

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: July 24, 2024

Summary:

CRDF Global supports programming in the Washington, DC region for a variety of funders, including but not limited to the U.S. Department of State and the U.S. Department of Agriculture. Through programs such as the International Visitor Leadership Program (IVLP), the U.S. Department of State's premier professional exchange program, and the U.S. Forest Service (USFS) International Programs' study tours, CRDF Global supports short-term visits to the United States for current and emerging foreign leaders in a variety of fields so that they experience this country firsthand and cultivate lasting relationships with their American counterparts. A detailed list of expectations is provided in the "Scope" section.

Scope:

Each year, IVLP and USFS participants from around the world travel to the United States for short-term professional exchanges and study tours. Though each itinerary is unique to the individual project, almost all projects begin in Washington, DC with professional programming throughout the area. Local ground transportation services are critical to ensuring that project participants make it to all professional appointments and destinations in a safe, timely and efficient manner.

Group sizes usually range from approximately 6 to 30 individuals; however, groups may be smaller or larger in certain circumstances. Transportation services are usually needed for approximately five to seven days for eight hours a day.

On average, CRDF Global requires annual support for approximately 25-30 projects. Ground transportation companies should be able to support *at least half* of the CRDF Global projects per year.

Project numbers may increase as CRDF Global supports additional activities in the Washington, DC region for funders.

Specific ground transportation requirements will vary by project, but could include the following:

- Airport transfers (international arrival and local departure)
- Transportation during Washington, DC city tour
- Local daily transportation – *approximately 8 hours/day*.
 - Includes Washington, DC suburbs
 - Includes Annapolis, MD and Baltimore, MD locations
- City transfers – *Charlottesville, VA; Philadelphia, PA; New York City, NY; Additional locations as needed.*

Tasks and Deliverables:

CRDF Global is requesting responses from companies that can support *at least half* of our annual projects. Requests for project services will be sent to procured vendors on an as needed basis throughout the year. The following tables all important tasks and milestones per project.

CRDF Global Task / Milestone	Ground Transportation Company Task / Milestone	Ground Transportation Company Deadline, Frequency or Duration
<i>Ground Transportation Request outlining project requirements (# days, # individuals, airport transfers, city transfers)</i>	Confirm/Decline acceptance of project	NLT: 2 business days after request
	Provide transportation quote for request	NLT: 2 business days after request
<i>Airport transfer schedule shared</i>	Updates regarding number of vehicles and/or size of vehicles required to accommodate transfers. Approval of schedule.	NLT: 2 business days after scheduled shared
<i>Final itinerary shared</i>	Driver assignment, including contact information	NLT: 1 business day before arrival
<i>Itinerary updates</i>	Confirmation of itinerary changes	Within 1 business day
<i>N/A</i>	Invoice CRDF Global for project expenses	Within 14 business days
<i>CRDF Global payment</i>	N/A	Within 30 business days of invoice

Proposal Requirements:

CRDF Global prefers, but does not require the following:

- Companies that can support the majority of projects
- Companies that can support a wide range of group sizes
- Companies that can provide standard rates throughout the year
- Companies that can provide a dedicated driver per project
- Companies that can remain flexible to last-minute itinerary changes

Timetable:

July 10: RFP Questions due

July 12: RFP Questions & Answers released

July 24: RFP submissions due

Aug 2: Contract start date

Contractor Selection Criteria:

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

All other scores being equal, preference will be given to proposals that demonstrate cost-share for at least one networking event with U.S. experts. A networking event is a hosted opportunity for travelers to meet informally with project speakers, local experts, and industry leaders, with preference for an evening event.

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.

Competitive pricing, well researched proposal and logistics

Submission:

Proposals should be submitted to procurement@crdfglobal.org, twendelken@crdfglobal.org, and kmcaster@crdfglobal.org no later than {11:59pm EST on Wednesday, July 24th}. 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.

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.