

CRDF GLOBAL
Request for Information
Deadline: August 14, 2024

Summary:

CRDF Global is seeking qualified consultants to assist with project scheduling tasks using loaded schedules in Microsoft projects and or project planners to support CRDF Cyber security project management and planning. This Request for Interest (RFI) outlines the tasks and responsibilities required for the consultant role.

Tasks and Responsibility:

- 1. Establish Resource-Loaded Schedules:**
 - Utilize Work Breakdown Structures (WBSs) and Basis of Estimates (BOEs) provided by the project team.
 - Create and maintain resource-loaded schedules in Microsoft Project format.
 - Include labor, Other Direct Costs (ODCs), and travel costs for ongoing projects/programs.
- 2. Develop Integrated Project Schedules:**
 - Coordinate and integrate schedule inputs from project managers.
 - Guide the baseline, update, and time impact process throughout the project lifecycle.
- 3. Schedule Analysis:**
 - Analyze schedules for accuracy and compliance with industry standards.
 - Manage and direct schedule efforts to meet industry standards.
- 4. Schedule Management:**
 - Responsible for creating and maintaining baseline schedules.
 - Perform schedule updates and time impact analysis as needed.
- 5. Complex Schedule Coordination:**
 - Understand complex schedule issues and coordinate with appropriate personnel to obtain and validate schedule information.
- 6. Master Schedule Maintenance:**
 - Maintain master schedules for project tasks, including preparation, updating, revising, maintaining, coordinating, and communicating schedules to team members, management, and clients.
- 7. Client Interface:**
 - Interface with clients, attend regular meetings and provide statistical reports.
 - Ensure clients are kept informed about project schedule status and updates.
- 8. Project Schedule Control Tools:**
 - Provide project and company management with the necessary tools for effective project schedule control.

9. Historical Data Utilization:

- Accumulate and access historical data, such as performance experience, to maintain a realistic basis for future planning and forecasting.

10. Schedule Status Reporting:

- Analyze, evaluate, forecast, and report schedule status against an established baseline.
- Collect and report progress, evaluate schedule variances, develop work-around plans, and coordinate resolution of variances.

11. Schedule Hierarchy System:

- Develop and maintain a system to show the hierarchy of schedules.
- Ensure project and company management are fully informed of schedule status.

Qualifications:

- Demonstrated experience with Microsoft Project and project scheduling.
- Ability to analyze and manage complex schedules.
- Strong coordination and communication skills.
- Cyber security experience is preferred but not required.

CRDF invites interested consultants to respond to this RFI with their qualifications and relevant experience in project scheduling. Please provide detailed information on your expertise and how you can fulfill the outlined tasks and responsibilities.

Proposal Requirements:

- Statement of Interest and Technical Capabilities
- Cost proposal
- CV(s)
- List of recent experience in the RFI Subject Matter area and applicable references/past performance
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)

Timetable:

RFI Questions due	August 1, 2024
RFI Questions & Answers released	August 3, 2024
RFI submissions due	August 14, 2024

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 Project Scheduling Tasks Using Loaded Schedules in Microsoft Projects or Project Planners to Support CRDF Global Cyber Security Project Management and Planning.

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 & mshanawani@crdfglobal.org , no later than August 14, 2024 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 RFI 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 RFI 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 RFI shall be binding upon the supplier for the duration of the contract.

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

Transfer to Final Contract. The terms and conditions of the RFI, 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 RFI, 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 RFI, should be made in writing and included in the form of an addendum to the applicable Section in the RFI

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