

Request for Proposals

Cybersecurity Services

Warren County School District

April 14, 2022

Issued by:

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Warren County School District
Cybersecurity Services RFP

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1 Administrative Items

1.1 Background

Warren County, Pennsylvania, is located in the beautiful northwest corner of the Commonwealth. The Warren County School District serves a majority of the county, with small portions of the county being served by the Corry Area and Titusville Area School Districts. The district spans 788 square miles, making it the second-largest in the state in terms of geography.

The district consists of four elementary schools, one middle school, three middle/high schools, one high school, and one Career Center. Approximately 701 individuals are employed by Warren County School District and they server approximately 4100 students in grades K-12.

The district infrastructure consists of approximately:

Description	Quantity
VLAN's	15
Wireless AP's	550
Private IP addresses	11-15K in use daily
Public facing IP addresses	6
End user devices	8200
Servers	100
Printers	150
IP Telephones	775
IoT Devices	550
Data Closets	55

1.2 Purpose

Warren County School District is seeking proposals to help improve it's cybersecurity posture. An independent assessment of current information systems, infrastructure, policies, procedures is being sought. Proposals must include a timeline and plan for remediation of any issues that have been identified. Finally, a follow-up assessment will be needed to ensure that issues have been adequately addressed.

2 Proposal Requirements

2.1 Due Date

Proposals must be received by **2:00 pm EDT on May 19, 2022**. Proposals received after the specified time and date may be disqualified. The service provider assumes the risk of any delays that may be associated with the District receiving its proposal and is encouraged to confirm with the District that its proposal has been received in advance of the deadline.

2.2 Delivery Options

A single hard copy **AND** an electronic copy on a USB drive, CD, or other media must be delivered together in a sealed envelope or box.

Proposals must be delivered to:

ATTN: Gary L. Weber
Cybersecurity Proposal
Warren County School District
6820 Market Street
Russell, PA 16345

2.3 Timeline

Event	Date
RFP Release	April 14, 2022
Optional Service Providers Meeting (virtual)	April 26, 2022
Questions Due	April 29, 2022
Question and Answer Addendum posted	May 5, 2022
Proposals Due	May 19, 2022
Vendor Oral Presentations – if needed	May 23-26, 2022
Anticipated award	June 13

2.4 Questions

Questions must be submitted in writing to <it_bids@wcsdpa.org>. Questions and their written responses will be posted in an addendum and placed on the bid website at

<www.WCSDPA.org> under “Current Bids/Solicitations”. It is the responsibility of proposers to check the website periodically to ensure that they have the latest information.

2.5 Addenda

All addenda will be posted to <www.WCSDPA.org> under “Current Bids/Solicitations”. It is the responsibility of proposers to check the website periodically to ensure that they have the latest information.

2.6 Service Provider Meeting

An optional Service Providers meeting will be held virtually as noted in the timeline. This meeting will provide a brief overview of the RFP and provide an opportunity to ask questions. Service Providers must email <it_bids@wcsdpa.org> to request a copy of the URL to join the meeting. The meeting link will not be posted publicly.

2.7 Oral Presentation

Service Providers may be invited to give an oral presentation to the district on the details of their proposal. If needed, those presentations will be scheduled as noted in the timeline.

2.8 References

Three references must be provided. These references should be for engagements of a similar size and scope as this project. References must include:

- Organization Name
- Address
- Contact person
- Contact email address
- Contact telephone number
- Brief description of the work performed including the year

2.9 Evaluation Criteria

Criteria	Points
Proposal meets needs of district	40
Experience	30
References/Performance	20
Price	10
Total Points	100

2.10 Acceptance/Rejection

The District reserves the right to accept or reject any or all Proposals, to waive any technicality in any Proposal submitted, and to accept any part of a Proposal deemed to best serve the interests and needs of the District and said determination shall be final. Proposals may be held by the District for a period not to exceed ninety (90) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of the Proposers, prior to the awarding of the contract.

By the submission of any proposal, the service provider agrees that in the event its proposal is rejected by the District for any reason and such rejection is contested by the service provider through the commencement of legal proceedings, whether in law or in equity, the District shall be entitled to an award of reasonable attorney fees and costs if the District's rejection of the proposal is upheld, affirmed or otherwise not set aside.

2.11 Proposal Withdrawal

Proposals may be withdrawn any time prior to the due date by making that request in writing to the issuing officer. Proposals may not be withdrawn after the due date. Pricing in the proposal must be valid, and open for acceptance by the District, for a minimum of 90 days after the due date.

2.12 Debarment/Suspension

A contract award will not be made to parties listed on the government-wide exclusions in the system for award management (SAM) in accordance with OMB Guidelines at 2 CFR § 180, relating to "Debarment and Suspension." The service provider represents that it has not been and is not currently listed on the government-wide exclusions, nor been debarred or suspended from participating in any state or local public contracts. The service provider further agrees to immediately notify the District if the service provider is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

3 Statement of Work

3.1 Scope

Warren County School District is seeking proposals to:

- 1) **Initial Assessment** of their current cybersecurity posture
- 2) **Reports** of findings
- 3) **Action Plan** - Receive an itemized plan and timeline to improve cybersecurity
- 4) **Consulting Services** on an as needed basis to help implement the Action Plan
- 5) **Re-Assessment** of their new cybersecurity posture to ensure that improvements have been adequately made

The initial assessment must be completed and the Action Plan delivered within 120 days of contract signing. The action plan should be prioritized so that the district can work to address all action items within 30 months. The Re-assessment will happen at that time.

3.1.1 Initial Assessment

Assess the state of information security, identify vulnerabilities and weaknesses in IT operations, infrastructure, internal controls, policies, procedures, and systems in use at the District. The cybersecurity assessment proposal should address but is not limited to, the following areas of concern.

The project scope includes:

1. Benchmark existing IT security policies, practices and procedures and against NIST 800-53, SANS Institute, OWASP, and other applicable industry standards. Review the gaps and observations with school district management and make suggestions to revise and align information security policies and standards with best practices.
2. Vulnerability Assessment – Perform an in-depth cybersecurity vulnerability assessment and penetration testing of logical and physical IT infrastructure:
 - a) Internal Network - All internal systems to include workstations, servers, switching/routing infrastructure, virtualization and storage infrastructure, IoT, and other devices that are connected to the network. Including all Demilitarized (DMZ) systems to include flow controls from external to internal systems.
 - b) External Network - All external public facing systems to include firewalls, load balancers, web servers, ftp servers, and web service interface points.
 - c) Wireless Network – All wireless systems to include internal touch points from all SSID, broadcast or hidden, encryption, password policies, and access by SSID.
3. Assess network segmentation (VLAN's, Routing, ACL's, etc) architecture to ensure that it is designed appropriately and operating effectively.
4. Review all firewall rules and policies currently in place.

5. Review malware detection and mitigation software and procedures.
6. Perform penetration testing of all publicly accessible IP addresses.
7. Assess lateral movement capabilities from each server that permits direct access from the public internet.
8. Physical access controls testing - Determine if the current physical security is effective. Including access to keys, electronic access methods, and logging of access.
9. Remote Access/External Partners – Assess remote access and security of network connections and data traffic to and from external sources including but not limited to eFinance, Office 365, eSchool, and Classlink.
10. Social engineering component - perform social engineering efforts to verify the existence and effectiveness of procedural controls to prevent unauthorized physical and electronic access to IT systems and data.
11. Verify that existing user training for identifying phishing emails is effective and that technology measures to limit damage from clicking on a phishing link are appropriate.
12. Internet usage – Asses URL/web filtering and access restrictions.
13. Host based security – Assess security of critical systems at operating system and database layers and associated identity and access management controls.
14. All work should be completed without interruption to the school district network.
15. Any onsite work requiring District staff to be available should be completed between the hours of 8 am to 4 pm EST.

3.1.2 Reports

Various reports to be provided as noted in the deliverables section.

3.1.3 Action Plan

1. Include a prioritized list of items to be addressed by school district staff.
2. The action plan is intended to be implemented over a period of 30 months.
3. Separate budget section of the action plan to detail anticipated new expenses that may be required to fully implement the action plan.

3.1.4 Consulting Services

The district is seeking pricing options from the selected firm to make experts available on an as-needed basis during the time that it is addressing the items on the action to ensure that planned actions will effectively address each item.

3.1.5 Re-Assessment

Perform the items that were done in the initial assessment and provide updated reports and action plan. This re-assessment shall occur approximately 30 months after the action plan is provided to the district.

3.2 Deliverables

1. Provide an Executive Summary with the cybersecurity posture of Warren County School District relatable and understandable to non-technical management.
2. Provide a detailed report on all areas that were evaluated, testing and attack scenarios used, vulnerabilities discovered, risk ratings, staffing, training, policies, procedures, processes, software, monitoring, accounting, and access control.
3. Detailed explanations of the implications of findings, business impacts, and risks for each of the identified exposures.
4. **Action Plan**
 - a) Include a prioritized list of items to be addressed by school district staff.
 - b) The action plan is intended to be implemented over a period of 30 months.
 - c) Separate budget section of the action plan to detail anticipated new expenses that may be required to fully implement the action plan.

4 Submission Instructions

The following items must be included with your submission.

1. Proposal explaining your qualifications and process to achieve the deliverables
2. Three References
3. Pricing provided in three parts
 - a) Initial assessment, reporting, and action plan
 - b) Hourly rate and/or block hours for additional services during the mitigation phase

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- c) Re-assessment and update reporting
- 4. Non-collusion affidavit
- 5. Proposed Contact between the Service Provider and the District.

A single hard copy of these documents **AND** an electronic copy on a USB drive, CD, or other media must be delivered together in a sealed envelope or box.

Proposals must be delivered to:
ATTN: Cybersecurity Proposal
Warren County School District
6820 Market Street
Russell, PA 16345

And must be received by **2:00 pm EDT** on **May 19, 2022**.

5 APPENDIX A: NON-COLLUSION AFFIDAVIT INSTRUCTIONS & FORM

1. This Non-Collusion Affidavit is material to any contract pursuant to this RFP. According to the Pennsylvania Antbid-Rigging Act, 73 P.S., Sections 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Service Provider who makes the final decision on prices and the amount quoted in the RFP.

3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Service Provider with responsibilities for the preparation, approval or submission of the bid.

4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the Bid Documents, and an Affidavit must be submitted separately on behalf of each party.

5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Project Name: _____

Owner: _____

Project No.: _____

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COMMONWEALTH OF PENNSYLVANIA:

:SS

COUNTY OF _____ :

I state that I am _____
of _____ and that I am authorized to make this affidavit
on behalf of my firm, and its owners, directors, and officers. I am the person responsible in
my firm for the price(s) and the amount of this bid.

I state that:

1) The price(s) and amount of this bid have been arrived at
independently and without consultation, communication or agreement with any other
contractor, Service Provider or potential Service Provider.

(2) Neither the price(s) nor the amount of this bid, and neither the
approximate price(s) nor approximate amount of this bid, have been disclosed to any other
firm or person who is a Service Provider or potential Service Provider, and they will not be
disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person
to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any
intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any
agreement or discussion with, or inducement from, any firm or person to submit a
complementary or other noncompetitive bid.

(5) _____,
its affiliates, subsidiaries, officers, directors and employees are not currently under
investigation by any governmental agency and have not in the last four years been convicted
or found liable for any act prohibited by State or Federal law in any jurisdiction, involving
conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____
understands and acknowledges that the above representations are material and important,
and will be relied on by the Owner in awarding the contract(s) for which this bid is submitted.

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I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Owner of the true facts relating to the submission of bids for this Agreement.

Name:

Title:

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 2022

NOTARY PUBLIC

My Commission Expires _____

6 APPENDIX B: INSURANCE REQUIREMENTS

The successful vendor will be required to provide a certificate of insurance to the District prior to the issuance of the purchase order and commencement of the contract.

Additional Insured Requirement

Name Warren County School District as an additional insured.

Coverage Amounts Required

Commercial General Liability Coverage

\$1,000,000 per occurrence
\$3,000,000 aggregate

Comprehensive Automobile Coverage

\$1,000,000 combined single limit

Worker's Compensation and Employers Liability

Must carry coverage for Statutory Worker's Compensation and Employers Liability limit of:

\$100,000 Each Accident
\$500,000 Disease Policy Limit
\$100,000 Disease -Each Employee

Must include coverage for occupational disease, sickness, and death

Must include Broad Form All States Endorsement/other states endorsement

ADDITIONAL REQUIREMENTS

Must include Premises and Operations Liability

Must include Explosion, Collapse and Underground Coverage

Must include Broad Form Blanket Contractual

Must include Personal Injury (Group A, B, C) and delete Employment exclusion Must include Product and Completed Operations Coverage

Must include Broad Form Property Damage including Completed Operations Must include Independent Contractors Coverage (Owners & Contractors protective)

Warren County School District District requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.