

**CRDF GLOBAL  
REQUEST FOR PROPOSAL**

**Seeking Cyberbiosecurity Subject Matter Experts (SMEs) for Workshop Facilitation and Delivery**

**Deadline: February 12, 2025 RFP at 02:00 PM EST Time**

**Summary:**

CRDF Global is seeking Cyberbiosecurity Subject Matter Experts (SMEs) with expertise in biorisk management and cyberbiosecurity in biological laboratory settings. These SMEs will collaborate as contractors with CRDF Global **to review previously developed training materials and conduct two workshops for participants to attend the exam and obtain the Professional Certification in Cyberbiosecurity provided by the International Federation of Biosafety Associations (IFBA)**. The SME will review previously developed workshop materials and deliver a five-day interactive workshop. The SMEs' responsibilities include, training materials review, workshop delivery, facilitation, regular communication with CRDF Global, and preparation of After-Action Reports outlining activity successes, key observations, participant feedback, course feedback, and recommended next steps.

**Scope:**

CRDF Global will be hosting two workshops: the first in Amman, Jordan, around August 2025 for up to 15 participant, and the second in Tunis, Tunisia for up to 24 participants, around October 2025. Each workshop will span five (5) days, with four days dedicated to content delivery and the fifth day reserved for Q&A and an exam for participants. The SME will serve as the lead trainer and cyberbiosecurity technical expert for both workshops. These sessions will focus on cybersecurity best practices in laboratory settings, aiming to prepare all participants to take the Cyberbiosecurity IFBA Exam and earn the certification.

**Training Topics:**

- Cyberbiosecurity Concepts
- Fundamentals of Cybersecurity
- Information Technology (IT) Risks in Biological Laboratories
- Operational Technology (OT) Risks in Biological Laboratories
- Preparedness and Response to Cyberbiosecurity Incidents

Refer to [official IFBA Exam preparation](#) site for more detailed information in regards to the training topics and exam preparation.

**Tasks and Deliverables:**

*The contractor will be responsible for completing the below general tasks outlined for each workshop with additional details added based on the specific scope of the workshop:*

**Task One: Kickoff Meeting and Project Familiarization**

The contractor will attend a kick-off meeting with CRDF Global. This will build familiarity with specific goals of the project and will provide a forum for Q&A, as well as introduction to members of the project team.

Task One Deliverables:

- Submit feedback and input on the drafted one-pager outlining workshop objectives within ten business days after kick-off meeting.

**Task Two: Review of the Training Materials**

The contractor will review the training materials for the outlined workshop, including a workshop agenda, PowerPoint slides, surveys, and reference materials.

*Task Two Deliverables:*

- Submit feedback and recommendations no later than 60 days prior to the workshop start date.

**Task Three: Travel, Attend and Implement Workshops**

The contractor will travel to Amman, Jordan and to Tunis, Tunisia to facilitate discussions at the workshop on assigned topics, present workshop materials based on the outlined duration – five days. \*CRDF Global will provide travel arrangements to/from the workshop. Including visa, airfare, airport transfers, lodging, per diem based on DoS rates, and travel medical insurance.

*Task Three Deliverables:*

- Lead training and deliver presentations and training for five-day workshop in Amman, Jordan and in Tunis, Tunisia on topics identified and agreed upon in the final agenda.

**Task Four: Workshop Close-out, Reporting and Evaluation**

The Contractor will complete and submit to CRDF Global an after-action report summarizing the technical outcomes, outlining activity successes, key observations, participant feedback, course feedback, and recommended next steps.

*Task Four Deliverables:*

- Submit an after-action Report outlining highlights/successes, key observations, lessons learned, and next steps for enhancing information security practices within biological laboratories.
- Submit monthly invoices by the 10th day of each month.

**Contractor Requirements:**

*Evaluations will be based on CRDF Global's evaluation of the Contractor's ability to meet CRDF Global's key requirements. That includes competitive pricing, quality of proposal, past performance, and other intangible factors. CRDF Global reserves the right to accept or reject any and all proposals and to negotiate terms of any subsequent agreements at its own discretion.*

**Proposal Requirements:**

- Statement of Interest and Technical Capabilities
- Ability to travel to Tunisia and/or Jordan between August and November 2025, with exact dates to be determined after selection.
- Preferably, the ability to conduct both workshops, though the ability to conduct one of the workshops is also acceptable
- Cost proposal
- CV(s)
- List of recent experience in the RFP Subject Matter area and applicable references/past performance
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- [NAICS Codes](#): 541620 Environmental Consulting Services - Small Business Threshold \$19 million  
541690 Other Scientific and Technical Consulting Services - Small Business Threshold \$19 million

\*Please include the below table in your proposal for each workshop:

| <b>Task / Deliverable</b>   | <b>FFP (Lump sum Cost)</b> | <b>Duration for Completing Task (# of Days)</b> |
|---|----------------------------|---|
| Task One: Kickoff Meeting and Project Familiarization                             |                            |   |
| Task Two: Review of the Training Materials  |                            |   |
| Task Three:<br><b>3.1</b> Travel, Attend and Implement Workshop in Amman, Jordan  |                            |   |
| Task Three:<br><b>3.2</b> Travel, Attend and Implement Workshop in Tunis, Tunisia |                            |   |
| Task Four: Workshop Close-out, Reporting and Evaluation                           |                            |   |

**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 in training others and expertise in cyberbiosecurity and bio risk management.

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.

**Evaluation Criteria Matrix**

| <i><u>Evaluation Criteria</u></i>   | <i><u>Weight (%)</u></i> | <i><u>Subfactors</u></i>  |
|-------------------------------------|--------------------------|---|
| 1. Technical Approach               | 40%                      | - Understanding of the requirements<br>- Feasibility of the approach<br>- Alignment with project goals                                |
| 2. Past Performance                 | 10%                      | - Relevance of past projects<br>- Performance ratings or assessments<br>- References from previous clients                            |
| 3. Key Personnel and Qualifications | 20%                      | - Relevant experience of personnel<br>- Certifications, education, and qualifications<br>- Availability and commitment to the project |
| 4. Price/Cost                       | 30%                      | - Overall cost compared to market rates<br>- Cost realism<br>- Price structure  |

**Procurement Timetable:**

This procurement process is intended to follow the timeline below:

| Activity                              | Date                        |
|---------------------------------------|-----------------------------|
| 1. Request for Proposal (RFP) Issued  | Wednesday, January 22, 2025 |
| 2. Deadline for Questions & Inquiries | Friday, January 29, 2025    |
| 3. RFP Questions & Answers Released   | Friday, February 05, 2025   |
| 4. Proposal Submission Deadline       | Friday, February 12, 2025   |
| 5. Anticipated Contract Start Date    | Tuesday, April 1, 2025      |

**Submission:**

Proposals should be submitted to [ralramahi@crdfglobal.org](mailto:ralramahi@crdfglobal.org) & [saldarbisi@crdfglobal.org](mailto:saldarbisi@crdfglobal.org) , no later than *February 12, 2025*. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

The subject line of the proposal email must be: **“Seeking Cyberbiosecurity Subject Matter Experts (SMEs) for Workshop Facilitation and Delivery CRDF\_BEP\_NEA\_FY19-24-001”**

**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, 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.