

**CRDF GLOBAL**  
**REQUEST FOR PROPOSAL (RFP)**  
**Subject Matter Experts on Chemical Security**

Deadline: October 3, 2022

**Summary:**

CRDF Global is seeking subject matter experts (SMEs) with experience developing and delivering instruction to university faculty and graduate students on best practices in chemical security in university/research laboratories. This training course will address high-risk material theft and misuse in Moroccan and Tunisian academic institutions. Participants will be able to prevent, identify, and mitigate insider threats by employing best practices for personnel screening, recognizing indicators of radicalization, and detecting and deterring chemical theft. The course will strengthen chemical security practices in North African universities and build capacity to detect and deter threats to high-risk chemical materials.

**Scope of Work:**

This project will consist of an asynchronous online course with at least six separate thirty-minute modules and one two-hour webinar which will bring academia participants from Tunisia and Morocco together.

The subject matter expert (SME) hereby referred to as “The Contractor” will provide course materials for the training series and present the course materials during the training as an SME. The Contractor will complete and submit to CRDF Global a post-event report summarizing the technical outcomes of the conference and recommending follow-on activities for chemical incident prevention and response. The Contractor will communicate regularly with CRDF Global through phone calls and emails as needed.

**Task One: Project Coordination**

The contractor will coordinate with CRDF Global by participating in conference calls, as needed.

**Task Two: Training Materials – Agenda and Presentation Development**

In coordination with the project team, to include CRDF Global, the Contractor will contribute to the development of a final agenda and up to three presentations covering the topics of Insider Threat Mitigation, Suspicious Activity Reporting, Personnel Screening Best Practices, Identifying Signs of Radicalization, and Detecting and Deterring Chemical Theft. The Contractor will coordinate with CRDF Global and other Contractors to ensure the workshop meets CTR’s goals.

**Task Two Deliverables:**

- Set of materials, tailored to a Moroccan and Tunisian audience, to include:
  - Final agenda, to be developed in coordination with project team
  - Up to three (3) presentations

*Level of Effort:* Not to exceed **45 hours** without written pre-approval from CRDF Global.

**Task Three: Video Modules**

The contractor will develop three modules for the online course on the topics of Insider Threat Mitigation, Suspicious Activity Reporting, Personnel Screening Best Practices, Identifying Signs of Radicalization, and Detecting and Deterring Chemical Theft. The contractor will video tape these lessons to be uploaded to the online course.

**Task Three Deliverables:**

- Three video modules

*Level of Effort:* Not to exceed **5 hours** without written pre-approval from CRDF Global.

**Task Four: Implementation**

The contractor will lead his portion of the one webinar session for up to 90 university faculty and administrators from Morocco and Tunisia and will attend in full. The webinar is expected to consist of two hours, focused on providing presentations and answering participants' questions, if needed. The consultant will participate in test sessions lasting 30 minutes prior to each webinar session to ensure video/audio/text capabilities function correctly and will stay online for any extended Q&A and debrief activities for approximately 30 minutes following the end of each session.

**Task Four Deliverables:**

- Participate in and facilitate the one-day, two-hour webinar, 30 minute test-session, and 30 minute debrief

*Level of Effort:* Not to exceed **3 hours per SME** without written pre-approval from CRDF Global.

**Task Five: Debrief and Project Close-out**

The Contractor will complete and submit to CRDF Global a brief after-action report, using CRDF Global's reporting template, summarizing technical outcomes of the activity and any recommended follow-on activities for preventing chemical attacks and insider threats in high-risk intuitions in North Africa.

**Task Five Deliverables:**

- Final report (within five days of the completion of the webinar)
- Final invoice (within two weeks of the completion of the webinar)

*Level of Effort:* Not to exceed **4 hours** without written pre-approval from CRDF Global.

**Contractor Requirements:**

The contractor will have experience developing and delivering trainings on chemical security and additional experience assisting in or leading the chemical security trainings to university faculty. The contractor will have a demonstrated capability to conduct training and mentoring in one or more of the following areas:

- Insider Threat Mitigation
- Suspicious Activity Reporting
- Personnel Screening Best Practices
- Identifying Signs of Radicalization
- Detecting and Deterring Chemical Theft

Subject Matter Experts shall have:

1. Technical Experience: At least 7-10 years of relevant professional experience. Applicable experience can include a combination of the below:
  - Chemical security; particularly consulting on university/research laboratory chemical security practices
  - Experience leading training events on chemical security in university/research laboratories
  - Experience developing and leading table-top or interactive exercises on chemical security in university/research laboratories

- Experience leading or consulting on chemical security in university/research laboratories
  - Experience engaging university students and faculty and/or laboratory staff in regions including South Asia, Southeast Asia, Sub-Saharan Africa, Middle East and North Africa, or Latin America
2. Past Performance: Evidence of successful implementation of projects with similar or relevant scopes that were funded by external entities, including non-governmental organizations and international donors. Supporting materials that demonstrate timely communication, completion of tasks, and submission of deliverables should also be referenced.

**Timeline:**

October 3: RFP submissions due

October 5-10: Interviews with potential Contractors

October 12: Contractor Selection

**Proposal Requirements:**

- Statement of technical capabilities
- CV(s)
- List of recent experience in the subject matter area and applicable references/past performance
- Proposed labor rate
- If applicable, Small or disadvantaged business designations
- If applicable, NAICS Code(s):

**Contractor Selection Criteria:**

CRDF Global will select contractors that provide the best value in terms of overall price and experience. The contractor should have proven international experience working with academic or chemical sector actors (e.g. university students and faculty, chemical laboratory personnel).

**Submission:**

Proposals should be submitted as electronic documents in PDF, Word, or Excel formats to Ms. Libbie Gerham at [lgerham@crdfglobal.org](mailto:lgerham@crdfglobal.org) and [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org) by 5pm EST **October 3, 2022**.

**Background:**

CRDF Global is an independent, nonprofit organization established in 1995 to promote international scientific and technical collaboration through grants, technical resources, training, and services. The organization specializes in bringing isolated scientific communities into the global scientific mainstream. CRDF Global has over 20 years of experience managing international research funding programs and supporting emerging science and technology infrastructure in more than 40 countries in Eurasia, the Middle East, North Africa and South Asia.

CRDF Global is based in Arlington, Virginia with offices and partners around the world.

More information is available at [www.crdfglobal.org](http://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.