REQUEST FOR PROPOSAL
FRACTIONAL SECURITY AND RISK MANAGEMENT SERVICES
RFP Number: FY27-02

Background

Middle East Broadcasting Networks, Inc. (MBN) is a 501(c) (3) non-profit multimedia broadcasting corporation that provides news and information to audiences in the Middle East and North Africa (MENA).

MBN requires a qualified contractor to provide security and risk management services in support of its operations, personnel, facilities, digital assets, and organizational governance, as detailed in **Exhibit A**.

Bidders must register a statement of their intent to bid by Friday, November 6, 2026 to **Margaret Frederick at mfrederick@mbn-news.com** and **Latoya Walker lwalker@mbn-news.com.**

Bidders must submit a copy of their proposal by 12pm, November 18, 2026 via email to: **Margaret Frederick at mfrederick@mbn-news.com** and **Latoya Walker lwalker@mbn-news.com.**

Proposals that exceed 10MB must be sent using a web-based file transfer source.

All proposals must be accompanied by a certification that the terms offered therein are good for 90 days following the date of submission.

MBN reserves the right to accept, reject or negotiate modifications to any proposal.

Use of the MBN Logo is not permissible in proposal submittals.

Any proposal not submitted in accordance with the RFP instructions may be rejected and deemed non-compliant.

1. Purpose and Intent

MBN requires **security and risk management services as described in Exhibit A.** The successful bidder will be required to provide all management, materials, and labor necessary to perform the responsibilities set forth in this RFP.

A. Technical Proposal

Please review the technical specifications attached here to as **Exhibit A.** Bidders should keep these technical specifications in mind when addressing each of the requirements of this RFP. **The Technical Proposal shall consist of the following**:

i. Provide a detailed response describing your approach and ability to perform each service.
ii. Provide at least three (3) examples of similar security and risk management work performed.
iii. Provide at least three (3) references for relevant work performed within the last five (5) years.
iv. Provide a proposed timeline or implementation approach for commencement and delivery of the services.
v. Describe relevant experience of providing security services for media organizations and experience operating or coordinating security activities in the Middle East (These are desirable qualifications).

The technical proposal shall be submitted as a separate document.

B. Cost /Price Proposal

Pricing shall be Fixed Price. The cost/price proposal should include detailed pricing for equipment, personnel, training, transportation, licensing, and any other components necessary to your company's provision of Services, as detailed in **Exhibit A**. Bidders may submit pricing in a format of their choosing, indicating the total monthly and overall annual cost.

Bidders may submit pricing in a format of their choosing.

The cost/price proposal shall be submitted as a separate document.

C. Signature

Each proposal must be signed by an authorized official of the Bidder.

D. Exceptions and Deviations

Proposals containing exceptions to or deviations from the terms of this RFP may be deemed unacceptable. Bidders proposing exceptions to the terms and/or conditions of the RFP may not be considered. Any proposed exceptions or deviations must be explicit.

E. Cost Liability & Understandings

Bidders shall bear all costs associated with their submissions, including, without limitation, all costs associated with preparation of the RFP and/or any site visit and/or any other travel or expenses connected with the submission. MBN shall have no liability whatsoever for such costs. MBN assumes no responsibility for, and specifically denies any and all liability for, any costs incurred in the preparation or submission of any proposal by any Bidder. MBN is not responsible for any internal or external delivery delays that cause any proposal to arrive beyond the stated deadline. To be considered, a proposal must timely arrive at the place and by the method specified herein.

F. Statement of Rights

MBN reserves the right to:

i. Reject any or all proposals.
ii. Issue additional solicitations for proposals and/or addenda to this RFP.
iii. Select any proposal as the basis for the negotiation of a contract, and negotiate with the Bidder for amendments or other modifications.
iv. Conduct investigations regarding the qualifications of any Bidder.
v. Exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and/or the negotiation and award of any contract.
vi. Enter into an agreement for only portions of the services contemplated by the proposals and/or not enter into any agreement for any of said services.
vii. Select the proposal that best satisfies the needs and/or interests of MBN.

G. Obtaining Essential Information

MBN reserves the right to obtain additional information deemed necessary by it to determine the ability of any Bidder to carry out the obligations of the contract to be awarded, including, without limitation, information needed to evaluate the experience and financial capability of the Bidder to complete the requirements of the proposed contract.

H. Non-Collusion

By signing the proposal, the Bidder warrants and represents that its submission has not been solicited, secured or prepared, directly or indirectly, in a manner contrary to federal law and/or

the laws of the Commonwealth of Virginia, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of any resulting contract by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, directly or indirectly, to any employee, officer or official of MBN.

I. Conflict of Interest

The award of a contract is subject to all relevant Federal, state, and county laws and to the terms of MBN's grant agreement with the U.S. Agency for Global Media. All Bidders must disclose with their proposals the names of any officer(s), director(s) and/or agent(s) who is/are also an employee of MBN. Further, all Bidders must disclose the name of any MBN employee who has, directly or indirectly, an interest in the bidding firm or in any of its subsidiaries or affiliates.

2. Minimum Qualifications of Bidder

Bidders must possess at least five (5) years of continuous experience in providing the type of services contemplated by this RFP.

3. Contract

If MBN selects a proposal, a formal contract, with specifications, will be entered into between MBN and the successful Bidder. The proposal, or any part thereof, submitted by the successful Bidder may be attached to and may become a part of that contract. After selection of the successful proposal, MBN will draft the contract, which will not be binding on either party until signed by authorized officials of both parties.

4. Proposal Evaluation

MBN reserves the right to award a contract to the Bidder MBN determines to be responsible, to have submitted a complete proposal, and to have completed a proposal that meets the specifications and requirements deemed by MBN to be most advantageous to it and in its best interest. MBN reserves the right to negotiate with any one or more of the Bidders. MBN also reserves the right to reject all proposals, to waive any irregularities in any proposal, and to select a contractor by alternate means, in the event MBN determines that doing so is in its best interest.

Any and all statistical data provided in this RFP is for bid and informational purposes only.

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals.

i. Bidder's demonstrated experience and success in providing similar services.
ii. The completeness and responsiveness of Bidder's proposal, including its adherence to all RFP requirements, terms and conditions.
iii. Bidder's financial ability to provide the services requested.
iv. Bidder's Cost Proposal (including its competiveness and reasonableness).

EXHIBIT A
STATEMENT OF WORK

SECURITY AND RISK MANAGEMENT SERVICES

A. BACKGROUND AND OVERVIEW

Middle East Broadcasting, Networks, Inc. (MBN) is looking for a qualified contractor to provide security and risk management services for one year in support of its operations, personnel, facilities, digital assets, and organizational governance.

The services shall include corporate security policy and strategy development, risk assessments, security training, incident response, coordination related to the Middle East and North Africa (MENA) region, and related reporting and oversight. The contractor will work with relevant MBN teams and leadership in providing these services.

Most services may be performed virtually, however a representative will need to be physically at MBN Headquarters for a minimum of one week, 8 times during the year, or as needed. Travel to the region may also be required. All travel is to be arranged and paid for directly by MBN.

B. REQUIRED SERVICES & DELIVERABLES

Contractor is to provide the following services/deliverables:

1. Policy Development: Develop, write and support enforcement of corporate security policies, safety protocols, and governance frameworks.

2. Strategy & Governance: Design, implement, and oversee long-term security and risk management planning aligned with MBN business goals and applicable U.S. government standards such as what is used at USAGM, State Department and the other USAGM grantees.

3. Digital Security: Coordinate with MBN's technology team to advise on and implement best practices to maintain a strong digital security policy.

4. Security Training: Recommend and lead security training activities, including, as appropriate, Hostile Environment Awareness Training (HEAT) and active shooter drills.

5. Embassy and Regional Security Coordination: Coordinate and maintain relationships with Regional Security Officers (RSOs) at key U.S. embassies in the MENA region to assess risks in those countries. Develop and maintain a contact list of

all RSOs and Deputy RSOs in countries where MBN has journalists and/or targeted countries. Contact will be as needed after initial introductions.

6. Risk Assessments: Conduct regular and event-driven risk and vulnerability assessments covering physical facilities in the U.S. and operations in the U.S. and around the world.

7. Crisis Management & Incident Response: Lead security incident response activities; while working with in-house security team to coordinate with law enforcement and external providers as needed; and direct post-incident reviews, as appropriate.

8. Vendor & Budget Management: Recommend and substantiate risk-based security budgets, and evaluate and oversee third-party security vendors, including guard services.

9. Executive & Board Reporting: Communicate technical and physical security risks to leadership and board members using clear business-oriented metrics and reporting.

10. Travel & Physical/Operational Protection: Oversee travel risk management.