



CRDF GLOBAL REQUEST FOR PROPOSAL

Event Services for the cybersecurity TTX workshop/TTX1

Deadline: November 25, 2020

Summary:

CRDF Global is seeking an institution (Contractor) in the Balkan region to assist with the design, hosting and implementation of a hybrid (virtual and in-person) "Tabletop exercise program 1" for the following Balkan countries: **Serbia (host country)**, Bosnia and Herzegovina, Montenegro.

Background:

CRDF Global, with the support of the U.S. Department of State, launched the project Tabletop exercise (TTX) in the Balkans region. The main goal of the project is to implement a series of two-day TTX workshops for up to 60 participants from the following countries: Serbia, Albania, Bosnia and Herzegovina, Montenegro, Kosovo, and North Macedonia. The first event will be conducted for Serbia (host country), Bosnia and Herzegovina, and Montenegro participants. The workshops will be designed in cooperation with and for the primary benefit of the National Computer Emergency Response Team/Computer Security Incident Response Team (CERT/CSIRT).

In the framework of the TTX workshops, participants will build capacity on testing and evaluating government coordinating structures, processes, and capabilities regarding cyber event response and recovery, and provide a basis for government stakeholders to self-identify issues related to cybersecurity incident response capabilities and process gaps to be addressed. CRDF Global will engage experienced subject matter experts to prepare a customized scenario for each TTX exercise and facilitate the exercise and discussion. Customized scenarios will be established for each TTX that will reference current/recent events, websites, adversaries, threat data, companies, stakeholders and subject matter experts that are intended to represent plausible cyber emergency situations for a country. In addition, a pre-exercise theoretical course will be delivered to prepare participants for effective engagement during the exercise. By the completion of each TTX and facilitated discussions, an after-action report will document an analytical review of training events to examine actions and results from the TTX and identify both successes and gaps in capabilities.

Scope:

The Contractor will collaborate with the CRDF Global project team and local Consultant to design, hosting and implement a hybrid (virtual and in-person) "Tabletop exercise program 1" for the following Balkan countries: Bosnia and Herzegovina, Montenegro, and Serbia. The Contractor will be responsible for all aspects related to the organization of the event and logistic activities related to accommodation, assistance in transporting the event participants.

Task and Deliverables:

The main task of the contractor is to help organize and conduct the event, which should include:

- 1) Develop, manage, and execute master event logistical plan and timeline; evaluate, analyze and report results for the event.
- 2) Create, manage, and reconcile event budgets, expenses and timelines. Adhere to project timelines and budget guidelines.
- 3) Oversee the implementation of the marketing campaign.
- 4) Responsible for leading / managing event planning team in the planning and implementation process for all aspects of the event.
- 5) Event Management.
- 6) Event Production including TTX scenario writing based on identified cybersecurity topics.
- 7) Manage pre-event and On-Site Registration.
- 8) Oversee the Creation and Production of Event Materials including signs, programs and invitations.
- 9) Develop and manage event theme and décor.
- 10) Deliver project deliverables on time, on budget and to client expectations.
- 11) Direct and manage volunteer committees, both pre-event and onsite.
- 12) Conduct negotiations and manage relationships with event vendors including but not limited to Entertainment, Audio / Visual, Floral, Photographer and Videographer.
- 13) Direct and manage onsite event set up and clean up.
- 14) Manage and execute event debrief including analyzing surveys as well as recommended improvements / changes.

Contractor Requirements:

- Contractor must have experience implementing cybersecurity-themed competitions
- Contractor must have experience developing cybersecurity-themed seminars

Proposal Requirements:

Each proposal must include:

- Statement of Interest and Technical Capabilities not to exceed 10 pages
- Cost proposal
- CV(s) of key personnel
- List of recent experience designing and implementing and hosting cybersecurity-themed conferences, and hosting cybersecurity themed competitions.

Timetable:

November 17, 2020: RFP Released

November 20, 2020: RFP Questions due

November 25, 2020: RFP submissions due



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 tabletop exercise events.

Submission:

Proposals should be submitted ukraine@crdfglobal.org & iandrusyk@crdfglobal.org , no later than *November 25, 2020 (6.00 pm, Kyiv time)* with the topic "Event Services for the cybersecurity TTX workshop/TTX1". 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. 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.crdglobal.org.