with CRDF Global and other stakeholders to conceptualize, schedule, and technically develop an agenda for this Scope of Work. This will also allow for discussions regarding programmatic updates, recent conversations with Funder, and to accommodate any shifts in project implementation details. This task will continue until the materials are finalized in advance of the in-person, three-day workshop. The finalized agenda should be adapted to be appropriate for the target audience in Latin America and is due to CRDF Global **no later than ten (10) business days prior to the start of the workshop to allow for Funder approval.**

With guidance from CRDF Global pertaining to selection priorities, the Contractor will utilize targeted invites and emails to leverage their networks in the region and based on their expertise. Through coordination calls, emails and other communication mediums, the Contractor will provide CRDF Global with direct linkages to their relevant networks and the opportunity to integrate this network into the potential workshop audience. Once the audience has been identified, CRDF Global will handle communications to registered participants, including session reminders, the distribution of materials following the event, and the event landing page on the program website.

Task 1 Deliverable(s):

- Finalized agenda for the workshop (1)
- Provide relevant stakeholders within the Contractor's network to CRDF Global

Task 2: Workshop Facilitation

The Contractor will deploy one (1) SME who will travel to and moderate the workshop being held in Asuncion, Paraguay, tentatively July 2024. The Contractor will serve as facilitator for the workshop and moderate sessions within the program focused on topics designed by both the Contractor and CRDF Global.

The Contractor may also be required to present materials for a session delivered by the Contractor during the workshop implementation. If CRDF Global requests this presentation, the Contractor will be responsible for providing CRDF Global with the finalized presentation ten (10) business days prior to the session at which the Contractor will present. The Contractor may also be responsible for reviewing and editing presentation materials developed by CRDF Global or another party prior to each session.

CRDF Global will facilitate all travel and logistics needs of the in-person workshop.

Task 2 Deliverable(s):

- Presentation materials for a session delivered by the Contractor during the workshop implementation (if required)

Task 3: Communication and Reporting

The Contractor will participate in ad hoc planning calls with CRDF Global to discuss programmatic updates, recent conversations with the Funder, and accommodate shifts in project implementation. CRDF Global and the Contractor will identify a mutually agreed upon day and time for all parties to meet. In addition, the Contractor will attend meetings with interpreters and other vendors as needed.

Following the completion of the three-day workshop, the Contractor will provide an internal Subject Matter Expert Report utilizing a CRDF Global-provided template. The Subject Matter Expert Report will include details, metrics, workshop content (e.g., topics covered), an assessment of knowledge gained by participants, lessons learned, and recommendations for follow-on activities. **This report is due to CRDF Global within ten (10) business days of the activities' completion.** Finally, the Contractor will provide contributions and comments should CRDF Global have questions or need additional information on the activities and Subject Matter Expert Report.

The Contractor will also produce a project Narrative Report, which will be a public-facing readout of the project's activities. The Narrative Report will include details, workshop content (e.g., topics covered), an assessment of knowledge gained by participants, and context on how the project outcomes factor into broader SDPU program objectives. **This report is due to CRDF Global within fifteen (15) business days of the workshop series' completion.** Finally, the Contractor will provide contributions and comments should CRDF Global have questions or need additional information on the workshop or reporting.

Task 3 Deliverable(s):

- Subject Matter Expert Report (internally facing)
- Project Narrative Report (externally facing)