

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: June 8, 2026

Summary:

As the foundational professional exchange program of the U.S. government, the International Visitor Leadership Program (IVLP) advances U.S. national security priorities and builds long-term relationships between Americans and international leaders in government, business, academia, and other fields through short-term professional exchanges that strengthen American communities.

Since its inception in 1940, more than 230,000 international leaders have taken part in the IVLP including over 500 alumni that have become heads of state or government, 12 Nobel Laureates, 1,600+ Cabinet Ministers, 1,000+ members of Parliament, and numerous leaders in industry, science, and academia. IVLP participants are nominated by U.S. Embassies around the world. There is no application process for the IVLP.

CRDF Global is an implementing partner of the IVLP, organizing bespoke, professional exchange programs in collaboration with the U.S. Department of State.

CRDF Global is seeking 2 (two) Telugu Language Interpreters to provide simultaneous interpretations services for a Department of State International Visitor Leadership Program (IVLP) Project scheduled for July 25, 2026 – August 15, 2026.

Scope:

- Simultaneous interpretations for professional meetings and cultural engagements for an expected total of seven (7) International Visitors (IVs)
- Submission of all secure online forms for contractor details, meetings at secure facilities, and banking information within 24 hours of receipt of instructions.
- Virtual attendance at one, one-hour pre-project call to review expectations, to be scheduled.
- Appropriate use of and care for professional interpretation equipment, provided by the U.S. Department of State.
- The contractor will submit an expense report via the provided template for all reimbursable expenses incurred throughout the project, including all receipts in PDF format, to CRDF Global within 30 days of the project end date of August 15, 2026.

Please note that CRDF Global will fund travel and logistics costs associated with the Interpreter’s participation on the project, including domestic flights, airport transportation, meals and incidental expenses (M&IE), and lodging.

Tasks and Deliverables:

Deliverable	Timeline
Submission of contractor data form, bank information form, and additional secure forms as required by meeting locations.	Within 24 hours of receipt of request to complete forms
Participation in Pre-Project Call	TBD, week of July 20 th
Professional simultaneous interpretation for all scheduled activities in the provided program schedules.	July 25, 2026 – August 15, 2026
Submission of final expense report and all required receipts.	September 14, 2026

Contractor Requirements:

Required Qualifications:

- Professionally fluent in English and Telugu.
- Experience as a professional simultaneous interpreter.
- Experience with professional interpretation equipment.
- Willingness to attend cultural activities with the group, which may include activities in the evenings and weekends, throughout the project.
- Positive attitude and teamwork.

Preferred Qualifications:

- Familiarity or experience with the IVLP Program
- Familiarity with the topics of national security policy, trafficking in persons, law enforcement, and illegal migration.

Proposal Requirements:

- Statement of Technical Capabilities
- CV
- Cost proposal:
 - o Daily rate for program dates of July 25 – August 15, 2026, noting that the work does not always follow a typical 9-5 schedule. Weekend days are paid days as there is often cultural programming on these days.

Timetable:

May 26, 2026: RFP Questions due

June 1, 2026: RFP Questions & Answers released

June 8, 2026: RFP submissions due

July 20, 2026: Contract start date

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 as a professional simultaneous interpreter between English and Tegulu.

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.

Selection Criteria and Evaluation Methods:

Evaluation Factors

1. Technical Approach
2. Key Personnel and Qualifications
3. Management Approach
4. Price/Cost
5. Small Business Utilization (if applicable):
6. Risk Management

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 & tcoughtreydavenport@crdfglobal.org mahmad@crdfglobal.org , no later than **5:00 PM EST June 8, 2026**. 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; Amman, Jordan; Kyiv, Ukraine; Manila, Philippines; Almaty, Kazakhstan; and Warsaw, Poland; CRDF Global's global staff and networks of local community and government stakeholders deliver programs tailored to specific regions that advance U.S. security interests in over 120 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.