

CRDF GLOBAL Request for Proposals

OFAC Regulations Training Consultant

Deadline: 9 December, 2011

Summary:

CRDF Global seeks expressions of interest from qualified consultants to engage in designing and delivering on-site training on the topic of compliance with US Department of the Treasury's Office of Foreign Assets Control (OFAC) regulations as they apply to CRDF Global's international grant-making activities.

The Consultant will review CRDF Global's current international activities compliance program and overview of CRDF Global activities prior to preparing and delivering a customized training to selected CRDF Global staff.

About CRDF Global:

CRDF Global is a nonprofit organization authorized by the U.S. Congress and established in 1995 by the National Science Foundation. This unique public-private partnership promotes international scientific and technical collaboration, primarily between the United States and Eurasia, through grants, technical resources, and training. CRDF Global's mission is to: support exceptional research projects that offer scientists and engineers alternatives to emigration and strengthen the scientific and technological infrastructure of their home countries; advance the transition of foreign weapons scientists to civilian work by funding collaborative non-weapons research and development projects; help move applied research to the marketplace and bring economic benefits both to the United States and the countries with which CRDF Global works; and strengthen research and education in universities abroad.

More information on CRDF Global is available at www.crdfglobal.org.

Scope:

The Consultant will review and analyze current OFAC regulations as they relate to CRDF Global activities and to CRDF Global's current compliance program and prepare and deliver a customized half-day training program.

The aim of the training is to provide an overview of OFAC and OFAC regulations; how these regulations impact CRDF Global operations; and, what tools and processes are available to staff to ensure compliance with OFAC regulations.

The program should be interactive and include case studies relevant to CRDF Global's activities.

Training Topics:

Topics and activities integral to the training require the following:

- Definition of OFAC and OFAC-administered and enforced economic sanctions programs;
- Applicability of OFAC restrictions;
- Industry-specific information as applicable to CRDF Global;
- An overview of OFAC Country and list-based sanctions, including general licenses for exceptions;
- An overview of list-based Sanctions Programs;
 - Anti-Terrorism
 - Counter Narcotics Trafficking
 - Non-proliferation
 - Diamond Trading
- An overview of Specially Designated Nationals (SDN) List;
- Industry-specific best practices in OFAC compliance;
 - Ensuring compliance with sanctions regulations involving Iran, Syria, Sudan, North Korea, Cuba and other key nations where CRDF Global has/expects to have activity
 - Recommendations/“Must dos” to avoid sanctions and ensure compliance
- Staff role in identification of OFAC-compliance risks

Tasks and Deliverables:

Task 1: The Consultant will review and analyze current OFAC restrictions, as well as CRDF Global’s current compliance program and prepare a customized training and deliver this training to CRDF Global staff.

Task 1 Deliverable: Training agenda.

Task 2: Upon approval of the Training agenda, Consultant will conduct on-site training session pertaining to topics and activities (as outlined under Training Topics, above) for approximately 30 CRDF Global staff. CRDF Global may choose to video or electronically record the training session in order to use it to train new and current employees.

Task 2 Deliverable: Training session delivered at CRDG Global site. Dates to be determined in quarter 1 of 2012.

Contractor Requirements:



Contractor shall have significant OFAC Compliance experience including detailed knowledge of implementing compliance/risk management processes compliant to OFAC requirements.

It is anticipated that the successful proposer will have a previously-developed seminar or training methodology and has previous experience in providing introductory-level training on OFAC regulations and organizational compliance with OFAC regulations.

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities
- Cost proposal
- CV(s)
- List of recent experience in the RFP Subject Matter (Scope) area
- Rate/Fee validation

Timetable:

9 December, 2011:	RFP submissions due
22 December, 2011:	Contractor selection made
TBD, February-March 2012:	Contract start date (on-site training delivery)
TBD, 2012:	Contract end date

Contractor Selection Criteria:

CRDF will select the contractor that provides the best value to CRDF in terms of overall price and experience.

Submission:

Proposals should be submitted to Douglas White, Director, GOPSS, at dwhite@crdf.org no later than 5 pm EST on RFP Submission Due Date. Proposals should be submitted as electronic documents in PDF, Word or Excel format.