

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: November 18, 2024

Summary:

CRDF Global is seeking a team of subject matter experts to support a series of two (2) two-day in-person training events aimed at the chemical and biological industries in Kazakhstan and Türkiye. The primary objective of this initiative is to enhance Biological, Biotechnology, Chemical, & Pharmaceutical (BBCP) stakeholders' capabilities to leverage open-source information, resources, and tools to identify and avoid risks associated with doing business with sanctioned entities. The capacity-building workshops will increase participants' abilities to conduct enhanced due diligence and Know-Your-Customer/Know-Your-Customer's Customer investigations using open-source intelligence (OSINT) best practices. Tailored to a select group of participants, comprising up to 30 representatives from the chemical and biological industries and affiliated organizations, these workshops seek individuals who hold strategic positions within their respective organizations and possess the ability to exert significant influence in disrupting risks posed to the BBCP sector.

Scope:

The expert(s) will carry out two (2) two-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. Kazakhstan (December 2024):
 - Experts will lead a workshop in Kazakhstan focused on building participant capacity to use OSINT best practices and tools to identify and counter risks posed to the BBCP sector.
 - The workshop will be attended by up to 30 total participants from the BBCP sector.
2. Türkiye (January 2025)
 - Experts will lead a workshop in Türkiye focused on building participant capacity to use OSINT best practices and tools to identify and counter risks posed to the BBCP sector.
 - The workshop will be attended by up to 30 total participants from the BBCP 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:

The selected experts will:

1. The selected experts will develop and deliver training content and engage the target audiences in workshops scheduled to take place in Kazakhstan from December 10-11, 2024, and Türkiye from January 21-22, 2024. The Contractor will provide one to two (1-2) subject matter experts who will deliver training modules through presentations, demonstrations, and hands-on exercises for both events. The Contractor will deliver training presentations covering several important topics, such as using open-source information, tools, and resources to conduct enhanced due diligence on customers in the BBCP sector.
2. The selected experts will engage in virtual check-ins throughout the duration of the contract to discuss project planning, updates, and coordination on training materials as needed (up to 20 hours).
3. CRDF Global will be responsible for participant and local partner recruitment but may request that experts leverage their networks and contacts to assist with recruitment and selection (up to 10 hours).
4. Experts will submit a brief after-action report with feedback and recommendations on next steps using a template provided by CRDF Global following the workshops (up to 10 hours).

Contractor Requirements:

- A successful proposal will highlight **some** of the following qualifications:
 - experience working with and advising private sector audiences on due-diligence, background screening, and open-source investigations;
 - experience leveraging the Dark Web, Deep Web, and alternative search engines to enhance due-diligence investigations;
 - experience teaching private sector stakeholders on using advanced search techniques to identify and disrupt sanctioned networks;
 - ability to speak authoritatively on conducting enhanced internet investigations;
 - flexibility and ability to respond to adjustments directed by the customer;
 - willingness and ability to travel internationally to lead two two-day in-person workshops in Kazakhstan and Türkiye.
 - Successful proposals may come from experts with professional backgrounds in:
 - Open-source intelligence/investigations (OSINT);
 - Using the internet as an investigative research tool;
 - Training private sector audiences in critical thinking for investigations;
 - Using social media to enhance investigations;
 - Law enforcement;
 - Anti-Money Laundering;
 - Sanctions Compliance;
 - International Law;
- 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:

November 12: RFP Questions due
November 13: RFP Questions & Answers released
November 18: RFP submissions due
November 25: 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 pledges to prioritize sponsorship of diverse events and panels of experts whenever possible. 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.

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Selection Criteria and Evaluation Methods:

2. Evaluation Factors and Subfactors:

- **2.1. Technical Approach:**
The technical approach will be assessed based on the vendor’s ability to demonstrate an in-depth understanding of the requirements and a practical methodology to meet or exceed them. Special attention will be given to the use of open-source intelligence (OSINT) in the BBCP sector to strengthen due-diligence investigations and identify and disrupt sanctioned networks

 - **Subfactors:**
 - Understanding of the requirements
 - Feasibility of the approach
 - Innovation and technical enhancements
 - Alignment with project goals

- **2.2. Past Performance:**
Past performance will be evaluated based on the vendor's relevant experience in conducting similar training sessions or projects, particularly in the BBCP sector or with international audiences

 - **Subfactors:**
 - Relevance of past projects
 - Performance ratings or assessments (e.g., CPARS data)
 - References from previous clients

- **2.3. Key Personnel and Qualifications:**
Vendors will be evaluated based on the qualifications and experience of the personnel proposed for this project. Key personnel should have experience in delivering OSINT-based training and working with the BBCP sector.

 - **Subfactors:**
 - Relevant experience in in OSINT, due diligence, and the BBCP sector
 - Certifications, education, and qualifications
 - Availability and commitment to the project

- **2.4. Management Approach:**
The vendor’s management approach will be evaluated based on the quality of their project management plan, including timelines, resource allocation, and risk management.

 - **Subfactors:**
 - Project management plan
 - Resource allocation and personnel management
 - Risk mitigation strategy

- **2.5. Price/Cost:**
Price will be evaluated for reasonableness, fairness, and alignment with the proposed scope of work. The government seeks a balance between competitive pricing and technical merit.

 - **Subfactors:**
 - Overall cost compared to market rates
 - Cost realism (to ensure the proposal is realistic given the scope)
 - Price structure (fixed price, time & materials, etc.)

- **2.6. Small Business Utilization (if applicable):**
Small business participation will be evaluated based on the offeror’s plan to engage small businesses, including disadvantaged, veteran-owned, women-owned, and HUBZone small businesses.

 - **Subfactors:**
 - Small business subcontracting plan

- Percentage of small business participation
- Efforts to meet or exceed small business goals
- **2.7. Compliance with Regulatory Requirements:**
The offeror’s compliance with federal, state, and local regulatory requirements, including environmental and security standards, will be evaluated.
 - **Subfactors:**
 - Compliance with FAR, ITAR, etc.
 - Environmental and safety considerations
 - Security clearances (if required)
- **2.8. Risk Management:**
The offeror’s ability to identify, manage, and mitigate risks associated with the project will be evaluated.
 - **Subfactors:**
 - Identification of project risks
 - Risk mitigation and contingency planning
 - Demonstrated capability to address unforeseen challenges

3. Evaluation Methods:

- **3.1. Evaluation Scoring Methodology:**
Proposals will be evaluated based on the following scoring system:
 - **Excellent (5):** Exceeds all requirements and offers superior benefits.
 - **Good (4):** Meets all requirements with some additional value.
 - **Acceptable (3):** Meets all minimum requirements.
 - **Marginal (2):** Meets some requirements but has deficiencies.
 - **Unacceptable (1):** Fails to meet requirements.

4. Basis for Award:

- The award will be made to the offeror whose proposal provides the best value to CRDF Global, considering both technical and price factors. Proposals will be evaluated based on their technical approach, past performance, and cost, with the understanding that the most advantageous proposal may not always be the lowest-priced.

Submission:

Proposals should be submitted to procurement@crdfglobal.org with CC to mahmad@crdfglobal.org and bpullen@crdfglobal.org no later than **5:00 pm (EST) on November 18, 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 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.

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.

RFP Creation Guidance

RFPs are used to solicit technical and cost proposals for goods and/or services. A successful RFP communicates CRDF Global's requirements and objectives to prospective contractors to solicit proposals describing the contractor's approach to accomplishing that objective. The RFP process is ideal in nearly all situations because it allows the contractor to apply its own expertise to the project. Before developing an RFP, the technical officer should add the technical evaluation criteria on the financial and technical review template.

The procurement manager is responsible for reviewing all CRDF RFPs to ensure that the following components are present:

1. **CRDF Global's mission, background on the activity and the purpose of the contract.** This should include not only an overview of CRDF Global, but also the department requesting the service. There should be enough information for an outsider to contextualize the purpose and objective of the RFP.
2. **Technical Proposal Requirements.** Depending on the complexity of the service to be procured, this can include any or all of the following: project objective, scope of work, technical specifications, desired result, required deliverables, and anticipated timeframe. The procurement manager should keep in mind that innovations are key to RFPs, and to the extent possible a RFP should solicit a contractor's innovative approach to the project.
3. **Cost Proposal Requirements.** The procurement manager must be able to make a cost comparison that is fair and contains the same tasks, items, services or deliverables, and is therefore measurable by the same standards. Simple procurements may not need a price schedule (i.e. procuring printer paper or a night in a hotel), but more complicated procurements will require research to establish a price schedule. If a price schedule is not used, it may be very difficult later on to perform a commensurable cost comparison. An example that would require a price schedule would include a procurement with many different line items or services requested. The proposal should specify whether a cost-reimbursable or fixed-price contract is envisioned. If the competition is using sealed bids, then a firm fixed price contract should be indicated.
4. **Description of resources that will be provided to the contractor.** This is not always applicable, however if access to CRDF Global facilities, reports, records, data, etc. is necessary to complete the activity, the RFP should state what materials will be provided. Similarly, the RFP may state what resources, if any, are solely the contractor's responsibility.

5. **Evaluation Criteria.** The RFP should state the criteria for evaluating the proposal. Common criteria for evaluating a proposal include:
 - a. Understanding of technical requirements
 - b. Technical Expertise/Past experience
 - c. Strength/creativity of technical approach
 - d. Cost competitiveness
 - e. Past Performance and References

It is important to distinguish between two types of criteria: pass/fail or mandatory criteria, and standard technical criteria. Each criterion should be clearly labeled in the RFP as pass/fail or standard technical criteria. The RFP may indicate which of these criteria is more important relative to the others, or the weighting or importance of technical criteria vs cost competitiveness. For example, the RFP could state that technical merit comprises 40% of the final score, and cost competitiveness comprises 60%. A higher technical merit weighting is generally used if there is a reasonable risk of unsuccessful performance (i.e. research intensive projects; construction), or if unsuccessful performance would create a significant issue or life threatening situation. In certain circumstances, the RFP may simply state “CRDF Global will select the contractor that provides the best value in terms of cost and performance”.

6. **Past Performance Requirements.** The RFP should include any past performance requirements and as applicable, a request for references or evaluations.
7. **General information.** The RFP should include general and basic information regarding the proposal, such as: proposal due date, Technical Representative to whom inquiries should be addressed, and anticipated date of decision and award.
8. **Diversity, Equity, Inclusion Language. This language should be included in all solicitation documents (RFP/RFQ/RFI).** 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.
9. **Internal Use Information.** The Technical Representative should indicate the method of RFP distribution if anything other than public dissemination is envisioned. Public dissemination is satisfied by making the RFP publicly available on a CRDF Global website. The procurement manager should ensure that any RFP not publically available is made reasonably available to interested parties and that at least three entities are selected for distribution.

The following information should never be included in an RFP or communicated to any prospective applicant:

1. Estimated costs and optimal project budget
2. In certain situations, it is acceptable to release information on consultant fees, particularly when contractors will receive a fixed stipend or honoraria. This assumes that the stipend/honoraria offers a rate well below market and ensures the contractor will accept that payment before submitting a proposal.
3. Demand for a specific Consultant or fee
4. Proprietary or business confidential information