

**CRDF GLOBAL
REQUEST FOR QUOTE**

**Sanctions Compliance Trainings and Database Access to Disrupt Transnational Russian Proliferation Networks for
Final Stakeholders**

Deadline: March 01, 2024

Summary:

CRDF Global is seeking a team of subject matter experts to lead a series of six (6) single-day sanctions compliance and risk management workshops for financial institutions, corporations, and the public sector focused on identifying and disrupting Russian and Belarusian sanctions evasion activities. Each workshop will have at least twenty (20) participants and build capacity by educating participants on the latest sanction evasion and transaction obfuscation tactics, bolstering private-public partnerships, and providing participants with timely and in-depth support to counter Russian sanctions evasion activity. The workshops will take place in Poland, Bulgaria, Malaysia, Thailand, Philippines, and Marshall Islands. The proposed project will also provide an annual subscription to a high-tier compliance and sanctions risk data platform to better equip participants to enforce international sanctions and/or inform the programmatic activities.

Scope:

The expert(s) will carry out six (6) single-day workshops with industry leading participant organizations in critically important at-risk countries. The experts will develop presentations, interactive activities, and other training materials for the following events:

1. Poland (May 2024):
 - Experts will lead a workshop in Poland focusing on building participant capacity to identify and counter Russian and Belarusian sanctions proliferation networks in their capacities at their financial institutions or agencies.
 - The workshop will be attended by up to 20 total participants from the financial sector.
2. Bulgaria (May/June 2024)
 - Experts will lead a workshop in Bulgaria focusing on building participant capacity to identify and counter Russian and Belarusian sanctions proliferation networks in their capacities at their financial institutions or agencies.
 - The workshop will be attended by up to 20 total participants from the financial sector.
3. Malaysia (July 2024)
 - Experts will lead a workshop in Malaysia focusing on building participant capacity to identify and counter Russian and Belarusian sanctions proliferation networks in their capacities at their financial institutions or agencies.
 - The workshop will be attended by up to 20 total participants from the financial sector.
4. Thailand (July 2024)
 - Experts will lead a workshop in Thailand focusing on building participant capacity to identify and counter Russian and Belarusian sanctions proliferation networks in their capacities at their financial institutions or agencies.
 - The workshop will be attended by up to 20 total participants from the financial sector.
5. Philippines (September 2024)
 - Experts will lead a workshop in Philippines focusing on building participant capacity to identify and counter Russian and Belarusian sanctions proliferation networks in their capacities at their financial institutions or agencies.
 - The workshop will be attended by up to 20 total participants from the financial sector.
6. Marshall Islands (September 2024)

- Experts will lead a workshop in Marshall Islands focusing on building participant capacity to identify and counter Russian and Belarusian sanctions proliferation networks in their capacities at their financial institutions or agencies.
- The workshop will be attended by up to 20 total participants from the financial sector.

Experts will be engaged in all stages of the project, including workshop planning and coordination with CRDF Global, follow up calls with participants, and submission of an after-action report. Travel expenses, including airfare, lodging and per diems will be covered by CRDF Global and should be excluded from proposal budgets.

Tasks and Deliverables:

Task One: Participant Outreach

Schedule: March-August 2024

The Contractor will leverage its network and experience to ensure wider representation of relevant institutions, assisting CRDF Global by identifying and inviting key participants.

Task One deliverables:

1. A list of recommended companies and suggested participants for both conferences, with outreach completed by the Contractor in coordination with CRDF Global.
2. Any registrants solicited for the multi-organization workshop must complete the registration form at least 35 days prior to each event date.

Task Two: Provision of Compliance or Sanctions Risk Data Platform (Optional)

Schedule: April 2024

The Contractor will provide CRDF Global and funder access to a compliance or sanctions risk data platform for review and concurrence. Participants of each conference will be provided access to this data platform to enable them to enforce international sanctions.

Task Two deliverables:

1. Access to a high-tier data platform that can be used by participants to enforce international sanctions.

Task Three: Conference One (Warsaw, Poland)

Schedule: May 2024 (TBD)

The Contractor will produce and submit presentation materials to CRDF Global for review at least 30 days prior to the event dates and will deliver a one-day conference that includes training, guided discussions, interactive exercises, and Q&A discussion during the event. The Contractor will tailor content to the target audience and will provide leave behind materials to improve the culture of compliance in participants' institutions post-training.

Content will be designed to address the primary objective of raising awareness of the risks of conducting business with sanctioned and prohibited Russian and Belarusian companies. The content will look at areas where Russia is evading international sanctions to further the development of their advance conventional weapons and other defense technologies capabilities. The presentations, case studies, interactive exercises, and action-planning activities will ultimately:

- Provide participants with an overview of the international sanctions landscape, including topics such as but not limited to asset freezes, financial restrictions, and embargoes.

- Reinforce keys to effective sanctions compliance, including topics such as but not limited to ownership, control and influence, differing approaches between international regimes, and secondary sanctions exposure.
- Introduce sanctions evasion red flags and methods of sanctions evasion.
- Equip participants with Know Your Customer (KYC) and Know Your Customer's Customer (KYCC) and Due Diligence best practices.
- Help participants develop a roadmap to implement effective compliance and due diligence mechanisms at their home institutions or agencies.
- Enhance information sharing between public and private sector actors to rapidly identify and prevent Russian and Belarusian sanctions evasion activity to prevent malign actors from leveraging the regional markets.

Task Three deliverables:

1. Produce and provide presentation materials, interactive exercises, and training materials for review at least 30 days prior to the event. Contractor will submit the training materials modified in accordance with the CRDF Global's and/or the Funder's request within five (5) days upon receiving each request for modification.
2. Delivery of the one-day conference in Poland, to include varied modules such as presentations, interactive exercises, case studies, action planning, lead panel discussions, and answer questions during the Q&A session.

Task Four: Conference Two (Sofia, Bulgaria)

Schedule: May/June 2024 (TBD)

The Contractor will produce and submit presentation materials to CRDF Global for review at least 30 days prior to the event dates and will deliver a one-day conference that includes training, guided discussions, interactive exercises, and Q&A discussion during the event. The Contractor will tailor content to the target audience and will provide leave behind materials to improve the culture of compliance in participants' institutions post-training.

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Task Four deliverables:

1. Produce and provide presentation materials, interactive exercises, and training materials for review at least 30 days prior to the event. Contractor will submit the training materials modified in accordance with the CRDF Global's and/or the Funder's request within five (5) days upon receiving each request for modification.

2. Delivery of the one-day conference in Poland, to include varied modules such as presentations, interactive exercises, case studies, action planning, lead panel discussions, and answer questions during the Q&A session.

Task Five: Conference Three (Kuala Lumpur, Malaysia)

Schedule: July 2024 (TBD)

The Contractor will produce and submit presentation materials to CRDF Global for review at least 30 days prior to the event dates and will deliver a one-day conference that includes training, guided discussions, interactive exercises, and Q&A discussion during the event. The Contractor will tailor content to the target audience and will provide leave behind materials to improve the culture of compliance in participants' institutions post-training.

Content will be designed to address the primary objective of raising awareness of the risks of conducting business with sanctioned and prohibited Russian and Belarusian companies. The content will look at areas where Russia is evading international sanctions to further the development of their advanced conventional weapons and other defense technologies capabilities. The presentations, case studies, interactive exercises, and action-planning activities will ultimately:

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- Help participants develop a roadmap to implement effective compliance and due diligence mechanisms at their home institutions or agencies.
- Enhance information sharing between public and private sector actors to rapidly identify and prevent Russian and Belarusian sanctions evasion activity to prevent malign actors from leveraging the regional markets.

Task Five deliverables:

1. Produce and provide presentation materials, interactive exercises, and training materials for review at least 30 days prior to the event. Contractor will submit the training materials modified in accordance with the CRDF Global's and/or the Funder's request within five (5) days upon receiving each request for modification.
2. Delivery of the one-day conference in Poland, to include varied modules such as presentations, interactive exercises, case studies, action planning, lead panel discussions, and answer questions during the Q&A session.

Task Six: Conference Four (Bangkok, Thailand)

Schedule: July 2024 (TBD)

The Contractor will produce and submit presentation materials to CRDF Global for review at least 30 days prior to the event dates and will deliver a one-day conference that includes training, guided discussions, interactive exercises, and Q&A discussion during the event. The Contractor will tailor content to the target audience and will provide leave behind materials to improve the culture of compliance in participants' institutions post-training.

Content will be designed to address the primary objective of raising awareness of the risks of conducting business with sanctioned and prohibited Russian and Belarusian companies. The content will look at areas where Russia is evading international sanctions to further the development of their advanced conventional weapons and other defense technologies capabilities. The presentations, case studies, interactive exercises, and action-planning activities will ultimately:

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- Enhance information sharing between public and private sector actors to rapidly identify and prevent Russian and Belarusian sanctions evasion activity to prevent malign actors from leveraging the regional markets.

Task Six deliverables:

3. Produce and provide presentation materials, interactive exercises, and training materials for review at least 30 days prior to the event. Contractor will submit the training materials modified in accordance with the CRDF Global's and/or the Funder's request within five (5) days upon receiving each request for modification.
4. Delivery of the one-day conference in Poland, to include varied modules such as presentations, interactive exercises, case studies, action planning, lead panel discussions, and answer questions during the Q&A session.

Task Seven: Conference Five (Manila, Philippines)

Schedule: September 2024 (TBD)

The Contractor will produce and submit presentation materials to CRDF Global for review at least 30 days prior to the event dates and will deliver a one-day conference that includes training, guided discussions, interactive exercises, and Q&A discussion during the event. The Contractor will tailor content to the target audience and will provide leave behind materials to improve the culture of compliance in participants' institutions post-training.

Content will be designed to address the primary objective of raising awareness of the risks of conducting business with sanctioned and prohibited Russian and Belarusian companies. The content will look at areas where Russia is evading international sanctions to further the development of their advanced conventional weapons and other defense technologies capabilities. The presentations, case studies, interactive exercises, and action-planning activities will ultimately:

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- Equip participants with Know Your Customer (KYC) and Know Your Customer's Customer (KYCC) and Due Diligence best practices.
- Help participants develop a roadmap to implement effective compliance and due diligence mechanisms at their home institutions or agencies.
- Enhance information sharing between public and private sector actors to rapidly identify and prevent Russian and Belarusian sanctions evasion activity to prevent malign actors from leveraging the regional markets.

Task Seven deliverables:

1. Produce and provide presentation materials, interactive exercises, and training materials for review at least 30 days prior to the event. Contractor will submit the training materials modified in accordance with the CRDF Global's and/or the Funder's request within five (5) days upon receiving each request for modification.
2. Delivery of the one-day conference in Poland, to include varied modules such as presentations, interactive exercises, case studies, action planning, lead panel discussions, and answer questions during the Q&A session.

Task Eight: Conference Six (Majuro, Marshall Islands)

Schedule: September 2024 (TBD)

The Contractor will produce and submit presentation materials to CRDF Global for review at least 30 days prior to the event dates and will deliver a one-day conference that includes training, guided discussions, interactive exercises, and Q&A discussion during the event. The Contractor will tailor content to the target audience and will provide leave behind materials to improve the culture of compliance in participants' institutions post-training.

Content will be designed to address the primary objective of raising awareness of the risks of conducting business with sanctioned and prohibited Russian and Belarusian companies. The content will look at areas where Russia is evading international sanctions to further the development of their advance conventional weapons and other defense technologies capabilities. The presentations, case studies, interactive exercises, and action-planning activities will ultimately:

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Task Eight deliverables:

1. Produce and provide presentation materials, interactive exercises, and training materials for review at least 30 days prior to the event. Contractor will submit the training materials modified in accordance with the CRDF Global's and/or the Funder's request within five (5) days upon receiving each request for modification.

2. Delivery of the one-day conference in Poland, to include varied modules such as presentations, interactive exercises, case studies, action planning, lead panel discussions, and answer questions during the Q&A session.

Task Nine: Engagement Work Plan and Routine Check-Ins

Schedule: Continuous throughout period of performance

The Contractor will engage in email correspondence and virtual check-ins throughout the duration of the contract to discuss project planning, updates, and coordination on training materials as mutually agreed upon by CRDF Global and Contractor.

Task Nine deliverables:

1. The Contractor will join a monthly or bi-weekly call with CRDF Global to provide updates on deliverables status and subject matter insights to assist with project planning.

Task Ten: Project Closeout and After-Action Report

Schedule: October 2024

Within 5 days of the completion of Conference Two, the Contractor will complete and submit to CRDF Global an after-action report summarizing the technical outcomes of the project and recommendations for follow-on activities for similar programming. The Contractor will participate in a project debrief session with CRDF Global, to be scheduled on-site or in the days following the training's completion.

Task Ten deliverables:

1. After-action report including:
 - a. An overall assessment of the training, including an identification of highlights/successes, lessons-learned, and next steps for similar programming;
 - b. Key observations and issues related to the training objectives and any other topics raised during discussions and live sessions;
 - c. Summary of main activities undertaken during the training cycle.

Contractor Requirements:

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

- experience working with and advising public and private audiences on due-diligence, sanctions evasion typologies, and/or leveraging open-source data to identify and disrupt sanctioned networks;
- strong network within the European and Southeast Asian financial sector;
- understanding of sanctions compliance and risk within the European and Southeast Asian ecosystems;
- expertise in the latest evasion and transaction obfuscation tactics;
- ability to speak authoritatively on managing sanctions risk related to Russia;
- flexibility and ability to respond to adjustments directed by the customer;
- willingness and ability to travel internationally to lead six one-day in-person workshops in Poland, Bulgaria, Malaysia, Thailand, Philippines, and Marshall Islands, between May and September 2024, if local and CDC guidelines permit it.

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;
- Corporate Social Responsibility

Proposal Requirements:

- Statement of Interest and list of recent, relevant experience and past performance related to the requirements above.
- Cost proposal with total project cost in USD, hourly rate for each expert, plus detailed breakdown and estimated level of effort hour by task
- CV(s)
- 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

Timetable:

February 20 :RFQ Questions due

February 26 :RFQ Questions & Answers released

March 01: RFQ submissions due

March 08: 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, eposter@crdfglobal.org and bpullen@crdfglobal.org, no later than 5:00 pm (EST) on March 01, 2024. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

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The subject line of the email must read: **RFP_RSN_018 – Name of Proponent – Proposal**

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 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 Proposal, 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 R RFQ, 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 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 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 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 RFQ 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.

RFP Process Guidance

1. Depending on the scope of the solicitation, the template can be altered to request a wide range of information. Please contact a procurement officer if you have any questions on what information you should add.
2. The procurement unit has a standard email address setup for receiving information or proposals: procurement@crdfglobal.org. If you would also like to receive proposals or information, please add your email to the RFP template.

3. Once you have completed the RFP template, please send it to the procurement unit for review. Procurement will add any information necessary to comply with our small and disadvantaged business requirements. Procurement Staff will add the [NAICS code](#) which identifies the [revenue or employee cap for small business](#). This will be added to the RFP before release if required.
4. Once the template has been finalized, we can discuss where to post or publicize the opportunity. *Procurement can post the RFP/RFI directly to the website.* Options include:
 - a. CRDF Global Website (Procurement will post)
 - b. External Industry Websites (Operations or Procurement can Post)
 - c. Small Business Administration Website (Procurement will Post)
 - d. Direct email from Staff (Operational Staff can distribute the RFP or the link to the RFP via their Network/Salesforce)
5. If there is a technical component to the solicitation, staff should fill out the technical rating criteria in the technical and financial review template. They should also add a weighting to the technical and financial components, and a justification. More detailed instructions can be found in the template. This should be done **before** the RFP is publicized, and the criteria should be added to the RFP.
6. Once the deadline for submission has passed, procurement will collate submissions. Staff should rate submissions based on the technical criteria. Procurement will enter the financial data into the review template. The review template will calculate the winning bid using the technical and financial criteria along with the weighting. If there are no technical criteria, a bid analysis form can be used to document and summarize the competition based on best value.
7. Once a vendor is chosen, procurement will contact the vendor announcing the decision and providing the vendor with initial paperwork as necessary.