

## Section 1 Introduction

The Forum of Incident Response and Security Teams, Inc., also known as, and referred to herein as “FIRST”, is a non-profit, membership-based association with over 590 member teams from over 90 countries and an operating budget of nearly USD 3 millions. FIRST is incorporated in North Carolina and is recognized by the U.S. Internal Revenue Service as a 501(c)(3) tax-exempt organization. FIRST is an international membership association of trusted computer incident response and IT security teams who cooperatively handle computer security incidents and promote incident prevention programs.

## Section 2 RFP purpose

The Common Vulnerability Scoring System® (CVSS®) provides a way to capture the principal characteristics of a vulnerability and produce a numerical score reflecting its severity. The numerical score can then be translated into a qualitative representation (such as low, medium, high, and critical) to help organizations properly assess and prioritize their vulnerability management processes.

FIRST is, through the CVSS special interest group, working on an update to this system and needs to develop updated training material. FIRST is therefore seeking one or two professional partners for building:

1. Online training
2. Training material for on-site training

The purpose of this RFP is to solicit proposals from interested parties to develop such training, and we welcome proposals from parties interested in developing training for one of the areas, or both. We also aim at building long-term relationships with partners for developing other trainings in the future.

The current online CVSS training for v3.1 can be found here for reference: <https://learning.first.org/courses/course-v1:FIRST+CVSSv3.1+2020/about>.

## Section 3 Timeline

The updated CVSS is anticipated to be ready for development of training material in December 2021.

The updated version is to be released at the FIRST annual conference starting June 26, 2022, and training must be available at the time of release.

## Section 4 Requirements

1. The trainings must be ready June 26 2022.
2. The proposed timeline must include testing by FIRST.
3. The online training must support most common online training platforms including, but not limited to, our current platform based on Open edX. SCORM format output is also a requirement.

4. The training material for the on-site training must be in a format that works on Windows and Mac, preferably PowerPoint.
5. Both trainings must contain exercises.
6. The trainings are to be developed in cooperation with the CVSS special interest group.

## **Section 5 Proposals**

Those wishing to submit proposals for this contract should carefully review & submit the following information:

- A. General Information
  - A. Name of institution
  - B. Contact Person
  - C. Title
  - D. Mailing Address
  - E. Telephone Number
  - F. E-mail
- B. Organizational Overview & Qualifications
  - A. Describe the institution, including history & scope of practice
  - B. Provide ownership information, including a statement of any recent or foreseen mergers and/or acquisitions.
- C. Services and fees
  - A. Describe the services available to meet the needs outlined above as well as any and all associated fees
  - B. Provide a detailed depository agreement, including availability schedule
  - C. Provide a sample of your standard contract terms
- D. Proposal timeline to have the trainings available by June 26.
- E. Corporate Social Responsibility
  - A. Describe the ways in which the institution is committed to social responsibility
- F. References
  - A. Contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the institution has provided similar service

## **Section 6 Proposal Preparation and Submission**

The response must include costs to provide all the services outlined in this RFP.

- Describe how your proposal meets each requirement of [Section 4 Requirements](#) of this RFP.
- Identify the individuals by name who would contribute to the project. Describe the qualifications of each individual.
- Any agreements (e.g. licenses, etc.) that vendor or any third party proposes to be entered into as part of a contract resulting from this RFP must be included with the proposal response.
- A representative authorized to bind the company must sign the proposal.
- The proposal must be submitted in PDF form via email to [rfp-response@first.org](mailto:rfp-response@first.org).
- Proposal Receipt Deadline: Dec 10, 2021.
- Expected Project Start: Jan 2022



**Forum of Incident Response and Security Teams**

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If you have questions concerning this RFP please contact:

FIRST Executive Director: Mr. Chris Gibson

Email: [rfp-response@first.org](mailto:rfp-response@first.org)

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#### Additional Terms

A response to this proposal does not create any agreement between vendor and FIRST, and does not create any commitment on the part of FIRST. If a contract is awarded, FIRST reserves all options and discretion regarding the terms and conditions of the contract and will establish the terms at the point of issuing a contract. FIRST reserves the right to amend or cancel this RFP at any time prior to the submittal deadline. All material submitted regarding this RFP becomes the property of FIRST. If a prospective vendor includes any information in a proposal that it wishes to keep confidential, it shall clearly identify such information in the proposal. The estimated quantities given above (like the estimated number of attendees) are meant to be generally representative of the type and scope of work to be done. FIRST is looking for capability, and will not be bound by any estimated quantities.