

**CRDF GLOBAL  
REQUEST FOR PROPOSAL**

**Security Culture Hackathon for Innovation Hubs, Incubators, and Women in Tech**

**Deadline: July 10, 2023**

**Summary:**

CRDF Global is seeking subject matter expert(s) (SMEs) to engage and educate global audiences. The expert(s) will work on deliverables relating to building a culture of security in the private sector. These deliverables will include the development of an online asynchronous course and four hybrid hackathons, which will take place at local incubator hubs in several countries.

**Scope:**

The expert(s) will design and develop an asynchronous course to counter misuse and raise awareness of emerging technologies with potential weapons of mass destruction (WMD)-related applications by state and non-state actors. The audience for this course will be individuals in the private sector (particularly in start-ups, innovation hubs, and incubator spaces) in various countries globally. This asynchronous course should train key stakeholders on how to develop and foster a culture of security.

Selected SME(s) will also remotely support four virtual hackathons as experts that teams can reach out to for insights. The hackathons, logistically organized by the CRDF Global team and local partners, will provide participants with an opportunity to develop concepts that will instill a culture of security in incubators and innovation hubs, which could include ideas for training apps, cybersecurity measures, or innovative ways to increase awareness of risks or protect technology. Selected SME(s) will assist in the judging of ideas developed by the hackathon participants to help select the best and most feasible identified solutions. The top two solutions will be awarded a grant from CRDF Global to implement their concept. The SME(s) will have the opportunity to provide virtual support to the selected grantees to ensure successful projects.

**Tasks and Deliverables:**

CRDF Global is seeking SME(s) who can implement a portion of the deliverables best suited to the SME(s) capabilities and past experience or the whole project. Proposals supporting the entire project are preferred, but CRDF Global will also consider proposals that, for example, may only include developing and co-leading a portion of trainings. CRDF Global will consider proposals from both individuals and institutional teams that can support the following tasks and deliverables:

1. Design and develop asynchronous course curriculum, agendas, presentations, and pre-recorded videos prior to relevant events (anticipated development completion to be July 2023);
2. Design, develop, and lead an asynchronous course on creating a security culture in innovation hubs (anticipated development completion to be September 2023);
3. Attend weekly coordination calls as needed until the end of the project (anticipated March 2024);
4. Support and lead hybrid (remote and in-person) hackathons to provide participants with an opportunity to develop concepts that will instill a culture of security in incubators and innovation hubs (hackathons anticipated to be hosted once a month August through November 2023);
5. Judge the nonproliferation impact and feasibility of participant concepts to select grantees;
6. Work with grantees to provide virtual support for their selected concepts to ensure success; and

7. Submit After Action Reports which summarize observations, successes, lessons learned, and recommendations for future programming based on the trainings.

**Required Contractor Requirements:**

1. Experience working with or advising international innovators or entrepreneurs from businesses, incubator spaces, and innovation hubs.
2. Knowledge of the following subject matter areas:
  - a. Educating global audiences on securing emerging technologies.
  - b. Trends and threats related to emerging technologies/security.

**Preferred Contractor Requirements:**

3. At least five years of relevant experience conducting research, delivering briefings or trainings, and/or implementing policy or capacity-building activities related to emerging technology security field.
4. Knowledge of the following subject matter areas:
  - a. Building a culture of security.
  - b. Policy best practices of emerging technology to mitigate WMD-related risks.
5. An understanding of regional political and cultural dynamics in Europe, East Asia Pacific, Sub-Saharan Africa, or the Western Hemisphere.

**Proposal Requirements:**

Each proposal must include:

1. Statement of Interest and Technical Capabilities
2. Cost proposal
3. CV(s)
4. List of recent experience in the RFP Subject Matter area and applicable references/past performance
5. Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
6. [NAICS Codes](#): 541620 Environmental Consulting Services- Small Business Threshold \$15 million 541690 Other Scientific and Technical Consulting Services – \$15 million

**Timetable:**

- 6/30/2023: RFP Questions due
- 7/3/2023: RFP Questions & Answers released
- **7/10/2023: RFP submissions due**
- 7/17/2023: Contract start date

**Contractor Selection Criteria:**

CRDF Global will select the contractor that provides the best value in terms of overall price, knowledge, experience, and availability.

The SME(s) must demonstrate through their proposals:

1. Their proven experience in the subject matter expertise
2. Their qualification based on the preferred requirements as listed in the Contractor Requirements Section
3. Their capability to fulfill the assignment described in the Scope, Tasks, and Deliverables section.

Experience working with/in diverse audiences and geographies is preferred, as is experience working in virtual environments.

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.

**Submission:**

Proposals should be submitted to [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org) and [bdelcastello@crdfglobal.org](mailto:bdelcastello@crdfglobal.org), no later than 7/10/2023. 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, Almaty, Kazakhstan; Tashkent, Uzbekistan; Manila, Philippines, 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](http://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.