

## **REQUEST FOR PROPOSALS**

Curriculum Development and Instructional Services for Experiential Cybersecurity Program

### **Contact Information:**

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**Release Date: October 8<sup>th</sup>, 2025**

**Submission Deadline: October 24<sup>th</sup>, 2025**

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## **A. EXECUTIVE SUMMARY**

The Brooklyn Navy Yard Development Corporation (“BNYDC”) is issuing this Request for Proposals (this “RFP”) to seek proposals (“Proposals”) from entities (“Respondents”) interested in performing curriculum development and instructional services for an experiential cybersecurity program (the “Work”).

Locally Based Enterprises (“LBEs”) and Minority and Women-owned Businesses (“M/WBEs”) are encouraged to respond to this RFP. Respondents are also encouraged, if applicable, to include LBEs and M/WBEs as sub-consultants. Any Respondent must identify in its proposal whether it or, if applicable, any of its proposed sub-contractors are LBEs or M/WBEs.

## B. PERTINENT DATES

1. All questions are due no later than 12:00 PM on October 17, 2025.
2. All Proposals are due no later than 12:00 PM on October 24, 2025.
3. BNYDC anticipates conducting interviews on or about the week of November 3, 2025.
4. BNYDC anticipates awarding a Contract on or about the week of November 17, 2025.
5. BNYDC anticipates the Work will start on or about the week of November 24, 2025.

## C. BNYDC BACKGROUND

BNYDC is a not-for-profit corporation that serves as the real estate developer and property manager of the Brooklyn Navy Yard (the “Yard”) on behalf of its owner, the City of New York (the “City”). The 300-acre industrial park on the Brooklyn waterfront is home to over 400 businesses employing more than 7,000 people and generates over \$2 billion per year in economic impact for New York City. BNYDC’s mission is to fuel New York City’s economic vitality by creating and preserving quality jobs, growing the City’s modern industrial sector and its businesses, and connecting the local community with the economic opportunity and resources of the Yard. Further information can be found at [www.brooklynnavyyard.org](http://www.brooklynnavyyard.org).

## D. WORK BACKGROUND INFORMATION AND CONTEXT

The Brooklyn STEAM Center (hereinafter referred to as "the Center") is a high school program located in the Yard. The Center offers Career and Technical Education (CTE) pathways in areas like Computer Technology, Culinary Arts, Multimedia, Engineering, and Building Trades. Its mission is to empower students with in-demand skills and prepare them for successful careers in the 21st-century economy.

The Brooklyn STEAM Center's Computer Technology department has a career pathway program focused on Cybersecurity:

- Focus: This program equips students with the knowledge and skills necessary to identify, prevent, and mitigate cybersecurity threats.
- Key Skills: Networking fundamentals, security principles, network security, endpoint security, vulnerability assessment, incident handling, ethical hacking techniques, and cryptography.
- Career Pathways: Cybersecurity Analyst, Network Security Engineer, Security Engineer, Penetration Tester, Ethical Hacker, Forensic Analyst.
- Industry Credentials: Certiport ITS Networking, Certiport ITS Network Security, Certiport ITS Cybersecurity, EC-Council Ethical Hacking Associate, OSHA 10 General Industry.

This RFP seeks to engage a qualified programmatic consultant (hereinafter referred to as "the Consultant") to design and deliver three industry-based cybersecurity curriculum programs:

- **A. Cybersecurity Analyst Fundamentals:** A foundational program designed to introduce participants to the essential skills and knowledge required for a career as a cybersecurity analyst (the "Cybersecurity Analyst Fundamentals Program").
- **B. Cybersecurity Penetration Testing Foundations:** An advanced program focused on building the foundational skills and knowledge required for a career as a penetration tester within the cybersecurity domain (the "Cybersecurity Penetration Testing Foundations Program", together with the Cybersecurity Analyst Fundamentals Program, the "Programs").
- **C. Game Design:** Program components below:
  - Ideation: Students will explore foundational game design principles and define core mechanics. At the end of this phase, teams will have a solid game concept.
  - Prototyping: Students will translate their concepts into a physical prototype. Then, they will gather feedback and refine mechanics and user experience
  - Pitch: Students will participate in a final pitch session where teams present their game concept

The qualified Consultant will have:

- Proven experience in designing and delivering effective cybersecurity training programs.
- In-depth knowledge of cybersecurity concepts, including but not limited to:
  - Cybersecurity
    - Network security
    - Threat intelligence
    - Incident response
    - Penetration Testing
    - Compliance and Risk management
  - Game Design
    - Creative storytelling
    - Programming games
    - Utilizing game engines
    - ESports
- Strong instructional design and delivery skills, with experience in engaging diverse learners.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.

## E. SCOPE OF WORK

### Responsibilities

The Consultant will be responsible for the following:

- **Curriculum Development:**
  - Design and develop comprehensive curricula for all Programs.
  - Each Program should consist of 27 hours of instruction, delivered over four (4) days within a single week. The Cybersecurity Analyst Fundamentals Program will tentatively take place from January 20, 2026 through January 23, 2026 and the Cybersecurity Penetration Testing Foundations & Game Design Programs will take place either February 16, 2026 through February 19, 2026 or April 6, 2026 through April 9, 2025.
  - Curricula should be project-based and incorporate real-world scenarios and industry best practices.
  - Content should be delivered in a manner that is engaging, interactive, and accessible to a diverse range of learners.
- **Industry Professional Engagement:**
  - Source and coordinate at least two (2) guest speakers and industry professionals to provide insights and mentorship throughout the programs over the course of the program.
  - Facilitate collaborative projects with industry partners, where possible.
- **Program Delivery:**
  - Deliver engaging and effective instruction to participants in all Programs.
  - Maintain a positive and inclusive learning environment.
- **Student Support:**
  - Provide individual and group support to students throughout the programs.
  - Assist students in developing their professional skills, such as resume writing and interview preparation.
- **Program Administration:**
  - Maintain accurate attendance records for all participants.
  - Collect and maintain training plan documents for each student.
  - Conduct a final evaluation of student skill development, including pre- and post-assessment data collection and analysis.
- **Reporting:**
  - Submit regular progress reports to the Center, as required.
  - Provide a final report summarizing program outcomes and recommendations for future iterations.

## Deliverables

- **Curriculum Documents:**
  - Detailed lesson plans for each program, including learning objectives, activities, assessments, and materials.
  - Student handbooks and resource materials.
- **Attendance Records:**
  - Accurate and up-to-date attendance records for all participants in all programs.
- **Training Plan Documents:**
  - Collected and maintained training plan documents for each student.
- **Evaluation Reports:**
  - Pre- and post-assessment data.
  - Analysis of student performance and program effectiveness.
  - Final report summarizing program outcomes and recommendations

## F. PROPOSAL SUBMISSION REQUIREMENTS

Each Respondent to this RFP must submit its Proposal on or prior to the Proposal Deadline following the submission procedure set forth in this RFP.

The Proposal must be submitted digitally and shall include the following information:

- i. Cover Letter (maximum 1 page): Submit a letter providing:
  1. An executive summary of the Respondent's understanding of, and proposed approach to, the Scope of Work (as further detailed in Section E above);
  2. The firm's full name and address; and
  3. The name, address, telephone number and email address of the person authorized to represent the Respondent in all aspects of contract negotiations.
- ii. Previous Experience/Qualifications: Provide the following:
  1. A brief summary of the Respondent's background, services, location of your headquarters and the office that will administer the work, with an emphasis on your firm's experience with past projects involving research and analysis into engaging, attracting, and retaining businesses led by people of color and women (maximum 2 pages). Highlight your team's expertise in developing and executing cybersecurity curriculum and program for youth and working with nonprofits similar to BNYDC.
  2. Examples of 3 projects of similar size and scope completed by the Respondent in the past 5 years. For each project, explain the specific services performed and a list of names of the firm's staff assigned to the project (maximum 2 pages per project).
  3. Resumes for key project staff illustrating qualifications and relevant experience (maximum 2 pages per resume).
- iii. Proposed Project Approach (maximum 3 pages): Submit a brief narrative explaining the Respondent's proposed approach to the Work, including the following:
  1. Detailed description of the Respondent's approach to the Scope of Work that addresses your proposed procedures and methodology.

2. Proposed sequencing and schedule for completing this Scope of Work.
- iv. Cost Breakdown: Submit a detailed, per-semester cost breakdown for the Project. This cost breakdown should include the names and titles of the proposed personnel for the Project, proposed number of hours for all proposed personnel and their hourly rates, and any other breakdown of the costs needed for the full completion of this Project as set forth in this RFP. For avoidance of doubt, the figures provided in the Cost Breakdown should account for all requirements set forth in this RFP.

In addition to the information described above, Respondent's Proposal must include:

- Declaration of Understanding (attached as Exhibit A hereto)
- Confirmation of PASSPort compliance (attached as Exhibit B hereto)
- Doing Business Data Form (attached as Exhibit C hereto)
- M/WBE Information Form (attached as Exhibit D hereto)
- Acknowledged receipt of any Addendum to this RFP by attaching a signed copy of the Addendum to Respondent's Proposal.
- If a Respondent desires any material or substantive change(s) to the form of Contract (attached as Exhibit E hereto), Respondent must include any such proposed change(s) in its response to this RFP.

## G. PROPOSAL ADMINISTRATION

### 1. Inquiries:

Any questions or explanation desired by Respondents regarding the meaning or interpretation of this RFP must be emailed and received by BNYDC no later than 12:00 PM on October 17, 2025. BNYDC will evaluate the need to respond to inquiries. No verbal responses will be provided, and any information given to a prospective Respondent will be furnished to all prospective Respondents as an addendum to the RFP (an "Addendum"). All questions must be directed to:

Claire Ward  
Assistant Vice President, Career Pathways  
[steam.rfp@bnydc.org](mailto:steam.rfp@bnydc.org)

### 2. Submission Deadline:

Respondents shall deliver the proposal via email on or before October 24, 2025 (the "Proposal Deadline"). Any Proposal received after the Proposal Deadline will be

considered for evaluation solely at the discretion of BNYDC. Proposals shall be **emailed** to:

Claire Ward  
Assistant Vice President, Career Pathways  
Building 77, 141 Flushing Avenue, Suite 801  
Brooklyn, NY 11205  
[steam.rfp@bnydc.org](mailto:steam.rfp@bnydc.org)

3. Addenda:

Receipt of an Addendum to this RFP must be acknowledged by attaching a signed copy of the Addendum to the Proposal. Any Addendum shall become a part of the requirements for this RFP.

4. Interviews:

Interviews may be held with any or all of the Respondents after the receipt of Proposals. Interviews with BNYDC will be scheduled after its initial review of Proposals.

#### H. SELECTION PROCESS

BNYDC's Consultant Selection Committee will perform an evaluation of all Proposals submitted by Respondents. The Consultant Selection Committee will review, evaluate, and score each Respondent's Proposal based on the following criteria:

- a) Staff Experience (25%)
- b) Company Qualifications (25%)
- c) Scope Approach (40%)
- d) Cost (10%)

Upon selection, the successful Respondent must execute a Contract for the Work substantially in the form attached hereto as Exhibit E (the "Contract"). If a Respondent desires any material or substantive change(s) to the Contract, it must include any such proposed change(s) in its response to this RFP. The contents of the selected Proposal, together with this RFP and any formal questions and answers provided during the Proposal processes, may be incorporated into any final Contract at BNYDC's discretion. The anticipated Contract length is one (1) year with four (4) year extension options, exercisable at BNYDC's sole discretion.

## I. MISCELLANEOUS CONDITIONS

1. Non-binding Acceptance of Qualifications: This RFP does not commit BNYDC to award a contract for any work or services described herein.
2. Incurring Costs: BNYDC is not liable for any costs incurred in the preparation of a response to this RFP.
3. Modifications: Respondents may be asked to make such revisions, additions or deletions to their Proposals as may be required by BNYDC.
4. Reserved Rights: All Proposal material submitted becomes the property of BNYDC and BNYDC reserves the right at its sole discretion to:
  - a. Reject any and all Proposals received in response to this RFP at any time prior to signing of a contract with respect to the Work;
  - b. Award a contract to other than the lowest fee Respondent;
  - c. Waive, modify or correct any irregularities in Proposals received, after notification to the Respondent;
  - d. Change the structure of the proposed fee, if such is in the interest of BNYDC;
  - e. Negotiate the final scope, staff participation, and fee before entering into contract with successful Respondent;
  - f. Revise the fee as BNYDC may require subsequent to receipt of a competitively bid proposal for the Work;
  - g. Extend the time for submission of all Proposals after notification to all prospective Respondents;
  - h. Terminate negotiations with a selected Respondent and select the next most responsive Respondent, or take such other action as deemed appropriate if negotiations fail to result in a signed contract within a reasonable amount of time from the commencement of negotiations;
  - i. Terminate or modify the RFP process at any time and reissue the RFP;
  - j. Approve or reject any sub-consultants proposed by the Respondent; and
  - k. Request a change of any sub-consultant at any time in the contract process.
5. Contractual Requirements:
  - a. Any Respondent awarded a contract as a result of this RFP process will be required to sign a Contract substantially in the form as attached hereto as Exhibit E, except as otherwise provided for in this RFP.
  - b. Any information which may have been released verbally or in writing prior to the issuance of the RFP shall be deemed preliminary in nature and bind neither BNYDC nor the Respondent.
  - c. Any Respondent awarded a contract as a result of this RFP will be required to obtain clearance through the City's Procurement and Sourcing Solutions Portal ("PASSPort"). PASSPort moves the VENDEX process online, eliminating paper submissions. Since PASSPort clearance is a pre-requisite to BNYDC's award of a contract, Respondents are required to be registered and up-to-date in PASSPort prior to submitting their response to this RFP and to include their PASSPort identification number with submission of their Proposal. Non-



compliance with these submission requirements shall result in the disqualification of the Proposal and/or the Respondent and/or the cancellation of any contract after its award.

- d. Notice to Vendors: Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the Doing Business Data Form attached as Exhibit C hereto and return it with this proposal. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

**BNYDC appreciates your interest in this RFP and looks forward to receiving your Proposal.**

EXHIBIT A

**DECLARATION OF UNDERSTANDING**

By signing in the space provided below, the undersigned certifies that the Respondent (i) has read and understands the scope and requirements of the Work, as described in the RFP and all attachments; (ii) has the capacity to execute the Work, (iii) agrees to accept payment in accordance with the requirements of this RFP and the standard Contract, attached hereto as Exhibit E, and (iv) will, if its Proposal is accepted, enter into the attached Contract with the Brooklyn Navy Yard Development Corporation.

The undersigned further stipulates that the information in his/her Proposal is, to the best of his/her knowledge, true and accurate.

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Authorized Signature, Title

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Date

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Consultant Firm

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Business Address

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City

State

Zip

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Telephone Number

Fax Number

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Federal Tax Identification Number

☐ Corporation

☐ Partnership

☐ Individual

☐ Other (State)

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(Seal, if a Corporation)

EXHIBIT B

**CONFIRMATION OF PASSPORT COMPLIANCE**

The Respondent shall submit this Confirmation of PASSPort Compliance, which replaces VENDEX, and shall include its PASSPort identification number. All VENDEX processes are now completed in the PASSPort Portal, this replaces the paper forms. Please register and complete new questionnaires as soon as possible. PASSPort will not be importing any information from VENDEX. The main purpose of PASSPort is to be a completely paperless interactive system.

Please access to the NYC.gov PASSPort website thru the link below:

<http://www1.nyc.gov/site/passport/index.page>

[Confirmation Form of PASSPort Compliance Attached]

EXHIBIT C  
**DOING BUSINESS DATA FORM**

[Attached]

EXHIBIT D

**M/WBE INFORMATION FORM**

[Attached]

EXHIBIT E  
**FORM OF CONTRACT**