

**CRDF GLOBAL  
REQUEST FOR QUOTE**

***Deadline: 09:00 EST February 5, 2024***

**Summary:**

CRDF Global is seeking subject matter experts (SME) and institutions to support the [Sustained Dialogue on Peaceful Uses \(SDPU\)](#) Workshop Series on Food Safety and Security and Nuclear Technologies in Southeast Asia and the Pacific. As a part of the SDPU, CRDF Global plans to host a regional program in Bangkok, Thailand, on enhancing food safety and security using nuclear science and technology in Southeast Asia and the Pacific. This program will feature expert discussions on the opportunities, success stories, challenges, and risks relating to UN Sustainable Development Goal 2 (SDG2) – Zero Hunger as well as touch upon SDG3 (Good Health and Well-being), SDG6 (Clean Water), SDG9 (Industry, Innovation, and Infrastructure), SDG12 (Sustainable Cities), SDG15 (Life on Land), and multiple targets under SDG17 (Partnerships for the Goals). It will seek to include representatives from organizations across the public and private sectors, including regulatory agencies, academic institutions, development organizations, private companies, and the International Atomic Energy Agency (IAEA). The program aims to synthesize discussions into project concepts that advance progress on UN SDGs that can be paired with existing funds from government donors, development funds, private equity, and other sources as available.

Topics may include but are not limited to:

- Insect sterilization to protect produce, crops, and livestock
- E-beams vs. Co-60 for food irradiation and food safety
- Mutagenesis in developing higher yielding, more resilient crops
- Remote monitoring of soil moisture and precision irrigation
- Monitoring sources of water, waste, and pollution
- Food authenticity with isotopic verification
- Nutrition uptake and dietary monitoring with isotopic techniques
- Data sharing strategies and policies
- Encouraging entrepreneurship and sustainable financing of food systems
- Workforce development
- Public education and outreach
- Food safety and losses

**Scope:**

The Contractor will support CRDF Global in developing an agenda for its virtual and in-person programming in support of the SDPU initiative. There will be two (2) virtual events and one (1) in-person event for this series, which will consist of approximately five to six (5-6) days total. Although the dates are subject to change, these events are tentatively scheduled to take place in Quarter 2, 2024. The Contractor will deploy one (1) subject matter expert (SME) for the in-person workshop, which will take place in Bangkok, Thailand. This work will consist of a series of ad hoc planning calls for conceptualization, scheduling, and technical discussions that result in the finalized engagement agendas. During such calls, the Contractor will contribute to the discussion, highlight concerns where relevant, review engagement materials, and take lead on creating sections of the agenda assigned to them. CRDF Global will facilitate all the travel and logistics needs of the in-person event, as well as any logistical requirements for the virtual events.

The Contractor will develop the materials, including the agenda for virtual and in-person programming, assist with participant outreach, moderate and implement the specified event as defined below, foster participant engagement, provide next-steps and lessons-learned via an after-action report, in addition to a narrative report on the project's

activities. The Contractor will perform all tasks and provide all deliverables from a perspective relevant to food safety, security, and sustainability experts in Southeast Asia and the Pacific.

**Tasks and Deliverables:**

Please reference *Attachment A: Tasks and Deliverables* below for details.

**Contractor Requirements:**

The specific areas of desired expertise include food safety, security, and sustainability, specifically in Southeast Asia and the Pacific; however, global knowledge of this subject matter is also desired.

SMEs selected for implementation will be contracted for the following types of tasks (but not limited to):

- Facilitate dialogue with partners to develop project ideas
- Develop, review, and revise agendas for the events
- Conduct workshops, in person or online, in the United States or abroad
- Coordinate with other co-implementers
- Author or contribute to post-activity reports
- Participant outreach support, etc.

**Submission Requirements:**

Each submission must include:

- 1) Statement of Interest and Technical Capabilities
- 2) Completion of the CRDF Global [Contractor Data Form](#)
- 3) Cost Proposal
  - a) Cost Proposal must include a breakdown of costs per **task** referenced in the attached SOW
  - b) Cost Proposal must separate out all direct costs (e.g. labor, materials, fees, etc.) as applicable.
    - i. All travel required for the engagement will be directly handled by CRDF Global. The cost proposal does not need to include travel estimates.
    - ii. For Labor costs, hourly rates and level of effort (in hours) must be provided
      1. *This is for cost analysis purposes required by federal regulations.*
      2. *CRDF Global understands that this type of information is generally considered proprietary in nature and will handle any received information with confidentiality.*
- 4) CV(s)
- 5) List of recent experience in the specific areas of desired expertise and applicable references/past performance
- 6) Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- 7) **NAICS Codes:**
  - 541620 Environmental Consulting Services- Small Business Threshold \$15 million
  - 541690 Other Scientific and Technical Consulting Services – \$15 million

**Timetable:**

25 January 2024: RFQ Questions due\*  
29 January 2024: RFQ Questions & Answers released (on RFQ posting)  
5 February 2024: RFQ submissions due  
12 February 2024: Selection decision communicated to applicants  
26 February 2024: Tentative contract start date

\*Any questions should be sent to Amanda Gilliland ([agilliland@crdfglobal.org](mailto:agilliland@crdfglobal.org)).

**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 utilizing nuclear technology to address relevant UN Sustainable Development Goals. Additionally, the SME will have:

- Ability/Willingness to travel internationally per USG guidelines
- Capability to respond to changes/adjustments as directed by a customer
- A demonstrated capability to prepare relevant, informational content

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:**

Submissions should be sent to Amanda Gilliland ([agilliland@crdfglobal.org](mailto:agilliland@crdfglobal.org)) no later than *09:00 EST on February 5, 2024*. Submissions should be sent as electronic documents in PDF, Word or Excel format and add subject line: ***SME for SDPU EAP Food Security***.

*Disclaimer: All information submitted to CRDF Global pertaining to this submission may be shared with the Funder for their review on an as-needed basis.*

**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](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 RFQ 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 RFQ. 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 RFQ, the pricing included in this RFQ shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFQ, the 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 RFQ process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFQ, 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 RFQ, bidder should notify CRDF Global in writing of the impairment. If the bidder fails to object to any condition(s) incorporated herein, it shall mean that the 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 RFQ, should be made in writing and included in the form of an addendum to the applicable Section in the RFQ.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFQ. The information contained in this RFQ 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 RFQ 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.

## **ATTACHMENT A: Tasks and Deliverables**

*Any dates mentioned below are tentative and are subject to change*

### **Tasks & Deliverables:**

#### Task 1: Agenda Development

The Contractor, as part of their contributions to the SDPU, will participate in a series of ad hoc planning calls with CRDF Global and other stakeholders to conceptualize, schedule, and technically develop an agenda for this Scope of Work. This will also allow for discussions regarding programmatic updates, recent conversations with Funder, and to accommodate any shifts in project implementation details. This task will continue until the materials are finalized in advance of the two (2) virtual and one (1) in-person events that make up this workshop series, which are all tentatively scheduled for Quarter 2, 2024. The finalized agenda for each engagement should be adapted to be appropriate for the target audience in Southeast Asia and the Pacific and are due to CRDF Global **no later than ten (10) business days prior to the start of each event to allow for Funder approval.**

With guidance from CRDF Global pertaining to selection priorities, the Contractor will utilize targeted invites and emails to leverage their networks in the region and based on their expertise. Through coordination calls, emails and other communication mediums, the Contractor will provide CRDF Global with direct links to their relevant networks and the opportunity to integrate this network into the potential event audience. Once the audience has been identified, CRDF Global will handle communications to registered participants, including event reminders, the distribution of materials following the event, and the event landing page on the program website.

#### Task 1 Deliverable(s):

- Finalized agendas for the engagements in this series
- Provide relevant stakeholders within the Contractor's network to CRDF Global

#### Task 2: Workshop Facilitation

The Contractor will attend and moderate the virtual symposium tentatively taking place for one to two days in Quarter 2 (tentative May), 2024. The Contractor will deploy one (1) SME who will travel to and participate in the workshop series being held in Bangkok, Thailand, tentatively taking place over three days in Quarter 2 (tentative June), 2024. The Contractor will serve as facilitator for the event and moderate one (1) or more sessions within the program focused on a topic designated by both the Contractor and CRDF Global for a duration of at least thirty (30) minutes. The Contractor will also attend and moderate a follow-up virtual meeting for one day in Quarter 2 (tentative June), 2024, after the in-person event.

The Contractor may also be required to present materials for a session delivered by the Contractor during the workshop implementation. If CRDF Global requests this presentation, the Contractor will be responsible for providing CRDF Global with the finalized presentation ten (10) business days prior to the event at which the Contractor will present, allowing for CRDF Global review. The Contractor may also be responsible for reviewing and editing presentation materials developed by CRDF Global or another party prior to each event.

CRDF Global will facilitate all travel and logistics needs of the in-person event. Please refer to the *Travel* section below for further details.

Task 2 Deliverable(s):

- Presentation materials for a session delivered by the Contractor during the workshop implementation (if required)

Task 3: Communication and Reporting

The Contractor will participate in ad hoc planning calls with CRDF Global to discuss programmatic updates, recent conversations with ISN/MNSA staff, and accommodate shifts in project implementation. CRDF Global and the Contractor will identify a mutually agreed upon day and time for all parties to meet. In addition, the Contractor will attend meetings with interpreters and other vendors as needed.

Following the completion of the three (3) events, the Contractor will provide a Subject Matter Expert Report utilizing a CRDF Global-provided template. The SME Report will include event metrics, lessons learned, and recommendations for follow-on activities. **This report is due to CRDF Global within ten (10) business days of the workshop series' completion.** Finally, the Contractor will provide contributions and comments should CRDF Global have questions or need additional information on the events and Subject Matter Expert Report.

The Contractor will also produce a project Narrative Report, which will be a public-facing readout of the project's activities. The Narrative Report will include details, workshop content (e.g., topics covered), an assessment of knowledge gained by participants, and context on how the project outcomes factor into broader SDPU program objectives. **This report is due to CRDF Global within fifteen (15) business days of the workshop series' completion.** Finally, the Contractor will provide contributions and comments should CRDF Global have questions or need additional information on the workshop or reporting.

Task 3 Deliverable(s):

- Subject Matter Expert Report (internally facing)
- Project Narrative Report (externally facing)