

CRDF GLOBAL

REQUEST FOR PROPOSAL # RFP-26-UA-2023

Subject Matter Experts (SMEs) to train and consult the Ministry of Health (MOH) of Ukraine and their RRT teams to enhance resistance to any CBRN threats and emergencies.

Issue date: November 14, 2023

Submission Deadline: November 23, 2023, 18:00pm EST

*Mod#1 to Submission Deadline: **Extended till December 1st, 2023, COB EST***

Summary:

CRDF Global is seeking for the subject matter expert(s) *(1) to lead a series of engagements to strengthen the Public Health Center of the Ministry of Health of Ukraine (CPH) Rapid Response Teams (RRT) incident response capabilities. These engagements will be in the form of a SIX-PHASE TRAINING PROGRAM that will leverage existing materials and expertise to strengthen the capabilities of the Ukrainian government and Ministry of Health (MOH), in particular, to mitigate threats to Ukrainian nationals and infrastructure virtual and in-person training, workshops, consultations, briefings, and instructional materials.

The purpose of the engagements is to provide in-depth training on all aspects of CBRN response including procured equipment, nerve agents, vesicants, lung-damaging and riot control agents, blood agents, field and decontamination triage, PPE, radiological and nuclear incidents (dosimetry control), response and control of chemical incidents, epidemiological control of biological threats, and forensic investigation of CBRN attacks.

*(1) Up to three international SMEs within one proposal pull from sole Vendor. Multiple presenters may be proposed, as not everyone may be expert on all topics. SME teams are considered fine.

Scope:

The expert(s) will develop training material, or present existing training materials, record training video content, present during live webinars, conduct testing, and present in-person at a two-day capacity building workshop for up to 60 participants.

Phase I: Equipment Procurement

(not applicable to this RFP)

Phase II: Remote REDOX Course

CRDF Global's subject matter experts (SMEs) will develop an online training course for at least 100 participants from the 27 RRTs. The course will be made available to the participants on CRDF Global's e-learning platform (Remote Engagements – Expert Discussions – Online Exercises (REDOX)).

This course will contain at least 7 video modules on relevant CBRN response topics related to:

- procured equipment (ChemProX w/ CBRN kit, CBRN protective clothing, respirators, etc.)
- nerve agents, vesicants, lung-damaging and riot control agents, blood agents
- field and decontamination
- PPE (donning, doffing, storage, maintenance, disposal)
- radiological and nuclear incidents (dosimetry control)
- response and control of chemical incidents
- epidemiological control of biological threats

- forensic investigation after CBRN attacks

Following each module short quizzes under will test the knowledge of participants on course material. The online course modules will be translated into Ukrainian. Before and after the online course, participants will fill out the pre-course and post-course surveys to measure the increase of knowledge and inform Phase III activities.

Phase III: Live Interactive Webinars Series

Following the completion of Phase II, CRDF Global will hold three separate interactive live webinars for at least 40 participants each, which will include discussions and table-top exercises (TTX). The webinars will present the participants with an opportunity to interact with the SMEs through questions and answers, sessions and participate in interactive exercises with hypothetical scenarios tailored to Ukraine-specific settings. The target audience of approximately 120 individuals representing 27 RRTs will be split into groups of 40 or less participants for table-top exercises. The breakout groups will accord with level of preparedness of participants, or its lack, thereof, thematic application and background of the target groups (chem, bio and/or rad/nuclear). Before and after the live webinars, participants will fill out online the pre-webinar and post-webinar surveys to measure the sustained increase of knowledge and inform Phase IV activities.

Phase IV: Remote Multiple Choice Online Exam

In Phase IV, using CRDF Global's e-learning platform, CRDF Global will hold a comprehensive online test for all participants from Phases II and III to test their knowledge gained during the course and live webinars. The test will consist of 50 multiple-choice and open-ended questions, testing the theoretical knowledge of participants and challenging them in responses to hypothetical scenarios, tailored to Ukraine. CRDF Global's SMEs will review all collected responses and score them accordingly to select at least 50 and no more than 60 participants (2 participants from each one of 26 districts, and the rest locally from Kyiv or Lviv) to take part in an in-person Train-the-Trainer Workshop to be held in Kyiv or Lviv, Ukraine in Phase V (taking in feedback from CPH/MOH leadership).

Phase V: In-Person Capacity Building and Train-the-Trainer Workshop

In Phase V, CRDF Global will implement a two-day in-person capacity building and train-the-trainer workshop in Kyiv, Lviv or other location chosen in coordination with CTR, for up to 60 participants (2 participants from each one of 26 districts, and the rest locally from Kyiv or Lviv), representing their respective RRTs from various locales within Ukraine. The SMEs will deliver lectures, interactive table-top exercises (TTX) in break-out rooms, live demos including donning and doffing of PPE, responding to various types of CBRN emergencies, using procured equipment, and interacting with the participants in Q&A sessions. The train-the-trainer component of the workshop will teach the participants the essentials of effective training of peers, effectively turning them into trainers in their own right, and allowing the impact of this project to be sustainable.

Phase VI: Field Use and Response Consultations

In Phase VI, CRDF Global will make SMEs available for follow-on consultations for participants in the following six-month period, ensuring they receive assistance and feedback in developing and/or modifying their Standard Operating Procedures (SOP), action plans and addressing ad-hoc issues pertaining to CBRN security and response. CRDF will educate teams on developing a maintenance and training plan to ensure equipment and team skills are systematically and regularly maintained. CRDF Global will organize two remote Q&A sessions on Zoom or similar platform for graduates of the trainings on the third and sixth month of Phase VI.

All presentations will be created and presented/recorded in English but will either be dubbed into Ukrainian or will have simultaneous interpretation during in-person events and webinars.

Experts will contribute to training planning and coordination calls and after-action reporting. Travel costs such as airfare, lodging, per diem will be covered by CRDF Global and should be excluded from proposal budgets.

Tasks and Deliverables:

The selected experts will:

1. Develop presentation materials for the following training topics:
 - procured equipment (ChemProX w/ CBRN kit, CBRN protective clothing, respirators, etc.)
 - nerve agents, vesicants, lung-damaging and riot control agents, blood agents
 - field and decontamination
 - PPE (donning, doffing, storage, maintenance, disposal)
 - radiological and nuclear incidents (dosimetry control)
 - response and control of chemical incidents
 - epidemiological control of biological threats
 - forensic investigation after CBRN attacks
2. Present for recorded content/ eLearning platform.
3. Deliver two (2) live webinars consisting of discussion sessions and table-top exercises (TTX) based on previously delivered training materials.
4. Develop end of course evaluation questions and answers to be delivered remotely for the testing component.
5. Modify materials as necessary to present in-person to a group of selected participants that will be their unit's trainer. Up to 60 personnel from the original group of 100+ will attend a live, two-day train-the-trainer workshop designed to give them the tools and practical experience necessary to act as a trainer upon returning to their region in Ukraine.

Contractor Requirements:

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

- Experience working with the Environics ChemProX CBRN detection kit.
- Experience working with and training others on CBRN PPE, including masks, filter canisters, suits, butyl rubber gloves and boots, and decontamination wipes.
- Strong presentation skills
- Flexibility and ability to respond to adjustments directed by the customer.
- Willingness and ability to travel internationally to Poland or Ukraine to train up to 60 Ministry of Health personnel (location to be determined)

Successful proposals may come from experts with professional backgrounds in:

- Military CBRN Defense
- Civilian First Responder

Proposal REQUIREMENTS and STRUCTURE:

Each proposal must include:

1. Executive Summary – max. 1 page.

2. Statement of Interest and Technical Capabilities; list of recent, relevant experience and past performance related to the requirements above.
 3. Description of the proposed approach for the project implementation. Comments/proposals/suggestions for declared Phases (2-6) and Tasks and Deliverables:
 - i. detailed project plan and schedule based on mentioned tasks and deliverables.
 - ii. CV(s) of implementers
 - iii. Any other information and/or documents (certificates, authorizations, reference letters, etc.) that may help to properly assess the bidder’s qualifications, skills and experience relevant to the subject of this RFP.
 4. Cost proposal with total cost in USD, hourly rate for each expert, plus detailed breakdown, and estimated level of effort hour by task(s)
 - Cost: proposal should be provided in the Price Schedule template and include:
 - information about hourly rates for each or sole employee that will be involved in the project.
 - number of hours that could be spent on the project implementation and each mentioned task/phase and deliverables.
 - all other costs.
 - total budget should be nominated in USD.
 5. Provide a company contact information and focal point – telephone and e-mail address.
 6. To provide 2-3 letters of recommendation.
 7. To provide references to the same scale projects fulfilled within the last 1-2 years. List of recent experience in the RFP Subject Matter area and applicable references/past performance
 8. Other information is considered to be important.
- 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

Price Schedule

(Table may be developed and extended based on factual expenses and cost components, but the main structure shall stay unchanged). The prices provided shall be all-inclusive and include all additional expenses (except travel cost if will be applicable and requested). Travel costs such as airfare, lodging, per diem will be covered by CRDF Global and should be excluded from proposal budgets.

#	Price component	One hour rate	Total hours needed	Total price
1	Staff hour rate for each or sole employee that will be involved in the project:			
2.	Total foreseen number of hours needed for the project implementation:			
3.	Foreseen number of hours needed for each mentioned tasks and deliverables:			
3.1.	Phase II:			
3.1.1.	Tasks			
3.2.	Phase III:			
3.2.1.	Tasks			
3.4.	Phase IV:			

3.4.1.	Tasks			
3.5.	Phase V:			
3.5.1.	Tasks			
3.6.	Phase VI:			
3.6.1	Tasks			
	Etc.			
4.	All other applicable costs:			
5.	Total budget:			

Timetable (modification#1):

November 22-24: RFP Questions due

November 27: RFP Questions & Answers released.

December 1: RFP submissions due

Approx. December 14: Contract start date.

Selection Requirements and Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. Selection will be based on CRDF Global’s evaluation of the applicant’s ability to meet CRDF Global’s requirements described below, as well as factors such as competitive rates, quality of proposal, past performance, and other intangible factors. The contractor should have proven experience working with the subject matter areas and audience described above.

CRDF Global reserves the right to accept or reject any and all proposals, and to negotiate the terms of any subsequent agreements at its own discretion.

Mandatory Contractor Requirements:

- 1) Available professional experience in government or private sector relations in the field of RFP subject.
- 2) Ability and readiness to travel to Ukraine (this includes not having entry ban or any legal boundaries preventing from travelling to Ukraine) *(note that CRDF Global will not provide any assistance with receiving the necessary permits and/or visas that may be required for the SME to travel to Ukraine. CRDF Global will not provide insurance nor security and safety assistance during the SMEs travel to Ukraine).*

Submission:

Proposals should be submitted to procurement@crdfglobal.org with CC to ynikolova@crdfglobal.org and akurylenko@crdfglobal.org no later than **6:00 pm (EST) on December 1st, 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, ynikolova@crdfglobal.org with CC to akurylenko@crdfglobal.org. The subject line of the email must read: ***RFP-ID# - Name of Proponent – Request for Clarification***

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.

Company name:

Authorized representative's name and signature:

Address:

E-mail:

Telephone: