

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: Tuesday June 18, 2024

Summary:

CRDF Global is seeking up to 3 U.S. partner organizations to support the design and implementation of the Indo-Pacific Secure and Sustainable Infrastructure Program for Ports taking place August 17 – 31, 2024. The U.S. partner organizations will arrange professional programming opportunities for up to 12 professionals, arrange participant and interpreter lodging, arrange ground transportation for airport transfers, and arrange ground transportation to and from all program-related activities, including professional meetings, networking events, and volunteer activities. A detailed list of expectations is provided in the “Scope” section.

The Indo-Pacific Secure and Sustainable Infrastructure Program (IPSSIP) for Ports takes place August 17-31, 2024. The IPSSIP for Ports is 14-day project in which up to twelve professionals from Bangladesh, India, Maldives, the Philippines, Sri Lanka, and Vietnam will travel to the U.S. to exchange best practices with their professional counterparts. The objectives for this project are as follows:

- Prepare leaders in participating countries to make educated choices on their infrastructure development decisions;
- Facilitate the transfer of innovative port management practices throughout participating countries; and
- Increase participants’ awareness of infrastructure projects’ vulnerability to cyberattack and build their capacity to ensure that infrastructure projects are well guarded against such threats.

More information about project objectives, participant backgrounds, and participating country backgrounds is attached in this solicitation.

Scope:

CRDF Global is seeking **up to 3** U.S. partner organizations to conduct the following three components of the project itinerary. In your response to this request, you **must indicate for which component your organization wishes to be considered**. Inclusion of a professional training is preferred, but not required, regardless of the component.

Component 1 – Opening City – Saturday, August 17 - Thursday, August 22, 2024

Consideration for Component 1 will only be given to organizations located on the Western coast of the U.S.

Professional and Cultural Programming in the Opening City must include:

- **1 Sharing Session** – A sharing session will provide an opportunity for all travelers to get to know each other in an informal, facilitated meeting. Staff will facilitate introductions and an icebreaker to promote strong ties between travelers.
- **1 City Tour** – A bus or walking tour of the opening city and its major landmarks and institutions will be provided to illustrate the character and culture of the city. Tours that accent Ports projects in the opening city are preferred.
- **1 Project Opening** – Project Opening Session will be led by CRDF Global in partnership with the U.S. partner organization. The Project Opening must allow participants to convene in-person, with virtual attendance from the CRDF Global team. This session is approximately 3 hours in duration.

- **1 Keynote Address** – A keynote address will provide a high-level overview of the field and share typical U.S. approaches to common challenges. It will include a question-and-answer portion. Up to a \$300 honorarium may be offered to the Keynote Speaker, to be paid directly by CRDF Global.
- **2 Days of Professional Programming** – Participants must be engaged with U.S. professional counterparts for at least 4.5 hours each day.

A *sample* itinerary in the Opening City is shown below, for consideration:

- **Saturday, August 17** – *International Arrivals*
- **Sunday, August 18** – Sharing Session, City Tour
- **Monday, August 19** – Project Opening Session, Keynote Address
- **Tuesday, August 20** – Professional Programming (minimum 4.5 hours)
- **Wednesday, August 21** – Professional Programming (minimum 4.5 hours)
- **Thursday, August 22** – *Domestic Travel Day*

Component 2 – Second City – Thursday, August 22 - Tuesday, August 27, 2024

Consideration for Component 2 will be limited to responding organizations that are not located on the Western coast of the U.S.

Professional and Cultural Programming in the Second City must include:

- **2 Days of Professional Programming** – Participants must be engaged with U.S. professional counterparts for at least 4.5 hours each day.
- **1 Volunteer Activity** – An opportunity for participants to volunteer alongside residents of the city, to better understand the local culture of the area, the U.S. culture of volunteerism and civic engagement, and to facilitate informal interactions with locals. Volunteer activities that highlight environmental sustainability are preferred but not mandatory.
- **1 Home Hospitality** – An opportunity for a meal and informal conversation with local residents to learn about life in the host city, to share information about participant home countries, and to learn about each other's experiences.

A *sample* itinerary in the Second City is shown below, for consideration:

- **Thursday, August 22** – *Domestic Travel Day*
- **Friday, August 23** – Professional Programming (minimum 4.5 hours)
- **Saturday, August 24** – Volunteer Activity
- **Sunday, August 25** – Free Day for Cultural Activities
- **Monday, August 26** – Professional Programming (minimum 4.5 hours), Home Hospitality
- **Tuesday, August 27** – *Domestic Travel Day*

Component 3 – Satellite City

Consideration will only be given to responding organizations in the greater Washington/Baltimore area.

Professional and Cultural Programming in the Second City must include:

- **1 Day of Professional Programming** (approximately 4 hours) **on either August 28 or August 29, 2024.**

Tasks and Deliverables:

The Subcontractor will arrange all professional and cultural engagements in the city, communicate with speakers and organizations, develop and provide the local program book to CRDF Global and travelers, support travelers on the ground as necessary, coordinate and confirm hotel accommodations, and organize ground transportation to and from all professional engagements. The Subcontractor will connect CRDF Global staff with vendors to facilitate payment directly from CRDF Global, communicating directly with the Project Lead for approval of any project expenses.

Component 1 Deliverables:

#	Deliverable Description	Deadline
1	Confirmed lodging for all travelers	July 26
2	Confirmed ground transportation for all project-related events	July 26
3	Conference space for Project Opening	August 9
4	Welcome Packets	August 16
5	Name Tents	August 16
6	Name Tags	August 16
7	Local Program Book	August 16
8	Cultural Activity List	August 16
9	Social Media Post	August 22

**If a cost-shared networking event is proposed, a list of all attendees must also be provided to CRDF Global.*

Component 2 Deliverables:

#	Deliverable Description	Deadline
1	Confirmed lodging for all travelers	August 2
2	Confirmed ground transportation for all project-related events	August 2
3	Local Program Book	August 21
4	Cultural Activity List	August 21
5	Social Media Post	August 27

**If a cost-shared networking event is proposed, a list of all attendees must also be provided to CRDF Global.*

Component 3 Deliverables:

#	Deliverable Description	Deadline
4	Local Program Book	1 day prior to programming
5	Social Media Post	

Proposal Requirements:

- Statement of Interest, including proposed professional resources
 - **Component 1:** Statements of interest for Component 1 should include a proposed Keynote Speaker and proposed professional engagements for at least 9 hours of professional programming.
 - **Component 2:** Statements of interest for Component 2 should include proposed professional engagements for at least 9 hours of professional programming.

- **Component 3:** Statements of interest for Component 3 should include proposed professional engagements for approximately 4 hours of professional programming.
- Cost proposal (Cost proposal should include only administrative costs, and should exclude the following costs which are to be paid directly to vendors by CRDF Global: Lodging, Meal & Incidental Expenses, Ground Transportation, Honoraria, Conference Room Rental Costs)
- 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:

June 11: RFP Questions due

June 13 RFP Questions & Answers released

June 18: RFP submissions due

June 24: Contract start date

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience.

All other scores being equal, preference will be given to proposals that demonstrate cost-share for at least one networking event with U.S. experts. A networking event is a hosted opportunity for travelers to meet informally with project speakers, local experts, and industry leaders, with preference for an evening event.

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 & kmcalister@crdfglobal.org , no later than **{11:59pm EST on Tuesday, June 18th}**. Proposals should be submitted as electronic documents in PDF, Word, or Excel format.

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.

