



**CRDF GLOBAL
REQUEST FOR PROPOSAL**

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

Deadline: August 29, 2025 at 12:00 PM EST Time

Summary:

On behalf of the United States Department of State, Bureau of Arms Control and Nonproliferation, Office of Cooperative Threat Reduction (ACN/CTR), 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 workshops for two cohorts of participants, culminating in the exam and the Professional Certification in Cyberbiosecurity provided by the International Federation of Biosafety Associations (IFBA).** The SME will review workshop materials and deliver two, five-day interactive workshops. The SMEs' responsibilities include training materials review, workshop delivery, 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 February 2026 for up to 15 participants, and the second in Tunis, Tunisia for up to 24 participants, around May 2026. 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 Cyberbiosecurity Professional Certification](#) 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 on tailoring and updating the materials 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:

- Deliver 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 invoices.

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, including ability to travel to Jordan and/or Tunisia between February and May 2026, 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 (see below table)
- CV(s)
- List of recent experience in biorisk management and cyberbiosecurity in biological laboratory settings, including applicable references/past performance
- Familiarity with IFBA's Professional Certification in Cyberbiosecurity
- 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 table below in your proposal for each workshop:

Task / Deliverable	FFP (Lump sum Cost)	Duration for Completing Task (# of Days)
Task One: Kickoff Meeting and Project Familiarization		
Task Two: Review of the Training Materials		
Task Three: 3.1 Travel, Attend and Implement Workshop in Amman, Jordan		
Task Three: 3.2 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 biorisk management.

Evaluation Criteria Matrix

<u>Evaluation Criteria</u>	<u>Weight (%)</u>	<u>Subfactors</u>
1. Technical Approach	40%	<ul style="list-style-type: none">- Understanding of the requirements- Feasibility of the approach- Alignment with project goals
2. Price/Cost	30%	<ul style="list-style-type: none">- Overall cost compared to market rates- Cost realism- Price structure
3. Key Personnel and Qualifications	20%	<ul style="list-style-type: none">- Relevant experience of personnel- Certifications, education, and qualifications- Availability and commitment to the project
4. Past Performance	10%	<ul style="list-style-type: none">- Relevance of past projects- Performance ratings or assessments- References from previous clients

Procurement Timetable:

This procurement process is intended to follow the timeline below:

Activity	Date
1. Request for Proposal (RFP) Issued	Wednesday, July 30, 2025
2. Deadline for Questions & Inquiries	Friday, August 15, 2025
3. RFP Questions & Answers Released	Wednesday, August 20, 2025
4. Proposal Submission Deadline	Friday, August 29, 2025
5. Anticipated Contract Start Date	Monday, September 22, 2025

**Submission:**

Proposals should be submitted to habusaoud@crdfglobal.org & zgoble@crdfglobal.org, no later than *August 29, 2025*. 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, 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:

Global leader advancing U.S. national security by mitigating threats and enhancing opportunities 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

More information is available at www.crdglobal.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.