

CRDF GLOBAL
RFP-UA-04-2026 - ABC EDITOR SME
SERVICES: PROJECT MANAGEMENT AND SCIENTIFIC EDITING SERVICES

Deadline: January 22, 2026

Summary:

CRDF Global is seeking project management and scientific editing services for the first draft of the U.S. Department of Agriculture Agricultural Research Service (USDA ARS) Agricultural Biocontainment Compendium (ABC). The contractor should be experienced in scientific editing, coordinating projects with multiple stakeholders, and document version control. The contractor should have some background in biosafety.

Scope:

The ABC includes chapters covering topics such as one health, aquatic and terrestrial pathogens, arthropods, invasive plants, and facilities oversight. Content for all sections is provided by USDA colleagues to the contractor. The primary USDA Point of Contact for the project will assist in coordinating between the contractor and the section leads/authors. The contractor will also engage with the ABC Steering Committee and should provide updates and concerns to the Committee regularly, frequently being determined with the Committee.

The ABC first draft is currently approximately 200 pages long, including tables. Sections of the ABC first draft are at various stages of complete, and the contractor should be prepared to engage with section leads and section authors at various stages of the writing process.

Tasks and Deliverables:

- The contractor will provide technical editing services for the first draft of the Agricultural Biocontainment Compendium (ABC), including, but not limited to:
 - Ensure the sections of the document with multiple authors are reviewed and revised into a coherent single document, with proper grammar and syntax.
 - Cooperatively manage the major revisions of each section to ensure a similar level of depth and format.
 - Communicate directly with each of the section senior authors, USDA ARS Principal Investigator (PI), and USDA ABC steering committee for the general form, grammar, and syntax of each section, and to obtain consensus for changes to the general form of each section.
 - The contractor is to be the authority on syntax and grammar usage for the entire ABC.
- The contractor will implement project management best practices to organize the editing project and engage with multiple stakeholders, including, but not limited to:
 - Attend and, as needed, schedule meetings with section authors, contributors, the USDA PI, and the ABC Steering Committee to discuss the project.
 - Maintain version control of the ABC draft document.
 - Maintain a list of contributors to the ABC first draft.
- The contractor will ensure the USDA PI and/or appropriate USDA section contributor(s) have access to the most updated ABC draft document sections, appendices, and components, including the list of contributors, at the end of the period of performance.

Deliverable	Due date
Progress report outlining work completed and progress on ABC sections.	Monthly, throughout the period of performance, submitted invoices for hours worked.

Contractor Requirements:

- The contractor should be an experienced scientific editor.
- The contractor should have some background with biosafety concepts.

Proposal Requirements:

Interested experts should submit the following documents:

1. **Statement of Interest & Technical Capabilities (Max. 1 page):** A brief overview of your relevant experience and how you plan to approach this project.
2. **Detailed CV:** Highlighting past roles in scientific editing or biosafety-related projects.
3. **Cost Proposal:** * The total contract ceiling is **\$31,360**.
 - Please provide your **hourly rate** and a forecast of **total available hours** through **October 30, 2026**, ensuring the total does not exceed the ceiling.
4. **Proof of Relevant Experience:** Evidence of managing projects of similar scale, complexity, and duration. You may provide links to previous work or project portfolios where applicable.
5. **Certifications & Education:** Copies of relevant degrees, professional certifications, or specialized training in biosafety/biosecurity.

Timetable:

RFP submissions due	January 22, 2026
Anticipated contract start date	January 28, 2026

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 large, multi-authored scientific document editing. The selection will also prioritize background in biosafety and biosecurity.

Submission:

Proposals should be submitted to procurement@crdfglobal.org & ynikolova@crdfglobal.org & tcoughtreydavenport@crdfglobal.org, no later than **January 22, 2025; 18:00 KYIV TIME**. Proposals should be submitted as electronic documents in PDF, Word or Excel format. Please indicate the RFP number in the "subject" line of your proposal: **RFP-UA-04-2026 ____ name of Vendor**.