

**Request for Proposals**  
**Iraq Security, Operations & Logistics Contractor**

Deadline: February 20, 2012

**I. Purpose:**

CRDF Global is seeking expert consultation on security, operations, logistics, and strategic planning for events in Iraq.

**II. Background:**

**CRDF Global** is a nonprofit organization authorized by the U.S. Congress and established in 1995. This unique public-private partnership promotes international scientific and technical collaboration through grants, technical resources, and training. CRDF Global's mission is to: provide cooperative research and development (R&D) opportunities that enable scientists and engineers to address critical security, economic, education and other social needs; advance peace and prosperity by funding civilian research and development projects that contribute to global nonproliferation objectives; promote the application of science and technology to economic growth through international partnerships and training that foster invention, innovation, entrepreneurship and the commercialization of technology; and strengthen university research and education in science and engineering.

CRDF Global has implemented events in Iraq since 2009 in support of the mission objectives listed above. These events, which include but are not limited to laboratory assessments, professional development and training courses, conferences, and workshops are held in Baghdad five to seven times per year and engage between 10 - 200 Iraqi scientists and engineers. These events are frequently attended by high-level Government of Iraq (GOI) officials, ministers and their staff, representatives of the U.S. Department of State (DOS), CRDF Global staff members and international and/or regional subject matter experts. In 2012 CRDF Global may expand its presence in Iraq by implementing events in areas outside of Baghdad.

**III. Requirement:**

CRDF Global seeks expert consultation in order to support CRDF Global operations in Iraq. This RFP is divided into four performance areas. Interested parties are encouraged to respond to as many performance areas as may be applicable.

- Area 1. Consultation and Advice: Risk and Crisis Management
- Area 2. Operations Support: Iraq Financial and Administrative Expertise
- Area 3. Security: Personal Security Details and Security Training
- Area 4. Event Implementation and Support: In-Country/Regional Logistics

### **Area 1: Consultation and Advice: Risk and Crisis Management**

Tasks will include, but are not limited to:

- As requested, provide white papers on risk level, security environment and crisis management related to operating in Iraq, including provinces outside Baghdad.
- Assist in writing crisis management plan for other high-risk MENA region locales.

Qualifications:

- Prior experience in Iraq is required. Experience in other high-risk or conflict areas such as Afghanistan, Pakistan or Sub-Saharan Africa is desirable.
- Expert level risk and/or crisis management experience.

### **Area 2: Operations Support: Iraq Financial and Administrative Expertise**

Tasks include, but are not limited to:

- Advise CRDF Global staff on financial and administrative systems in Iraq, including: banking and funds disbursement to 3<sup>rd</sup> parties, procurement and shipping, and local regulations.
- Provide guidance to CRDF Global staff as new internal policies and procedures are developed.

Qualifications:

- On-the-ground experience in Iraq within the last 12 months.
- Familiarity with U.S. banking regulations and Generally Accepted Accounting Procedures (GAAP).

### **Area 3: Security: Personal Security Details and Security Training**

Requested services under this Performance Area are to assist CRDF Global's event implementation in Iraq, with a focus on security services and expert consultation. Tasks include, but are not limited to:

- Provide low/high profile personal security detail for meetings and events primarily in Baghdad, but also in cities/provinces outside of Baghdad.
- Provide armored transportation to and from Baghdad International Airport.
- Provide transportation out of the International Zone.
- Provide on- or off-site lodging with 24-hour security.
- Conduct pre-arrival site visits to event venues and lodging in order to provide security assessments and recommendations.
- Provide security debriefings and real-time updates on the current conditions on-the-ground upon arrival.
- Provide daily updates via e-mail/e-newsletter about the current security conditions in Iraq, with details about the specific areas CRDF Global will be operating in while in Iraq.
- Provide security briefs and training materials as requested or appropriate.

Qualifications:

- Experience providing low/high-profile personal security detail and transportation to NGOs in Iraq.
- Verifiable on-the-ground security experience in Iraq within the last 12 months.
- Flexibility to accommodate last minute event/logistical changes.
- Familiarity and understanding of the political and sectarian issues in Iraq.
- Experience training NGO staff on Iraq security issues.
- Employment and utilization of local nationals is desirable.

**Area 4: Event Implementation and Support: In-Country/Regional Logistics**

Requested services under this Performance Area are to provide event implementation in Iraq, particularly in areas outside Baghdad. Tasks include, but are not limited to:

- Provide on-the-ground logistical event support, including: identifying and reserving venues, lodging and funds disbursement, ground transportation, interpretation services and equipment, and other event support services as appropriate.
- Assist in the macro-level event planning within Iraq.
- Provide guidance to on event planning and implementation. Events will vary in size and complexity.
- Assist in the selection and management of in-country logistics support contractors.

Qualifications:

- On-the-ground experience in Iraq within the last 12 months. Experience should include planning/arranging events in Iraq, and providing secure transportation outside of the International Zone.
- Understanding of US Government operations in Iraq (policies and procedures).
- Iraq project and event planning experience desirable.

**IV. Additional General Qualifications:**

In addition to the Performance Area specific qualifications listed above, the respondent should indicate a proficiency in any of the following areas:

- Arabic language skills; indicate level of fluency.
- Knowledge of the Federal Acquisition Regulation (FAR), International Trade in Arms Regulation (ITAR), export licensing requirements, Office of Management and Budget (OMB) Circulars and other U.S. Government regulations.
- Knowledge of U.S. Department of State and Defense operating procedures in Iraq
- Representative office in Baghdad, Iraq, as well as an operational network within Iraq.
- Familiarity and experience working with NGOs.
- A thorough understanding of the political environment in Iraq.

**V. Proposal Requirements:**

Interested Parties may submit a proposal for any or all of the Performance Areas in Section III. All proposals must include:

- A Technical Proposal detailing experience in the Performance Area and all relevant qualifications.
- Summary of Past Performance, including references
- Cost Proposal
- CV(s) for all key personnel

**VI. Contractor Selection Criteria:**

CRDF Global will select the Contractor that provides the best value in terms of cost, experience and ability to meet our needs. Each proposal will be assessed according to the Performance Area. Multiple Contractors may be selected for the RFP and for each Performance Area.

**VII. Timetable:**

February 1, 2012 - Questions Due  
February 8, 2012 - Comments/Clarifications Due  
February 20, 2012 - RFP submissions due  
March 2012 - Post-bid discussions begin (both domestic & in Iraq)

Contractor selection will begin soon thereafter and will be ongoing as needs arise.

**VIII. Submission:**

Questions and proposals should be submitted to Ms. Shawn Garcia, CRDF Global Nonproliferation Project Manager, at [sgarcia@crdfglobal.org](mailto:sgarcia@crdfglobal.org), no later than 5:00 PM EDT on Wednesday, February 1 and Monday, February 20, 2012, respectively. Proposals should be submitted as electronic documents in PDF, Word, or Excel format.

**Commonly Used Acronyms:**

DOS - U.S. Department of State  
FAR - Federal Acquisition Regulation  
GAAP - Generally Accepted Accounting Principles  
GOI - Government of Iraq  
ITAR - International Traffic in Arms Regulations  
MENA - Middle East and North Africa  
NGO - Non-Governmental Organization  
OMB - Office of Management and Budget  
RFP - Request for Proposal