

REQUEST FOR PROPOSALS

**TO IMPLEMENT CYBERSECURITY PROGRAM,
RISK ASSESSMENT, IMPLEMENT APPROPRIATE CONTROLS, CREATE METHODS TO
REPORT CYBERSECURITY INCIDENTS, CREATE AND EXERCISE RESPONSE AND
RECOVERY PLANS AND PROVIDE CYBERSECURITY AWARENESS AND TRAINING
PROGRAM**

I. SCOPE OF WORK

General areas of concern include, but are not limited to:

1. Access Control
2. Account Management
3. Audit and Accountability
4. Communication Protection
5. Configuration Management
6. Continuity
7. Incident Response
8. Information Protection
9. Monitoring and Malware
10. Organization
11. Personnel
12. Physical Security
13. Plans
14. Policies
15. Policies and Procedures General
16. Portable/Mobile/Wireless
17. Procedures
18. Remote Access Control
19. Risk management and Assessment
20. System and Services Acquisition
21. System Integrity
22. System Protection
23. Training

Implement Cybersecurity Program, which includes the following:

- Conduct a Risk Assessment and Implement Appropriate Controls
- Create Methods to Report Cybersecurity incidents & suspicious activity.
- Create and Exercise Incident Response and Recovery Plans
- Provide Cybersecurity Awareness and Training Program

- Technical support for 5 years
- Other Related Work

Continued Support

- Technical support for five years
- Revise the program 180 days after implementation

Providing bid phase services

- Supply a sufficient number of bid documents for each of the contracts bid on under this program.
- Receive and, when appropriate, provide answers to questions properly asked by bidders.
- Review bids and issue a bid report with recommendations for the award of the contract for each of the contracts bid under this program.

Fee Structure

- The proposal shall include proposed hourly costs for everyone's performing services described above and for any services additional services offered by the engineering company submitting the proposal. The total compensation, including direct expenses, shall not exceed the estimated amount of \$300,000.

PROPOSAL FORMAT AND CONTENT

Firms shall submit their proposals in accordance with the following:

A. Technical Proposal Requirements

1. Cover Letter - a brief cover letter summarizing the key points of the proposal.
2. Project objectives - a general description of the firm's approach to providing the services required for each part of the work.
3. Project organization and management - including the following:
 - a. A brief narrative describing the proposed project management plan, including a description of the respective functions of all team members.
 - b. An outline of the project staffing plan indicating the level of personnel to be involved in the project, their roles and the person designated as project manager.
 - c. A statement specifying the involvement of key personnel included in the organization chart.
4. Project work program and flow chart - a detailed description and discussion of the firm's proposal for addressing the work in each part of the project including a discussion of any substantive or innovative ideas used by the firm on similar projects and any suggestions that

the firm believes will simplify the work required by the RFP and that will result in lower costs. A preauthorized layout of the cleaning and all signing areas is attached.

5. Implementation schedule - a schedule showing the amount of time allotted to complete the work required.

6. Staffing plan and resumes - a discussion of the qualifications of all professional staff members who will work on the project and resumes for each staff member showing pertinent work experience.

7. Recent experience and credentials of the firm - a discussion of recent relevant experience with similar projects including a brief description of company assignments of similar studies or projects.

8. Reference list - a list of at most five clients with addresses and contact persons for whom similar study or work has been performed.

Firms seeking to be considered for this project shall submit proposals containing the information set forth below.

1. Name, address and telephone number of the firm, contact person, and (if other), lead professional in charge of the project. Any MBE/WMB firms associated with the project should also be identified.

2. Resumes of all professionals who will be working on the project and the specific responsibilities of everyone with respect to this project.

3. Examples of similar or comparable projects undertaken by the firm including illustrative material and references.

4. Schedule for the completion of the project.

5. Any comments, discussion, or identification of issues with respect to the project in narrative form.

B. Fee Proposal

Proposers shall provide hourly rate schedules for all staff who will be assigned to the project. Compensation shall be paid based on hours worked and approved along with approved direct expenses. The total estimated compensation shall not exceed \$300,000. The proposal should specify any materials, documents, and information that the proposed firm believes that City will be expected to provide and any tasks the respondent believes that the city must carry out for the work to take place successfully.

PROPOSAL EVALUATION CRITERIA SHALL BE AS FOLLOWS:

Basis of Proposal Evaluation

- Technical approach- 25%
- Relevant corporate experience - 20%
- Qualifications of the project team - 35%
- Logistical capabilities - 20%