

CRDF GLOBAL REQUEST FOR PROPOSAL RFP-04-UA-2021

U.S. University contractor support in preparation of set of CTF competitions for IT security managers in Ukraine, Roundtable Discussion with CISA, and Government-Academia-Industry Panel Discussion on Cybersecurity

Introduction

CRDF Global is seeking a university partner in the U.S. to assist with the design and implementation of a set of Capture the Flag (CTF) competitions for a target audience of **IT security managers in Ukraine**. The U.S. University partner (Contractor) shall develop and manage each competition separately, develop CTF competitions evaluation tools, registration tool, requirements for technical set up and organizational matters.

In collaboration with CRDF Global, the Contractor will also optionally develop the agenda for a one-half day Roundtable discussion engaging various US cyber security stakeholders (preferably U.S. Department of Homeland Security (DHS) Cyber & Infrastructure Security Agency (CISA) and leadership representatives the National Coordination Cybersecurity Center (NCCC) of the National Security and Defense Council of Ukraine.

The Contractor shall, in collaboration with CRDF Global, develop an agenda, including topics and speakers, for a one-day cybersecurity panel discussion to follow the Roundtable event. The Panel Discussion will focus on cybersecurity capacity building in Ukraine and shall include participants from industry, academia, and government.

Notional schedule of Key Activities

- *May 2021*
 - *Scenario and content design for CTF 1*
 - *Develop technical environment for CTF 1 competition*
- *June 1-2, 2021*
 - *Manage Virtual CTF competition # 1*
- *July-August, 2021*
 - *Manage Virtual CTF competition # 2*
 - *Develop technical environment for CTF 2 competition*
- *September 15-16, 2021*
 - *Manage Virtual CTF competition # 2*
- *September-October, 2021*
 - *Scenario and content design for CTF 3*
 - *Develop technical environment for CTF 3 competition*
- *November 9-10, 2021*
 - *Manage Virtual CTF competition # 3*
 - *Select winners, U.S. visa applications for winners submitted*
- *December 2021-February, 2022*
 - *Scenario and content design for CTF #4*
 - *Develop technical environment for CTF #4 competition*
- *February - March 2022*

- *Ukrainian CTF participants arrive for CTF Final, hosted at U.S. University partner*
- *NCCC participants arrive to U.S.*
- *CISA-NCCC Roundtable at U.S. University or at CRDF Global*
- *Government-Academia-Industry cybersecurity panel discussion at CRDF Global*

Event	Modality	Audience	# participants	Location
CTF 1	Virtual, synchronous	Professional IT managers	20-30	Web-based
CTF 2	Virtual, synchronous	Professional IT managers	20-30	Web-based
CTF 3	Virtual, synchronous	Professional IT managers	20-30	Web-based
CTF 4 (Final)	In-person	Professional IT managers	Up to 15	Hosted at U.S. University
Roundtable Discussion CISA-NCCC	In person	NCCC leadership, CISA Leadership	Up to 20	Hosted at U.S. University or at CRDF Global office, Arlington, VA
Panel Discussion	In person, with web simulcast	US Government, Academia Industry, NCCC, Professional IT managers from Ukraine	Up to 60	CRDF Global office, Arlington VA

Scope of Work

The Contractor will work in cooperation with CRDF Global and will complete tasks as specified below. All tasks will be implemented according to the notional schedule of key activities.

Task One: Develop scenario and content for the set of 3 separate web based CTF competitions in Ukraine

#	Description
1.1	Design of the set of three separate CTF scenarios incorporating various cybersecurity topics, namely - Forensics, Incident Response, Security Operations, Penetration Testing
1.2	Development of the content of the set of three separate CTF scenarios
1.3	Development of the scoring and assessment system of the set of three separate CTF scenarios

Task One Deliverables:

#	Description	Delivery Date
Deliverables Package 1	Status report and materials on completed sub-tasks 1.1 – 1.3	Upon completion and approval by CRDF Global according to notional schedule of Key Activities

Task Two: Develop technical environment for the set of 3 separate web based CTF competitions.

#	Task Description
2.1	Perform technical preparation for three separate online CTF competitions such as:
2.1.1	CTF environment technical specification and description development. Layout development for the set of three separate CTF competitions
2.1.2	General CTF environment configuration and maintenance. Layout configuration for the set of three separate CTF competitions
2.2.3	CTF technical environment testing for the set of three separate CTF competitions
2.2.4	Rating system installation, maintenance, and configuration for the set of three separate CTF competitions

Task Two Deliverables:

#	Description	Delivery Date
Deliverables Package 2	Status report and materials on completed sub-tasks 2.1 – 2.2.4	Upon completion and approval by CRDF Global according to notional schedule of Key Activities

Task Three: Manage the set of three separate web based CTF competitions.

#	Task Description
3.1	Supervising the CTF virtual infrastructure with network implementation. Working with the software/hardware equipment. General network and VPN configuration for the each of the three events separately.
3.2	Supervising the External/Internal networks tunnel. Data flow control. Configuration maintenance each of the three events separately.
3.3	Supervising the scoring system controls for the set of three separate CTF competitions.

Task Three Deliverables:

#	Description	Delivery Date
Deliverables Package 3	Status report and materials on completed subtasks 3.1 – 3.3	Upon completion and approval by CRDF Global according to notional schedule of Key Activities

Task Four: Supervise and mentor participants for the set of three separate web-based CTF competitions.

#	Task Description
4.1	Briefing and instructing the participants with event agenda and CTF competitions flow, each of the three events separately.
4.2	Mentoring, if needed, the participants during each of the three the CTF competition events.

Task Four Deliverables:

#	Description	Delivery Date
Deliverables Package 4	Status report and materials on completed subtasks 4.1 – 4.2	Upon completion of each of three planned CTF competitions in Ukraine

Task Five: Arranging study visit and CTF competition in U.S. partner facilities for the final Ukrainian CTF winners

#	Task Description
5.1	Provide invitation letters for participants for U.S. visa purposes.
5.1.1	Arrange study visit to the U.S. partner facilities (depending on U.S. partner capacity, minimum three cybersecurity research-related facilities), which should include a tour of teaching and research facilities related to cybersecurity discipline and discussions with cybersecurity leadership. Study tour should cover three full working days.
5.2	Arrange CTF competition for the final CTF winners, performing tasks as follows:
5.2.1	Development of the competition scenario design
5.2.2	CTF environment technical specification and description development. Layout development.
5.2.3	General CTF environment configuration and maintenance. Layout configuration.
5.2.4	CTF technical environment testing.
5.2.5	Identify, recruit and engage the team of local professionals to participate in CTF countering participants from Ukraine. The list of participants should be agreed with CRDF Global prior to the competition.
5.2.6	Rating system installation, maintenance, and configuration.
5.3	Manage the CTF competitions
5.3.1	Supervising the CTF virtual infrastructure with network implementation. Working with the software/hardware equipment. General network and VPN configuration.
5.3.2	Supervising the External/Internal networks tunnel. Data flow control. Configuration maintenance.
5.3.3	Supervising the scoring system controls.
5.4	Supervise and mentor participants of CTF competition.
5.4.1	Briefing and instructing the participants with the event agenda and CTF competitions flow.
5.4.2	Mentoring, if needed, the participants during the CTF competitions.
5.5	Winners' selection based on scores gained.

Task Five Deliverables:

#	Description	Delivery Date
Deliverables Package 5	Status report and materials on completed subtasks 5.1 – 5.5	Upon completion and approval by CRDF according to notional schedule of Key Activities

Task Six (optional): Arranging and facilitating Roundtable meeting of NCCC and various cyber security stakeholders (preferably U.S. Department of Homeland Security (DHS) Cyber & Infrastructure Security Agency (CISA) in DC/U.S. University)

#	Task Description
6.1	Collaborate with CRDF Global to plan Roundtable discussion on cybersecurity capacity building in Ukraine for 1/2-day round table meeting of NCCC and various cyber security stakeholders (preferably U.S. Department of Homeland Security (DHS) Cyber & Infrastructure Security Agency (CISA)).
6.2	Developing Roundtable agenda in collaboration with CRDF Global
6.3	Collaborate with CRDF Global team to recruit and engage DHS CISA Roundtable participants
6.4	Facilitate Roundtable discussion
6.5	Identify themes, action items identified
6.6	Provide roundtable summary and contribute to collateral/media material

Task Six Deliverables:

#	Description	Delivery Date
Deliverables Package 6	Status report and materials on completed subtasks 6.1 – 6.6	Upon completion and approval by CRDF according to notional schedule of Key Activities

Task Seven (optional): Supporting CRDF Global in developing an agenda for Panel Discussion on cybersecurity capacity building in Ukraine (US located)

#	Task Description
7.1	Collaborate with CRDF Global to plan keynote address on relevant topic regarding cybersecurity capacity building in Ukraine
7.2	Participate in planning calls with CRDF Global to develop panel discussions under theme
7.3	Provide panelist and moderator nominations according to panel themes
7.3.1	The contractor shall be prepared to provide a minimum of two participants from the university to serve as keynote or panelist
7.4	Collaborate with CRDF Global team to recruit and engage summit keynote speaker(s) panelists, moderators
7.5	Co-host panel discussion
7.6	Contribute to proceedings and collateral/media material

Task Seven deliverables:

#	Description	Delivery Date
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Deliverables Package 7	Status report and materials on completed subtasks 7.1 – 7.6	Upon completion and approval by CRDF according to notional schedule of Key Activities
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Task Eight (optional): Housing, meal plan, transportation of the participants of the final Ukrainian CTF winners in the U.S. (payment based on the actual number of arrivals)

#	Task Description
8.1	Provide ground transportation for up to 15 (fixed pricing per participant) participants from/to airport to university
8.2	Provide accommodation for up to 15 participants (fixed pricing per participant) during the Period of stay in the USA.
8.3	Provide meal plan for up to 15 participants (fixed pricing per participant) for the period of stay in the USA.

Task Eight Deliverables:

#	Description	Delivery Date
Deliverables Package 8	Status report and materials on completed subtasks 8.1 – 8.3	Upon completion and approval by CRDF according to notional schedule of Key Activities

Contractor Requirements:

- Accredited U.S. University
- University applicant should have an established center dedicated to research and development in cybersecurity, information security, or other closely related field and should be broadly recognized as a leader in this area.
- Proposals which demonstrate experience in implementing cybersecurity-themed competitions and developing cybersecurity-themed roundtables and panel discussions for an audience of cybersecurity policy and strategy influencers will be scored higher than proposals which do not demonstrate such experience.
- Proposals which include optional tasks delivery will be scored higher than proposals which do not contain optional tasks.

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities not to exceed 10 pages
- Detailed description of similar prior assignments conducted.
- Detailed cost proposal per task and per person (if applicable)
- CV(s) of key personnel

Timetable:

Tuesday, March 23: RPF Released

Tuesday, April 6: RFP Questions due

Friday, April 9: RFP Questions & Answers released

Tuesday, April 20: RFP submissions due

Friday, April 23: Contractor selected

Tuesday, April 27 – Tuesday May 4: Contract start date

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of technical expertise, management approach, clarity of proposal and, and overall price. The contractor should have proven experience providing similar solutioning to all tasks.

Submission:

Proposals should be submitted to akurylenko@crdfglobal.org, no later than **Friday COB, April 16, 2021**.

Proposals should be submitted as electronic documents in PDF, Word or Excel format.

Background:

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. CRDF Global implements a portfolio of cybersecurity capacity building programs in Eastern Europe under a U.S. Department of State-funded award. This project consists of multiple interrelated components aimed at strengthening cybersecurity capabilities and building sustainable local knowledge to counter and withstand cyber attacks.

More information is available at 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.

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.