

CRDF GLOBAL
REQUEST FOR PROPOSAL
Deadline: September 22, 2025

Summary:

CRDF Global engages Subject Matter Experts based in the United States, Europe, and potentially other international locations. To ensure compliance with program requirements, we require drug testing services for up to 16 SMEs per year.

Objectives

The objective of this engagement is to provide reliable, timely, and geographically flexible drug testing services for SMEs. Testing must be accessible both in the U.S. and internationally, particularly in Europe, with the option to expand to other countries if needed.

Scope:

The Contractor shall provide:

- **Testing Coverage:** Availability of testing facilities or mobile collection services in the U.S., Europe, and additional international locations as required.
- **Collection & Testing:** Administration of drug tests for up to 16 individuals annually.
- **Drug Panel:** Vendor to propose recommended standard testing panel(s) (e.g., 5-panel, 10-panel, etc.), including cost options.
- **Chain of Custody:** Secure collection and handling procedures that comply with international standards.
- **Result Reporting:** Clear, confidential reporting of test results to designated organizational representatives.
- **Flexibility:** Ability to coordinate with SMEs' availability, including scheduling tests across different time zones and countries.

Tasks and Deliverables:

- Completion of up to **16 drug tests per year**.
- Delivery of individual test results within vendor's standard timeframe.
- Annual summary report of testing completed.

Vendor Response Requested

Vendors are requested to provide:

- Recommended drug testing panels and associated costs.
- Per-test pricing and any discounts for annual volume (16 tests).
- Availability of testing in U.S., Europe, and other global locations.
- Turnaround times for results.
- Any additional administrative or service fees.

Proposal Requirements:

- Statement of Interest and Technical Capabilities
- Cost proposal
- CV(s)
- List of recent experience in the RFP Subject Matter area and applicable references/past performance

Proposed labor rate

- If applicable, any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- If applicable, [NAICS Codes](#):
 - 541620 Environmental Consulting Services - Small Business Threshold \$19 million
 - 541690 Other Scientific and Technical Consulting Services - Small Business Threshold \$19 million

Timetable:

September 18, 2025: RFP Questions due

September 19, 2025: RFP Questions & Answers released

September 22, 2025: RFP submissions due

Contractor Selection Criteria:

CRDF Global will select the contractor that demonstrates the best overall value, considering both price and experience in providing drug testing services.

The contractor should have:

1. Proven Experience
 - Demonstrated experience providing drug testing services to organizations, preferably in corporate or international environments.
 - Experience working with management-level employees, technical staff, or other professional personnel requiring drug testing.
2. Service Capabilities
 - Ability to provide testing coverage in the U.S., Europe, and other international locations.
 - Capacity to administer up to 16 drug tests annually and provide secure chain-of-custody, timely results, and annual reporting.
3. Value for Price
 - Competitive per-test pricing and clear cost proposals for recommended drug testing panels.
 - Transparency regarding any additional administrative or service fees.
4. Flexibility and Responsiveness
 - Ability to schedule testing across multiple time zones and countries to accommodate participants' availability.
 - Clear processes for communication, reporting, and issue resolution with CRDF Global.

Evaluation Methods:

7. Best Value Trade-off

Evaluation Scoring Methodology:

Proposals will be evaluated based on the following scoring system:

- 8. Excellent (5): Exceeds all requirements and offers superior benefits.
- 9. Good (4): Meets all requirements with some additional value.
- 10. Acceptable (3): Meets all minimum requirements.
- 11. Marginal (2): Meets some requirements but has deficiencies.
- 12. Unacceptable (1): Fails to meet requirements.

Submission:

Proposals should be submitted to procurement@crdfglobal.org & hroberts@crdfglobal.org , no later than **5PM EST, September 22, 2025**. 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.