

## Responses to Questions (last updated Jan 23, 2026)

1. I see there are two RFPs, which should I apply under?
  - a. One RFP is for **individual subject matter experts** ([RFP for Individual Experts, linked here](#)).
  - b. One RFP is for **organizations** ([RFP for Organizations, linked here](#)).
2. Which RFP should someone respond to if incorporated under an LLC?
  - a. Under the RFPs for Individual Experts.
3. If I am responding to the RFP as part of an institution, can/should I apply on my own as well?
  - a. Subject matter experts may submit responses as part of both the individual responses and as part of their institutional response.
4. What is the typical lead time between tasking and delivery engagements (virtual sessions, in country workshops, assessments, and study tours)? Where possible, could you indicate typical notice periods (for example, two weeks, four weeks, eight weeks or more)?
  - a. Lead times vary based on engagement type, scope, and funder priorities. For planning purposes, respondents should assume the following baseline timelines:
    - i. Study Tours: Approximately 8 weeks of lead time
    - ii. Virtual engagements, in-country workshops, and assessments: Typically, 4–8 weeks, but not less than 4 weeks
  - b. Actual lead times may be shorter or longer depending on the specific activity, approvals, and logistical considerations.
  - c. For proposal purposes, respondents should assume a baseline lead time of approximately two months.
5. Is there a standard hourly labor rate that CRDF Global expects?
  - a. Respondents should propose the hourly labor rate that they would expect to apply if tasked by CRDF Global. Respondents should keep in mind that CRDF Global's programming is funded by the U.S. Department of State.
6. When taskings are issued, what is the usual duration and intensity of support required (for example, a single session, a multi-day workshop, several weeks of analysis), and what level of effort per week is typical?
  - a. The duration and intensity of support vary significantly by engagement type and scope. Taskings for example may include, but are not limited to:
    - i. Single virtual sessions
    - ii. Multi-day in-country workshops
    - iii. Short-term analytical or assessment activities conducted over several weeks

- b. Level of effort is expected to vary by task. As such, respondents are requested to provide estimated hourly labor rates (inclusive of indirect costs), which will be used as the basis for cost estimates across taskings.

7. What will the type of contract be?

- a. Contract type will be negotiated on a task-by-task basis depending on the nature of the activity. The hourly rates requested (see above) will not impact contract type determinations.

8. Which countries or regions will programming take place?

- a. Projects may be with partners in one or more countries, in any world region. This includes countries in Europe, South/Southeast Asia, Sub-Saharan Africa, and the Western Hemisphere. Countries will be identified and shared at the tasking stage. As noted in the RFP, engagements may take place CONUS (such as Study Tours) or OCONUS (such as Workshops).

9. Are there any travel restrictions or security requirements? Who takes care of travel/subsistence arrangements?

- a. Travel, security, and medical requirements may vary by engagement and location. These details will be addressed during tasking and are not required for RFP response purposes. Travel and subsistence arrangements will be clarified at the task level and are anticipated to be covered by CRDF Global.

10. For each tasking, will CRDF Global run a mini competition among selected vendors, or will taskings be allocated directly based on subject matter fit and availability?

- a. CRDF Global intends to allocate tasks based on subject matter fit, technical expertise, and availability.

11. For training materials, analytical tools, and curriculum or leave behind products developed under taskings, who retains ownership? Are contractors allowed to reuse generic, non-country specific components in future engagements? If content is already held as background IP, what happens to that IP?

- a. Ownership of materials, tools, curricula, and other deliverables developed during tasking rests with CRDF Global and USG funders, while contractors retain ownership of any pre-existing background IP. Contractors may reuse generic, non-country-specific background components in future engagements, provided they do not include CRDF Global-funded content or sensitive information developed under this scope of work. Any proposed reuse or incorporation of background IP into deliverables must be identified in advance and approved in writing by CRDF Global.
- b. Contractors retain ownership of pre-existing background intellectual property. However, any background IP incorporated into deliverables must be licensed to

CRDF Global and USG funders for use in connection with the scope of work, including authorized sharing with program participants. Any limitations on such use must be clearly identified during tasking and approved in writing by CRDF Global.

12. For Task 5 in the RFP for Organizations, does CRDF expect subcontractors to provide access to facilities and organisations (for example, utilities, regulators, vendors), or is “hosting” primarily itinerary design, facilitation, and content delivery?
  - a. The definition of “hosting” will vary by organization and engagement. For a university it may include visits to research facilities; for other organizations it may include facilitating access to a demonstration site or similar.
13. Does CRDF envisage accredited university programmes as part of Task 6 in the RFP for Organizations, or are non-accredited professional short courses and curriculum packages also in scope?
  - a. Accreditation is not required. Non-accredited professional short courses and curriculum packages are within scope.
14. What does CRDF Global expect in the "Statement of Interest and Technical Capabilities" in terms of length? Are other documents (e.g. a sample presentation) required?
  - b. CRDF Global recommends a 1–2 page Statement of Interest and Technical Capabilities. This can include a concise narrative summary (eg. 1–2 paragraphs) followed by bullet points addressing relevant experience, technical areas, and engagement types. An excessively long Statement of Interest and Technical Capabilities is discouraged.
  - c. A sample presentation is not required.
15. Does the proposal require a detailed scope of work, budget, or staffing plan?
  - a. No. The only requirements are those listed in the RFP. If selected, CRDF Global will develop scopes of work with individuals/organizations based on programmatic needs.
16. Is there a page limit for the Statement of Interest in Technical Capabilities?
  - a. There is no formal page limit, but CRDF Global recommends approximately 1–2 pages for the Statement of Interest. Submissions longer than two pages will still be reviewed, but brevity is encouraged.
17. When will applicants be notified of selection decisions?
  - a. CRDF Global expects to begin notifying selected individuals and organizations in mid-February. Notifications may occur on a rolling basis or all at once. Any changes to the timeline will be communicated to applicants.

18. What is the typical project duration and funding range?

- a. Project duration and funding levels vary significantly:
  - i. Small engagements (e.g., a single webinar presentation) may require only several hours of work over one or more days. Larger, multi-activity efforts may last 12–16 months. The specific project duration would be indicated in the proposed scope of work sent to selected applicants.
  - ii. Funding may range from honoraria for small, one-time engagements to a contract for one project to multiple task orders for several projects under a general services contract. There is no fixed funding ceiling per engagement.

19. For CVs/Organizations, could you state a preference for brevity (bios) vs seeing more depth (full length CVs)?

- a. Individuals: A CV or résumé is required (not only a bio). This may be a short (2–3 page) résumé or a longer academic-style CV.
- b. Organizations: Either full résumés/CVs or short bios (3–5 sentences) for proposed personnel are acceptable.

20. Are NAICS Codes for small businesses a preference or requirement?

- a. No. Applicants do not need to submit.

21. What determines how much work (scope) an organization or individual may receive?

- a. Following selection, scope is determined throughout the year based on the following:
  - i. U.S. Department of State funder priorities,
  - ii. Programmatic needs as they evolve,
  - iii. How the capabilities of selected individuals or organizations align with specific activities.

22. Are activities and scopes fixed once selected?

- a. No. Programming is dynamic throughout the year; activities, timelines, and engagement types may change throughout the year in response to evolving funder priorities and international partner needs.

23. Will the webinar recording and slides be shared?

- a. Yes. Please see the respective RFP web pages for links.

24. How should proposals be submitted?

- a. Submit via email as PDF, Word, or Excel (for rate information). Include both listed emails: [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org) and [bking@crdfglobal.org](mailto:bking@crdfglobal.org). Use the subject line: “SMR RFP Submission 2026: [Individual or Organization Name]”

25. Is a not-for-profit allowed to apply?

- a. Yes.

26. Please confirm, for Cost from Organizations, we submit **one** average, fully burdened hourly rate that is based on all personnel proposed. This would be an indicator of costs for a task, but not locked in for all future contracts, task orders, etc.

- a. Fully burdened hourly rates for personnel proposed or average fully burdened rates for personnel proposed are acceptable.