

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

Deadline; August 18, 2023, at 5:00 ET

Subject Matter Experts on Enhancing Chemical Security Awareness in Bangladesh Academia

Project Overview:

CRDF Global will support a three-day Training of Trainers (TOT) program in Bangladesh for 20 professors from different public and private universities that offer undergraduate and graduate programs in chemistry. The training will focus on the role of academia in chemical security; integrated systems for chemical safety and security; regulations, standards, codes, and policies related to the safety and security of chemicals; risk management systems; risk reduction tools for chemical control; and dual nature chemicals and associated threats. The training will enhance the capacity of Bangladeshi academics to effectively educate their peers and students on chemical security best practices, thereby mitigating the risks associated with the acquisition of weaponizable chemical assets by violent non-state actors in Bangladesh.

Scope of Work:

The subject matter expert (SME), hereby referred to as “The Contractor” will develop course materials for the training series, present the course materials, and lead discussion sessions and interactive exercises during the training which is scheduled to occur October 25-27, 2023. The Contractor will be awarded a contract (to include labor, economy flight, lodging, and per diem) provided following the completion and submission of the tasks and their deliverables outlined below:

Period of Performance: August 25 – November 3, 2023

Task One: Project Coordination

The Contractor will participate in planning calls, meetings, and e-mails with CRDF Global & other Subject Matter Experts (SMEs) prior to the training sessions to develop the agenda. CRDF Global will agree on a mutual time with the contractor for meeting times and frequencies.

Task Two: Materials Development

The Contractor will contribute to the development of the training materials, interactive exercises, and develop one or more sessions and/or exercises prior to the training. The Contractor will coordinate with CRDF Global and another contractor to ensure the training meets CTR’s goals.

Deliverable:

- a. Four or more presentations, exercises, and/or training materials (slide decks, presentations, supplemental materials, exercises etc.) prior to the event. Submit the presentations, exercises, and/or training materials to CRDF Global for review and translation within the time frame agreed upon by the project team.

Task Three: Travel and Logistical Arrangements

The Contractor will take an economy class flight to Dhaka, Bangladesh for the training. CRDF Global will support flight, lodging, and ground transportation in Bangladesh. CRDF Global will refund any ground transportation costs and provide per-diem.

Task Four: Training Implementation

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

Task Two deliverables:

- a. Present at the training; and
- b. Moderate break-out sessions as agreed upon during planning calls or noted in the agenda.
- c. Facilitation of discussions with participants and SMEs alike.
- d. Delivery of table-top exercises or activities.

Task Five: Training Close-out

The Contractor will complete and submit to CRDF Global a post-training report summarizing the technical outcomes of the training, recommendations for follow-on activities, and action planning for enhancing chemical security awareness in academic institutions in Bangladesh.

Deliverable:

- a. Technical trip report on the training implementation and related outcomes, including follow-on activities/recommendations for chemical security awareness in academia in Bangladesh to be completed and submitted within seven days of the training end date.
- b. Submit final invoice to CRDF Global within 20 days after training is completed.

Contractor Requirements:

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

- Role of academia in chemical security
- Integrated systems for chemical safety and security regulations, standards, codes & policies
- Risk management systems
- Risk reduction tools for chemical control and dual nature chemicals

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:** Demonstrated understanding of chemical security principles and best practices, with a focus on consulting in university and research laboratory environments.
 - **Training Event Leadership:** Proven experience in leading training events, workshops, or seminars with an international audience, including academia professionals.
 - **Table-top or Interactive Exercise Development:** Hands-on experience in designing and facilitating table-top or interactive exercises specifically related to chemical security in university and research laboratory settings.
 - **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**

Timeline:

August 18, 2023: RFP submissions due

August 22-23, 2023: Interviews with potential Contractors

August 25, 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. Julia Randels at jrandels@crdfglobal.org and procurement@crdfglobal.org by 5pm EST **August 18, 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.