

**CRDF GLOBAL
REQUEST FOR PROPOSAL (RFP)**

**Subject Matter Experts on Enhancing Capacity of Southeast Asian Chemical Distributors
to Restrict Terrorist and State Proliferator Access to Online Chemical Sales and E-
Commerce**

Deadline: March 01, 2023

Summary:

CRDF Global will support one two-day hybrid workshop in Bangkok, Thailand to engage e-commerce policymakers, law enforcement officers and regulators, industry leaders, and other personnel from Singapore, Thailand, Indonesia, Malaysia, Vietnam, and Taiwan. This workshop will improve both regulation and voluntary industry initiatives across sectors in an effort to promote secure purchases and prevent chemicals of concern from being traded online. The workshop will illustrate the risks involved with online chemical weapon supply chains, provide training on the rapidly evolving and disparate typologies employed by these diverse threat actors, and educate participants on risk mitigation strategies. Participants will be equipped with skills to create a more secure online market for chemicals, learn how to identify and prevent e-commerce sanctions violations, and identify chemicals of concern in e-commerce.

Scope of Work:

The subject matter expert (SME) hereby referred to as “The Contractor” will develop course materials for the workshop and present the course materials during the workshop as an SME. The Contractor will be awarded a contract based on the following completion and submission of the tasks and their deliverables outlined below:

Period of Performance: March 15, 2023, through September 18, 2023

Task One: Course Materials Development

The Contractor will contribute to the development of course materials and develop one or more sessions and/or exercises prior to the workshop. The Contractor will coordinate with CRDF Global and other Contractors to ensure the workshop meets CTR’s goals. The Contractor should also provide resources for engagement follow-up to continue participant’s learning and provide next steps.

Deliverable:

- a. One or more presentations, exercises, and/or workshop materials prior to the conference. Submit the presentations, exercises, and/or workshop materials to CRDF Global for review and translation within the time frame agreed upon by the project team.

Level of Effort: Not to exceed **46 hours**

Task Two: Travel to Workshop

The Contractor will travel to Bangkok, Thailand to implement the workshop.

Level of Effort: Budget will allocate **24 hours** of roundtrip travel at a 50% pay rate (**12 hours** of travel time in each direction, **not to exceed 8 hours in one day**). See travel support policy for more details.

Task Three: Workshop Implementation

The Contractor will facilitate discussions at the workshop on assigned topics, present their developed presentations and workshop materials, and participate in brief speaker/organization meetings on the day prior to the conference as well as daily at the conclusion of the workshop.

Level of Effort: Budget will allocate **18 hours** towards workshop implementation

Task Four: Workshop Close-out

The Contractor will complete and submit to CRDF Global a workshop report summarizing the technical outcomes of the workshop and recommending follow-on activities for to create a more secure online market for chemicals, learn how to identify and prevent e-commerce sanctions violations, and identify chemicals of concern in e-commerce.

Deliverable:

- a. Technical trip report on the workshop implementation and related outcomes, including follow-on activities/recommendations for promoting chemical security in Singapore, Thailand, Indonesia, Malaysia, Vietnam, and Taiwan to be completed and submitted within five days of the workshop end date.
- b. Submit final invoice to CRDF Global within 30 days after workshop is completed.

Level of Effort: Not to exceed **4 hours**.

The contractor will have experience developing and delivering workshops on chemical security and additional experience assisting in or leading the chemical security workshops to e-commerce policymakers, law enforcement officers and regulators, and industry leaders. The contractor will have a demonstrated capability to conduct workshops and mentoring in one or more of the following areas:

- Effective government-level policy and response for chemical e-commerce regulations
 - E-commerce sanction evasion
 - Regulatory and voluntary initiatives and legislation to prevent chemical precursor acquisition
 - Supply Chain Security for E-Commerce Markets and Suspicious Transactions
- Customer Due Diligence
 - Verification for suspicious purchases
 - Know Your Customer techniques in e-commerce
- Dual-Use Chemicals and Equipment for PBA-production
- Pharmaceutical-Based Agents (PBAs) and precursors in East Asia Pacific
- Open-Source Intelligence Tools
 - Search engines for verification
 - Data analysis tools and best practices

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:
 - Knowledge of chemical security; experience consulting on chemical security best practices and knowledge of key threat actors

- Experience leading workshops targeting international audiences including policymakers, law enforcement officers and regulators, industry leaders
- Experience educating on PBA precursors and dual-use chemicals, as well as their relevance in the e-commerce sector.
- Experience consulting on regulatory and voluntary initiatives to prevent chemical precursor acquisition, as they relate to e-commerce and online chemical sales
- Experience consulting on OSINT/due diligence/KYC topics, as they relate to e-commerce and online chemical sales
- Experience developing and leading interactive exercises regulatory and voluntary initiatives to prevent chemical precursor acquisition as well as OSINT/due diligence/KYC topics

Experience engaging international audiences including policymakers, law enforcement officers and regulators, and/or industry leaders in regions including South Asia, Southeast Asia, Sub-Saharan Africa, Middle East and North Africa, or Latin America

Timeline:

February 23, 2023: RFP Questions & Answers
February 27, 2023: RFP Response
March 1, 2023: RFP submissions due
March 6-10, 2023: Interviews with potential Contractors
March 15, 2023: 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. Kristin Ronzi at kronzi@crdfglobal.org and procurement@crdfglobal.org by 5pm EST **March 1, 2023**

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.

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.