

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: *April 14, 2023*

Summary:

CRDF Global is seeking at least one subject matter expert implementer to lead two conferences with industry leading participant organizations in two critically important logistics hubs. The purposes of the conferences are to raise the awareness of government stakeholders and private logistics stakeholders and related industries of the risk in conducting business with logistics companies owned or controlled by, or acting for or on behalf of, sanctioned states; identify alternative rail and ground shipping routes that these firms are and/or could be utilizing to circumvent existing sanctions; and ensure effective impact of sanctions by identifying the sanctions and reputational risks associated with doing business with prohibited firms affiliated with sanctioned states, strengthening current sanctions implementation activities, and enhancing information sharing between public and private sector actors to rapidly identify and prevent evasions activities by sanctioned states.

Scope:

The expert(s) will carry out two conferences with industry leading participant organizations in two critically important logistics hubs. The experts will develop presentations, interactive activities, and other training materials for conferences in the following locations:

1. Seoul, South Korea (August 2023):
 - Experts will lead an East Asian Pacific Conference that will bring together semiconductor and microelectronic producers and other relevant stakeholders from Japan, Netherlands, South Korea, and Taiwan;
 - Topics will include logistics sector, freight forwarding, free trade zones, free ports, sanctions evasion tax strategies, logistics brokers, logistical corporate creation companies, and logistical elements of the shipment of semiconductors and microchips.

2. London, United Kingdom (September 2023):
 - Experts will lead a European Regional Conference that will bring together the logistical elements of hydrocarbon trade and transport;
 - Topics will include insurance, re-insurance, corporate registries, know-your-customer, know-your-customer's customer, and may relevant topics from the South Korea conference.

Experts will contribute to workshop planning and coordination, follow up calls with participants, and after-action reporting. Travel costs such as airfare and lodging will be covered by CRDF Global and should be excluded from proposal budgets.

Tasks and Deliverables:

The selected experts will:

1. Leverage their contacts within the semiconductor/microelectronic industry to conduct effective outreach to major international semiconductor/microelectronic firms in Japan, Netherlands, South Korea, and Taiwan;
2. Develop, lead, and travel to a two-day in-person conference in Seoul, South Korea on the logistics sector, freight forwarding, free trade zones, free ports, sanctions evasion tax strategies, logistical brokers, logistical corporate creation companies, and logistical elements of the shipment of semiconductor and microchip:
 - Coordination with other experts and local partners;
 - Agendas and curriculum outlines;
 - Presentations;
 - Training materials;
 - Interactive exercises, guided discussions and Q&A sessions.
3. Develop, lead and travel to a two-day in-person conference in London, United Kingdom on insurance, re-insurance, corporate registries, know-your-customer, know-your customer's customer, logistical elements of hydrocarbon trade and transport. Additional areas of focus can be freight forwarding, free trade zones, free ports, sanctions evasion tax strategies, logistical brokers, logistical corporate creation companies:
 - Coordination with other experts and local partners;
 - Agendas and curriculum outlines;
 - Presentations;
 - Training materials;
 - Interactive exercises, guided discussions and Q&A sessions.
4. The selected experts will engage in virtual check-ins throughout the duration of the contract to discuss project planning, updates, coordination on training materials as needed (up to 20 hours);
5. CRDF Global will be responsible for participant and local partner recruitment but may request that experts leverage their networks and contacts to assist with recruitment and selection (up to 10 hours);
6. Expert(s) will submit a brief after action report with feedback and recommendations on next steps using a template provided by CRDF Global following the workshops (up to 10 hours).

Contractor Requirements:

A successful proposal will highlight **some** of the following qualifications:

- experience working with and advising logistics sector audiences;
- strong network within the European and East Asian logistics community;

- understanding of sanctions compliance and risk within the European and East Asian ecosystems;
- expertise in military and civilian (dual-use) applications of emerging technologies;
- ability to speak authoritatively on managing sanctions risk and preventing transfer of technologies to military end users in sanctioned states;
- flexibility and ability to respond to adjustments directed by the customer;
- willingness and ability to travel internationally to lead two two-day in-person conferences in London, United Kingdom and Seoul, South Korea between August and September 2023, if local and CDC guidelines permit it. Due to Covid-19, CRDF Global may postpone or rescope the project to entirely virtual engagements which would not require international travel. The selected experts would be informed of any changes in advance.

Successful proposals may come from experts with professional backgrounds in:

- Counter Proliferation Finance;
- Supply chain and risk management;
- Anti-Money Laundering;
- Financial and trade sanctions
- Sanctions Compliance;
- International Law;
- Nonproliferation and arms control;
- Responsible innovation and tech ethics;
- Corporate Social Responsibility;
- Business and Human Rights.

Proposal Requirements:

Each proposal must include:

- Statement of Interest and list of recent, relevant experience and past performance related to the requirements above
- Cost proposal with total cost in USD, hourly rate for each expert, plus detailed breakdown and estimated level of effort hour by task
- CV(s)
- List of recent experience in the RFP Subject Matter area and applicable references/past performance
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- [NAICS Codes](#): 541620 Environmental Consulting Services- Small Business Threshold \$15 million
541690 Other Scientific and Technical Consulting Services – \$15 million

Statement of Interest/Cost Proposal Example: (optional format)

- **Task 1 (e.g., Content Development for Workshops) Description:** *(insert proposed task description)*
- **Task 2 (e.g., Participant Recruitment Outreach) Description:** *(insert proposed task description)*

Task Item	Level of Effort (hours or equipment/materials)	Any required compensation
<i>e.g., Task 1: Content Development for workshops</i>	<i>e.g., Estimated 85 hours</i>	<i>e.g., \$ -- / per hour of work</i>
<i>e.g., Task 2: Participant Recruitment Outreach</i>	<i>e.g., Estimated 10 hours</i>	<i>e.g., \$ -- / per hour of work</i>

Timetable:

- March 27:** RFP Questions due
- March 31:** RFP Questions & Answers released
- April 14:** RFP submissions due
- April 21:** 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 with the subject matter areas and audience described above .

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.

Submission:

Proposals should be submitted to procurement@crdfglobal.org with CC to epporter@crdfglobal.org and zivanova@crdfglobal.org no later than **5:00 pm (EET) on April 14, 2023**. Proposals should be submitted as electronic documents in PDF, Word or Excel format and please add subject line:

RFP-ID# - Name of Proponent – Proposal

CRDF Global reserves the right to disqualify any proposal submitted after the submission deadline.

In case any clarification is required regarding this RFP, please forward your request to procurement@crdfglobal.org with CC to epporter@crdfglobal.org and zivanova@crdfglobal.org. The subject line of the email must read:

RFP-ID# - Name of Proponent – Request for Clarification

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.