

**CRDF GLOBAL
REQUEST FOR QUOTES
RFQ SME for SDPU Cancer Care Programming
Deadline: 17:00 EST December 9th, 2024**

Summary:

CRDF Global is seeking a subject matter expert (SME) to support upcoming cancer care programming in 2025 under the [Sustained Dialogue on Peaceful Uses \(SDPU\)](#). As a part of the SDPU, CRDF Global will be hosting a series of large regional workshops and expert sessions on the margins of large international conferences in addition to managing various projects in line with the SDPU's mission focused on improving access to nuclear and radiation medicine. All programming under the SDPU is in line with the initiative's mission to expand access to and awareness of peaceful applications of nuclear science and technology as a sustainable development tool, in this case, particularly highlighting medical imaging for diagnosis and staging, radiation therapy for treatment, and nuclear medicine. Additionally, all programming will relate back to United Nations Sustainable Development Goal (UN SDG) 3 (Good Health and Well-being).

Scope:

The Contractor will support CRDF Global in the development and delivery of the SDPU healthcare programming including, but not limited to large regional workshops, expert sessions on the margins of large international conferences, and advisory support for projects funded by the SDPU in line with the initiative's mission to improve access to nuclear and radiation medicine. The main objective of these activities is to support increased access to and awareness of nuclear science and technology's role in development, particularly in the areas of radiation therapy, nuclear medicine, or medical imaging and diagnosis. The Contractor will deploy one (1) SME to travel to such activities. The work will consist of a series of ad hoc planning calls for the conceptualization, scheduling, and technical discussions that result in finalized engagement agendas for events such as large regional workshops or expert sessions on the margins of large international conferences. Additionally, the work will consist of a series of ad hoc planning meetings and advisory responsibilities to support the development, and implementation of projects funded by the SDPU that support increased access to radiation medicine. Contractor will contribute to the discussions, highlight concerns where relevant, review all engagement materials, and take lead on creating agendas when requested. Other tasks may include support of the materials development, participant outreach assistance, assign activity moderation and implementation, fostering participant engagement. The contractor will play an active role in activity closeout, as well as in internal and external reporting, CRDF Global will facilitate all travel, and logistics needed for in-person deployment of the SME.

The Contractor will perform all tasks and provide all deliverables from a perspective relevant to the activities' audience.

Task 1: Agenda Development and Outreach

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 in-person, three-day workshop. The finalized agenda should be adapted to be appropriate for the target audience across Africa and is due to CRDF Global **no later than ten (10) business days prior to the start of the workshop 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 linkages to their relevant networks and the opportunity to integrate this network into the potential workshop audience. Once the audience has been identified, CRDF Global will handle communications to registered participants, including session reminders, the distribution of materials following the event, and the event landing page on the program website.

Task 1 Deliverable(s):

- Finalized agenda for the workshop (1)
- Provide relevant stakeholders within the Contractor's network to CRDF Global

Task 2: Workshop Facilitation

The Contractor will deploy one (1) SME who will travel to and moderate the workshop being held in Rabat, Morocco, tentatively January 2024. The Contractor will serve as facilitator for the workshop and moderate sessions within the program focused on topics designed by both the Contractor and CRDF Global.

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 session at which the Contractor will present. The Contractor may also be responsible for reviewing and editing presentation materials developed by CRDF Global or another party prior to each session.

CRDF Global will facilitate all travel and logistics needs of the in-person workshop.

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 the Funder, 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-day workshop, the Contractor will provide an internal Subject Matter Expert Report utilizing a CRDF Global-provided template. The Subject Matter Expert Report will include details, metrics, workshop content (e.g., topics covered), an assessment of knowledge gained by participants, lessons learned, and recommendations for follow-on activities. **This report is due to CRDF Global within ten (10) business days of the activities' completion.** Finally, the Contractor will provide contributions and comments should CRDF Global have questions or need additional information on the activities 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 on the 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)
- Consult or advise on projects focused on raising awareness of, and integrating, nuclear science and technology applications into international development efforts in the area of cancer care/control;

Develop conference, workshop, expert session, agendas and other relevant event materials in coordination with international development stakeholders and other technical experts; Lead, support, or moderate conference, workshops, expert sessions or other event sessions with international development stakeholders and other technical

experts; Recommend, arrange, or facilitate meetings or calls with relevant stakeholders, decision-makers, and technical experts; Write, contribute to, advise on, or review reports or articles written independently or jointly with other experts, focused on nuclear science and technology applications in the areas of cancer care/control.

Contractor (SME) Requirements:

CRDF Global is seeking individuals with any or all of the following qualifications:

- Expertise in radiation oncology, nuclear medicine, or medical imaging and diagnosis;
- Experience in developing or contributing to workshop or conference agendas;
- Experience in leading or moderating workshops or conferences;
- Very strong writing abilities/experience in writing clear or persuasive articles or reports focused on the technical area above for policy or development sector audience;
- Understanding the applications of nuclear science and technology in cancer care/control;
- Expertise or experience in working in the technical areas above globally, with particular experience in Africa preferred.

Submission Requirements:

Each submission must include:

- Statement of Interest and Technical Capabilities
- Completion of the CRDF Global [Contractor Data Form](#)
- Cost Proposal
 - Cost Proposal must include a breakdown of **hourly rate and number of hours per task** referenced *Tasks and Deliverables above*
 - Cost Proposal must separate out all direct costs (e.g. labor, materials, fees, etc.) as applicable.
 - All travel required for the engagement will be directly handled by CRDF Global. The cost proposal does not need to include travel estimates.
 - For Labor costs, hourly rates and level of effort (in hours) must be provided
 - *This is for cost analysis purposes required by federal regulations.*
 - *CRDF Global understands that this type of information is generally considered proprietary in nature and will handle any received information with confidentiality.*
- CV(s)
- List of recent experience in the specific areas of desired expertise and applicable references/past performance
- 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:

15 November 2024: RFQ Questions due*
22 November 2024: RFQ Questions & Answers released (on RFQ posting)
9th December 2024: RFQ submissions due
12 December 2024: Selection decision communicated to applicants
17 December 2024: Tentative contract start date

*Any questions should be sent to Syed Hashemi (shashemi@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:

Quotes should be submitted to Syed Hashemi (shashemi@crdfglobal.org, procurement@crdfglobal.org), no later than **17:00 EST on December 9th, 2024**. Quotes should be submitted as electronic documents in PDF, Word, or Excel Format with the email subject line: **RFQ , SME for SDPU Cancer Care Programming**.

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; Manila, Philippines; 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.

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.

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.