



Request for Quotations:
Consultant to Develop Cybersecurity
Tabletop Exercise Workshop

Issue Date: January 22, 2025

Deadline for Submissions: February 21, 2025

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Cybersecurity Tabletop Workshop Request for Quotations RFQ Number: 387153-015

What This Is

The Community Transportation Association of America, through its National Center for Applied Transit Technology (N-CATT), is soliciting bids from consultants to support N-CATT to develop **a cybersecurity-focused workshop in which attendees participate in a tabletop exercise that simulates a cyber-attack and how they respond to that attack.** This workshop will help the target audience upgrade their knowledge and skills around cybersecurity readiness and response.

Interested parties must follow the instructions and format set forth in this Request for Quotations, for which responses are due no later than 11:59pm Eastern Time on February 21, 2025.

About N-CATT

The National Center for Applied Transit Technology's (N-CATT) goal is to improve and make more efficient small-urban, rural and tribal transit service by assisting local transit agencies in understanding, selecting, and otherwise planning to incorporate new technology into service. N-CATT helps transportation agencies, managers, and decision-makers, such as board members or public officials, identify promising technologies, practices, and opportunities that accomplish agencies' goals or resolve particular challenges.

The recent burst of technology-based innovations in transportation has largely focused on dense urban areas. N-CATT seeks to spread the benefits of these developments to smaller transportation agencies that lack the resources and capacities of large-urban systems to research, analyze, and test new products that could enhance their services. This includes educating system managers and helping them to encourage influential stakeholders to support needed technological advancements.

Among its activities, N-CATT hosts resources such as guidebooks, podcasts, and webinars on its website for interested agencies to engage with as it relates to them. In addition, N-CATT provides technical assistance in various formats: hands-on workshops, Technology Summits for priority-setting at the state or regional level, and Strategic Technology Technical Assistance Teams for one-on-one technical assistance with N-CATT, consultants, and recipient transit agencies.

Overview of Services Required

The contract for the workshop consultant services will be held between the consultant and the Community Transportation Association of America, which operates N-CATT.

General Framework

Target Audience: Leadership of small transit systems that do not have dedicated IT staff

Desired Outcomes

1. Agencies are able to stress-test their cybersecurity response plans, if they have them.
2. If they do not have a cybersecurity response plan, they develop the first outline of a plan.
3. Any attendee identifies potential weaknesses in their cybersecurity readiness and how to address those weaknesses.
4. Attendees finish the workshop with a plan for improving their cybersecurity readiness.

Scope of Work

CTAA anticipates the selected consultant will perform the following steps:

1. Task 1: Workshop Framework
 - a. Review any relevant N-CATT documentation related to the workshop topic.
 - b. Finalize workshop framework with CTAA.
2. Task 2: Workshop Development
 - a. Work with the N-CATT team to develop a tabletop simulation of a cybersecurity incident that workshop attendees need to respond to.
 - b. Incorporate survey feedback into the workshop content to meet attendees where they are.
 - c. Develop materials on the basic approaches to the subject matter, including examples.
 - d. Develop relatable 'Sample Situations' for attendees to respond to, which evolve based on how attendees respond to the situation(s).
 - e. Develop interactive exercises for participants to continue practicing with their staff the techniques learned in the workshop.
 - f. Develop interactive exercises for N-CATT to include on its website for agencies that are unable to attend the workshop.
 - g. Develop other elements that will contribute to the desired outcomes determined by N-CATT.
3. Task 3: Workshop Facilitation.
 - a. Utilize materials developed during workshop development according to the framework to facilitate approximately either 1.5 hour or 3 hours of instruction time for one in-person workshop at a transit association conference. Session availability remains uncertain, which is the reason for the 1.5-3 hour range.

- b. Be available to provide answers to attendee follow-up questions or materials for at least two weeks following the workshop.
 - c. N-CATT will be present to provide troubleshooting assistance in other aspects as requested by the facilitators.
4. Task 4: Conversion to On-Demand
 - a. Utilize the materials developed and experiences from the live session to convert the content of Workshops 1-3 to on-demand courses, to be hosted on N-CATT's "Thinkific" platform
5. **Optional** Task 5: Facilitate Second Workshop
 - a. Depending on interest and feedback from the first workshop, N-CATT may elect to repeat Task 3 at another transit association conference to provide the content to additional attendees. Responses should include a separate price that is not included in the main price for this task.

The timeline for each deliverable will be worked out with CTAA and consultants. However, all work will be finished by September 30, 2025.

Price

CTAA intends to execute a fixed-price contract with the selected consultant. Unless negotiated differently to both parties' satisfaction, the term of this contract would be for milestone payments based on the above scope of work, to be made to the consultant upon completion and acceptance of all work and work products under each task.

Bid Requirements

CTAA will accept and review bids that contain the following information:

- 1) A 1-page cover sheet with:
 - a. Respondent's name / Firm Name
 - b. telephone number,
 - c. email address,
 - d. physical and mailing address, and
 - e. A one-paragraph summary abstract of the bid that states (i) qualifications to perform the indicated work (one sentence), (ii) how the bidder intends to approach the indicated work (maximum of three sentences), (iii) the names, titles, corporate affiliations and pertinent experience of all individuals the bidder intends to have conduct the indicated work (one sentence per individual), and (iv) the fixed price, exclusive of travel, for which the bidder is prepared to perform this work.
- 2) A narrative of no more than three pages in length that explains – in sufficient detail – how the bidder would carry out the tasks detailed above and the bidder's understanding of how rural, small-urban, and tribal transit systems can learn and utilize the skills in this workshop. CTAA will look for demonstrations that the bidder is able to create content that the target audience can relate to and apply to their situations, and; the bidder's experience and qualifications in a manner that demonstrates their ability to conduct work similar in nature and scope to what is

requested.

- 3) A staffing plan that includes:
 - a. A narrative of no more than two pages in length that names the individual(s) who will carry out this work, briefly explaining each person's role(s) in the project and identifying which individual will be CTAA's principal point of contact concerning the work to be performed,
 - b. For each individual being proposed by this consultant, a one-page resume or CV that describes that individual's qualifications and experience and summarizes previous work performed by the individual that is relevant to this solicitation, and
 - c. the price for which the bidder is prepared to perform this work.
- 4) Statement that the consultant has legal authority to work in the United States. All consultants and subcontractors must have no exclusions in SAM
- 5) Statement that the consultant is not debarred or suspended from contracting with the federal government
- 6) CTAA does not anticipate bids from teams of more than one consulting firm or entity. However, if any of the individuals being proposed are not employees of the firm submitting this bid, an acceptable bid must include a letter or other signed statement from the submitter's proposed partner(s) agreeing to be included in this bid, and the bid must include items (3) through (5) from the above list for every proposed subcontractor or other external partner that is included in this bid. If the bidder has roles for which some portion of the staffing is "to be determined," the above staffing plan must include a convincing explanation for how the bidder will address that staffing need without jeopardizing timely and satisfactory completion of the work being proposed. All subcontractors must also have no exclusions in SAM.
- 7) Three work samples that highlight consultants' ability to perform the work outlined above, preferably that are similar in type or topic to that described in this RFQ. The samples should reflect the work of the individuals in the staffing plan so that CTAA can directly gauge consultants' work quality.

Disadvantaged Business Enterprise Participation

If more than 50 percent of the staff-hours are proposed to be spent by employees of a certified DBE, that bid will receive additional consideration, as detailed under "Selection Criteria," below.

Selection Criteria and Process

CTAA staff will review the submitted bids that are received at or prior to 11:59pm (Eastern Time) on **February 21, 2025**. Staff will not engage in any communication with the bidder or their employees or proposed partners prior to making its decision.

In reviewing consultants' submissions to this RFQ, CTAA will apply the following selection criteria:

Understanding of work to be done	5 points 1 = Does not meet expectations 3 = Meets expectations 5 = Far outperforms expectations
How the consultant proposes to carry out the described work to CTAA's satisfaction within the indicated time frame and within the consultant's proposed budget.	5 points
Proposed staffing plan, in terms of its reasonableness and in terms of the skills and qualifications of proposed staff.	5 points
Work samples, in terms of topic coverage, types of documents, and quality of the writing to explain whatever topics are discussed.	5 points
Cost, exclusive of travel	2 points Scored relative to other bids
DBE status: if at least 50% of the staff-hours proposed on this project will be performed by employees of an entity that is a certified DBE in one or more states where it currently does business, the bid will receive 1 additional point	0 or 1 points

Bidders should be aware that this is part of a research project funded through a cooperative agreement between CTAA and the Federal Transit Administration (FTA), and they must be experienced and able to carry out work that must comply with applicable FTA regulations, policies and guidelines. Bidders without prior experience working with FTA or its grantees will need to be sure their submissions demonstrate a capacity to carry out FTA-funded work.

The selected bidder and subcontractors may not have exclusions when searched in SAM.gov and must remain in good standing.

CTAA reserves the right to request additional information before making an award. CTAA also reserves the right to seek clarification from any bidder or offeror about any statement in its bid that CTAA finds ambiguous.

Selection will be made based on best value.

Submission Instructions

Please submit your bid as a single document, in PDF format, to carpenter@ctaa.org no later than 11:59pm Eastern Time on **February 21, 2025**. No hard copy submissions will be accepted.

CTAA reserves the right to reject any and all bids in response to this RFQ, and may terminate this solicitation without notice at any time prior to entering into a contract for the indicated work to be performed.