



CRDF GLOBAL
REQUEST FOR PROPOSAL: Chemical Security Expertise – Individuals

Deadline: Ongoing

Summary:

CRDF Global is seeking individual subject matter experts (SMEs) in a number of topic areas to support ongoing and future projects under the Bio-Chem Engagement Program (BCEP) program as well as other programs funded by the U.S. Department of State. Under this program, CRDF Global engages chemical and biological industry, academia, law enforcement, and government partners worldwide to strengthen their ability to prevent misuse of sensitive data, biotechnologies, dual-use chemical and biological equipment and materials, and scientific expertise for theft, diversion, and/or misuse by adversarial actors against Americans and American interests at home and abroad. The program also enhances efforts to detect and deter chemical and biological weapons (CBW) use by strengthening detection capabilities, early warning networks, and attribution capacities "left of boom," and it supports compliance with and implementation of the Chemical Weapons Convention (CWC) and Biological Weapons Convention (BWC).

This proposal focuses specifically on chemical subject matter experts to support the chemical security and nonproliferation components of BCEP.

If you are applying on behalf of an *organization* rather than as an individual, please see the separate **REQUEST FOR PROPOSAL: Chemical Security Expertise – Organizations**.

Scope:

Individual SMEs will work with CRDF Global to provide subject matter expertise that supports successful delivery of program engagements and enables partners to strengthen their ability to prevent, detect, and mitigate chemical attacks and the proliferation of weaponizable chemicals. Individual SMEs will work under the close operational supervision of CRDF Global and the U.S. Department of State to provide varied **types of support**, across one or more **technical areas**, during **program engagements**.

Types of Engagement Support (include but are not limited to the following):

- Development and delivery of presentations, case studies, exercises, and technical material
- Facilitating and/or contributing to technical discussions
- Implementing workshops and trainings worldwide
- Providing consultative services
- Conducting open-source research

Technical Areas (including, but not limited to the following):

Regulatory, Compliance & Legal Frameworks

- Chemical Weapons Convention (CWC) compliance and implementation
- CWC scheduled chemicals
- Chemical Weapons (CW) related sanctions

Industry, Supply Chain & Trade Security

- Chemical security
- Chemical supply chain security
- Know-Your-Customer and due diligence programs
- Verification of suspicious purchases
- Dual-use chemicals and equipment for pharmaceutical-based agent (PBA) production
- Licit and illicit trade of hazardous chemicals

- Red flags and typologies of high-risk companies
- Insider threat
- Benefits and risks of AI
- U.S.-informed industry standards and best practices
- Interagency coordination models (Government-Industry)

Detection, Investigation & Response

- Detection and preparedness of chemical attacks
- Investigation and crime scene management for chemical attacks
- Investigation and disruption of CW-related procurement activities

Proliferation & Chemical Agent Expertise

- CW proliferation pathways, including land, air, and maritime trafficking routes
- Central nervous system-acting (CNS-acting) chemicals

Program Engagements (including, but not limited to the following):

- Workshops and trainings
- Conferences
- Online courses and webinars
- Meetings
- Technical consultancies
- Open-source research

Tasks and Deliverables:

Individual applicants should indicate the tasks and types of engagement support for which they would like to be considered by completing the Chemical Security Individual SME Checklist included as an appendix to this RFP.

Task One: Develop and deliver presentations, case studies, exercises, and/or technical material during workshops, trainings, conferences, online courses, webinars, meetings, and/or site visits.

The Contractor will provide their subject matter expertise by developing engagement materials, such as written presentations, case studies, and leave-behind resources, which will be submitted to CRDF Global at least 30 days before the scheduled start of the engagement. The Contractor will also provide their input on documents including but not limited to engagement agendas and evaluation materials. The Contractor will participate in coordination calls and email communication as requested. The Contractor will support the delivery of BCEP program engagements as requested by CRDF Global. Depending on the structure and dates of the engagement, the Contractor will serve as an expert either in-person or remotely (e.g. via web-conferencing). If in-person, the Contractor will travel internationally or domestically to the site of the engagement. The Contractor will deliver materials developed on identified topics, answer participants' questions, and facilitate discussions during each engagement they are tasked to support. If in-person, the Contractor should expect to arrive one day prior to the engagement and depart the day following the engagement. If virtual, the Contractor should expect to join each session at least 30 minutes early and stay after the session for a 30-minute debrief.

Anticipated Task One Deliverables:

- Draft materials submitted to CRDF Global at least 30 days prior to the start of the engagement which the SME is supporting.
- Final materials addressing CRDF Global comments submitted at least 10 business days prior to the start of the engagement which the SME is supporting.
- Input on agendas and evaluation materials for the engagement which the SME is supporting.
- Participation in bi-weekly coordination calls and email communications as requested by CRDF Global.
- Materials delivered during the engagement which the SME is supporting.

- Answers provided to questions asked by participants during the engagement which the SME is supporting.
- Brief final report using the CRDF Global-provided template submitted 5 business days following the engagement.

Task Two: Facilitate and/or contribute to technical discussions during workshops, meetings, and/or site visits.

The Contractor will draw on their technical expertise to actively facilitate or substantively contribute to discussions with varied international stakeholders in the chemical field, including representatives from the public, private, and/or academic sectors. They will help guide dialogue, clarify complex issues, and ensure that information shared is accurate, relevant, and aligned with engagement objectives. By applying their specialized knowledge, the Contractor will enhance the quality and effectiveness of engagement sessions, fostering increased awareness, informed decision-making, and productive engagement among participating stakeholders. Depending on the structure and dates of the engagement, the Contractor will serve as an expert either in-person or remotely (e.g. via web-conferencing). If in-person, the Contractor will travel internationally or domestically to the site(s) of the engagement.

Anticipated Task Two Deliverables:

- Input on agendas and evaluation materials for the engagement which the SME is supporting.
- Participation in bi-weekly coordination calls and email communications as requested by CRDF Global.
- Facilitate or participate in the engagement sessions.
- Brief final report using a CRDF Global-provided template submitted no later than 5 business days following the engagement.

Task Three: Conduct open-source research studies

The Contractor will provide subject matter expertise to design and conduct open-source research studies, network and entity mapping, risk assessments, and/or other technical advisory services deemed necessary to support government and industry stakeholders with informed decision-making on matters of interest. Requirements will be determined by CRDF Global. CRDF Global will provide the Contractor with information on the partner country(ies), agency(ies), company(ies), and/or site(s) of interest, including contact information and any relevant direction.

Anticipated Task Three Deliverables:

- Initial plan based on the requirements provided by CRDF Global.
- International travel if required to site(s) of engagement, briefings, and/or meetings.
- Materials provided to CRDF Global at least 20 days prior to external dissemination with international partners.
- Participate in biweekly coordination calls and email communications as requested by CRDF Global.
- Quarterly interim reports (for projects lasting over three months)
- Final report using a CRDF Global-provided template submitted no later than 10 business days following completion of a final project milestone.

Minimum Qualifications:

- Proven experience working in the chemical sector, including the public sector, private sector, and/or academic sector, in areas such as chemical security and nonproliferation;
- Relevant expertise may include Chemical Weapons Convention (CWC) compliance and verification; compliance with relevant international treaties and obligations; chemical supply chain and trade security; dual-use chemical and equipment risk mitigation; industry engagement and standards development; detection, preparedness, and response to chemical attacks; investigative and forensic support for CW-related incidents; and/or interagency and international coordination.
- Proven experience providing subject matter expertise with chemical security and nonproliferation stakeholders through trainings, workshops, webinars, meetings, studies, assessments, and/or consulting.
- For tasks requiring travel: ability to travel domestically and/or internationally, depending on the engagement.

Proposal Requirements:

- Chemical Security Individual SME Checklist ([click here to download](#))
 - Must indicate by checking the respective boxes the Types of Support for which the individual applicant wishes to be considered, the Technical Areas the individual applicant is qualified to cover, and the Program Engagements for which the individual applicant wishes to be considered.
- Statement of Interest and Technical Capabilities
 - Must include the individual applicant's specific areas of expertise, relevant experience/past performance, technical capabilities, and qualifications associated with the Types of Support, Technical Areas, and Program Engagements indicated in the Checklist.
- Current CV or resume demonstrating the individual applicant's relevant qualifications, experience, and technical expertise
- Cost proposal
 - Must include the individual applicant's proposed hourly rate
 - If the proposed hourly rate will differ by Type of Support, the individual applicant must explain the basis for the difference.
- Any applicable small or disadvantaged business designations, if relevant to the individual applicant's business status.
- [NAICS Codes](#), if applicable to the individual applicant's business status: 541620 Environmental Consulting Services - Small Business Threshold \$19 million; 541690 Other Scientific and Technical Consulting Services - Small Business Threshold \$19 million.

Timetable:

Ongoing

Contractor Selection Criteria:

CRDF Global will select the individual contractor(s) that provide the best value in terms of relevant qualifications, technical expertise, past performance, potential contributions to the program, availability, and overall price/cost for the following:

- Experience working in the chemical sector (public sector, private sector, or academic sector) on technical areas including Chemical Weapons Convention (CWC) compliance and implementation, chemical supply chain and trade security, Know-Your-Customer and due diligence programs, dual-use chemical and equipment risk mitigation, chemical security, chemical nonproliferation, detection and preparedness for chemical attacks, investigation and crime scene management for chemical attacks, and/or compliance with international treaties and obligations
- Experience with development and delivery of presentations, case studies, exercises, and technical material, facilitating and/or contributing to technical discussions, conducting open-source research, and/or providing consultative services.
- Experience providing subject matter expertise to chemical security and nonproliferation stakeholders through workshops and training, conferences, online courses and webinars, meetings, site visits, and/or technical consultancies
- Experience working with non-U.S. chemical security stakeholders in government, academia, and/or the private sector.



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.

Evaluation Criteria and Methods

Evaluation Factors

1. Qualifications (40%)
 - a. The individual applicant's credentials related to the technical areas within industry, the public sector, and/or academia. Consideration will be given to the length of time working in these areas, breadth and depth of expertise, and relevant capabilities.
2. Past Performance (30%)
 - a. The individual applicant's level of experience with similar activities will be evaluated based on the CV or resume, statement of interest and technical capabilities, and any relevant past performance information provided.
3. Price/Cost (30%)
 - a. Price will be evaluated for reasonableness, fairness, and alignment with the proposed scope of work. The project seeks a balance between competitive pricing and technical merit.

Evaluation Methods:

- Best Value Trade-Off: Successful proposals will be selected based on both technical and price factors, weighing them to determine which offer represents the best value. Technical factors, such as experience, qualifications, and past performance, may be more heavily weighted than price. CRDF Global reserves the right to select a higher-priced proposal if it offers superior technical benefits or overall value. CRDF Global retains full discretion to contract for all, some, or none of the activities included in any proposal submitted under this RFP.

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.

Submission:

Proposals should be submitted to procurement@crdfglobal.org and jrandels@crdfglobal.org. Proposals should be submitted as electronic documents in PDF, Word, or Excel format. Email subject lines must include **"Chemical Security RFP Submission 2026: "**.

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 30 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 Applicants. CRDF Global reserves the right to negotiate with and select any qualified applicant at its sole discretion and is not obligated to inform applicants of the methods used in the selection process. CRDF Global reserves the right to accept or reject any or all proposals, in whole or in part.

Obligation. This RFP does not bind or obligate CRDF Global in any way. CRDF Global makes no representation, express or implied, that it will accept or approve, in whole or in part, any proposal submitted in response to this RFP. CRDF Global may award, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global intends to award a GSA vehicle to selected Individual SMEs to enable expedited tasking based on specific project needs, SME expertise, and SME availability. Selection for the GSA vehicle does not guarantee a specific task order or volume of work. CRDF Global will notify applicants following completion of the evaluation process as to whether they have been selected for the GSA vehicle. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring applicant shall be whether the applicant has been selected. CRDF Global may, at its sole discretion, inform any inquiring applicant of the reason(s) why they were not selected.

Binding Period. Following submission, the pricing included in the proposal shall be binding upon the applicant for the duration of the resulting contract, unless otherwise agreed in writing by CRDF Global.

Hold Harmless. By submitting a response to the RFP, the applicant agrees that CRDF Global has sole discretion to select any, all, or none of the applicants. During or following the conclusion of this process, applicants waive any rights to damages attributable to the selection process, materials provided, applicant selection, or any communication associated with the RFP process.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, may become, at CRDF Global's sole discretion, part of the final contract between CRDF Global and the selected contractor. If any terms and conditions materially impair an applicant's ability to respond to the RFP, the applicant should notify CRDF Global in writing. If the applicant does not object to any condition(s) incorporated herein, it shall mean that the applicant agrees with and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions that an applicant wishes to include should be submitted in writing and included as an addendum to the applicable section of the proposal.

CRDF Global Proprietary Information. Applicant agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received solely for the purpose of enabling the applicant to submit an accurate response to this RFP. The information contained in this RFP and disclosed during negotiations and communications is proprietary in nature and may not be disclosed to a third party without prior written consent from CRDF Global.

Applicant 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, except to retained consultants under contractual confidentiality agreements.

Chemical Security Individual SME Checklist

Please check the relevant boxes below and submit this checklist with your RFP application. Enter text into the Other box if needed. This checklist is intended for individual SME applicants.

Types of Support (Indicate the Tasks/Types of Support for which the individual applicant wants to be considered)

- ☐ Task 1: Development and delivery of presentations, case studies, exercises, and technical material
- ☐ Task 2: Facilitating and/or contributing to technical discussions
- ☐ Task 3: Conducting open-source research and/or other studies/analysis
- ☐ Providing consultative services

[Other]

Technical Areas (Indicate the Technical Areas that the individual applicant is qualified to cover)

- ☐ Chemical Weapons Convention (CWC) compliance and implementation
- ☐ CWC scheduled chemicals
- ☐ Chemical supply chain security
- ☐ Know-Your-Customer and due diligence programs
- ☐ Insider threats
- ☐ CW related sanctions enforcement
- ☐ CW proliferation pathways

- ☐ Chemical industry stakeholder engagement
- ☐ Dual-use chemicals and equipment for pharmaceutical-based agent (PBA) production
- ☐ Trade of hazardous chemicals
- ☐ U.S.-informed industry standards and best practices (such as Responsible Care)
- ☐ Red flags and typologies of high-risk companies
- ☐ Central nervous system-acting (CNS-acting) chemicals
- ☐ Compliance with international treaties
- ☐ Risk assessments
- ☐ Detection and preparedness of chemical attacks
- ☐ Preparedness and response to chemical attacks
- ☐ Investigation and crime scene management for chemical attacks
- ☐ Benefits and risks of AI

[Other]

Program Engagements (Indicate the Program Engagements for which the individual applicant wants to be considered)

- ☐ Workshops and trainings
- ☐ Conferences
- ☐ Online courses and webinars (*virtual*)
- ☐ Meetings
- ☐ Technical consultancies

[Other]