

CRDF GLOBAL
REQUEST FOR PROPOSAL
Balkans Fellowship

Submission Deadline: 5:00 PM Friday | July 24, 2020

CRDF Global:

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. We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained. More information is available at www.crdfglobal.org.

Summary:

CRDF Global is seeking a university partner in the U.S. to assist with the design and implementation of a hybrid (virtual and in-person) fellowship program for at least six cybersecurity professionals from the following Balkan countries: Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia. The fellowship should include opportunities for both academic mentorship and professional exposure.

Scope:

The contractor will collaborate with the CRDF Global project team to design and implement a hybrid (virtual and in-person) fellowship program for at least six cybersecurity professionals from the Balkans. The contractor will provide virtual programming prior to hosting fellows at the university for an in-person, academic fellowship. The contractor will then provide fellows with an industry internship and opportunities to participate in both a cybersecurity themed competition and an industry-academic cybersecurity conference. The contractor will assist CRDF Global with the planning of a closing Cybersecurity Summit and provide virtual support to fellows for completion of Capstone projects.

Notional schedule of Key Activities (illustrative only; not complete)

- *August 2020*
 - *CRDF and University Partner Develop Fellowship Design*
 - *Balkan Cybersecurity Fellowship competition released*
- *November 2020*
 - *Fellows selected; visa applications submitted*
- *December 2020*
 - *University Partner develops content for cybersecurity fellowship video seminars*
- *February - March 2021*
 - *Fellows engaged through prework and seminars*
- *April 2021*
 - *Fellows arrive for academic, industry engagement in US (3 weeks)*
 - *University-hosted cybersecurity symposium*
 - *CRDF Global-hosted cybersecurity summit*
- *May 2021*
 - *Capstone work by fellows; capstone mentoring*
- *June 2021*
 - *CRDF Global-hosted capstone presentation in Balkans*

Tasks and Deliverables:

Task One: Fellowship Design

- Assist CRDF Global with development of fellowship requirements and guidelines
- Participate in a virtual kick-off meeting with CRDF Global
- Participate in a series of no more than three, two-hour virtual meetings to select fellowship cohort
- Develop criteria for capstone projects

Task One Deliverables:

- List of U.S. organizations and industries from which to source fellows based on contractor's projected availability of mentors
- Participation selection criteria for fellows
- Minimum qualifications for fellows
- Project schedule for implementation
- Criteria for fellowship capstone projects

Task Two: Pre-Work

Pre work seminars will be delivered over a period of approximately 4-5 weeks. Seminars will cover a range of topics driven by the interests of the fellows. Seminars will take place remotely approximately 1 x week.

- Develop content for cybersecurity fellowship video seminars
- Schedule and deliver live video seminars
- Provide weekly pre-work to fellows in advance of seminars
- Select and distribute weekly reading assignments to all fellows

Task Two Deliverables:

- Approximately five live cybersecurity fellowship video seminars delivered by industry and academic speakers selected by contractor
- Summary/outline of content delivered in video seminars
- Weekly pre-work assignments, materials developed for fellows' weekly assignments

Task Three: U.S. Orientation

- Collaborate with CRDF Global to create agenda for U.S. orientation
- Conduct 1 day orientation at contractor's campus/facility

Task Three Deliverables:

- Draft Agenda for U.S. orientation
- U.S. orientation hosted at contractor's campus/facility
- Participant list
- Summary of media/press coverage including social media

Task Four: U.S. Based Academic Study

- Develop content for academic study to align with previous seminars and pre-work
- Assign university faculty members to serve as fellow advisors

- Select faculty advisors whose expertise aligns with fellows' areas of professional focus

Task Four Deliverables:

- Summary of content for academic fellowship
- List of mentor assignments
- Mentor bios
- One-week academic fellowship at U.S. university
- Schedule of one-week academic fellowship at U.S. university

Task Five: Industry-Academic Cybersecurity Conference

- Develop content that incorporates participation of Balkans fellows in conference
- Provide fellows with access to cybersecurity-themed competition

Task Five Deliverables:

- Participation of fellows in premier industry-academic cybersecurity conference
- Access to industry-academic conference proceedings
- Fellows observation or participation in cybersecurity themed competition at university
- Summary of competition theme, objectives and participation

Task Six: Industry Internship

- Create a list of industry stakeholders who will provide internships to fellows. These may include stakeholders outside of the contractor's university (including, but not limited to private sector cybersecurity service providers, data processors, data storage/managers, manufacturers; state/local government agencies; think tanks; non-profits)
- Pair fellows with industry stakeholders based on professional interests of each fellow
- Create content for virtual fellowship seminars that will take place during the industry internship and reinforce the themes of the industry internship
- Schedule conference calls between fellows and faculty advisor to discuss fellowship activities including industry internship and seminars
 - At least one virtual fellowship seminar during the week of industry internship
 - At least one call during the week between faculty mentor and fellow during industry internship
- Collaborate with CRDF Global to plan a cultural engagement for each fellow at location of industry internships
- Conduct one cultural activity in location of industry internship

Task Six Deliverables:

- List of industry stakeholder and intern assignments
- Summary of one-week industry internships for each fellow describing alignment with fellow's interests and goals
- Summary of cultural activity conducted in location of industry internship

Task Seven: Co-Host Cybersecurity Summit in Washington, DC

- Collaborate with CRDF Global to plan keynote address on relevant topic regarding cybersecurity and the Balkans

- Participate in planning calls with CRDF Global to plan panel discussion under cybersecurity theme
- Provide panelist and moderator nominations according to summit and panel themes
 - The contractor shall be prepared to provide a minimum of two participants from the university to serve as key note or panelist
- Collaborate with CRDF Global team to recruit and engage summit key note speaker(s) panelists, moderators

Task Seven Deliverables:

- Co-Hosted Cybersecurity Summit in Washington DC to include a Keynote Address, Panel Discussion, and Networking Event
- Content for capstone planning session

Task Eight: Support Post-Internship Study and Capstone

Post-Internship Study and Capstone seminars will be delivered over a period of approximately 4-5 weeks. Seminars will reinforce learnings and support fellow efforts on capstone completion. Seminars will take place remotely approximately 1 x week.

- Develop content for weekly seminars to follow U.S. based portion of fellowship
- Conduct video conference calls between fellows and faculty advisors and CRDF Global to monitor capstone progress

Task Eight Deliverables:

- Summary of seminars delivered over Post-Internship Study and Capstone phase

Task Nine: Support Final Presentation of Capstone Projects

- Participate in planning calls with CRDF Global for the development of a Capstone Presentation Event in Balkans
- Engage industry internship hosts and academic mentors for maximum virtual engagement during live stream of Capstone Presentation Event
- Collaborate with CRDF Global to prepare press release for Fellowship Program

Task Nine Deliverables:

- Summary of academic mentor feedback, of internship host feedback on capstone project

Contractor Requirements:

- Must be an accredited U.S. University
- Must have a renowned center for research and development in cybersecurity, information security, or other closely related field.
- Must have experience implementing cybersecurity-themed competitions
- Must have experience developing cybersecurity-themed seminars
- Must have experience developing and implementing academic fellowships

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities not to exceed 10 pages
- Completed Cost Proposal using **Attachment A**



- CV(s) of key personnel
List of recent experience designing and implementing academic fellowship programs, hosting cybersecurity-themed conferences, and hosting cybersecurity themed competitions.

Timetable:

<i>Monday, July 13, 2020</i>	RFP Released
<i>5:00 PM Friday, July 17, 2020</i>	RFP Questions due
<i>Wednesday, July 22, 2020</i>	RFP Questions & Answers released
<i>5:00 PM Friday, July 24, 2020</i>	RFP Submissions Due
<i>Friday, July 31, 2020</i>	Notification of Contractor Selection
<i>Monday, August 3, 2020 – Friday, August 7, 2020</i>	Discuss & Negotiate Agreement

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 the cybersecurity field, in addition to administering fellowships.

Submission:

The proposal should be addressed to Todd Spires, and must be submitted as electronic documents in PDF, Word, and/or Excel format. The proposal must be submitted to procurement@crdfglobal.org & tspires@crdfglobal.org, no later than:

5:00 PM Friday; July 24, 2020.

RFP 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.