

REQUEST FOR QUOTATIONS MINORITY BUSINESS ENTERPRISE (MBE)

SET ASIDE

DATE ISSUED: March 31, 2010

Procurement Opportunity Document #: OITRFQ003

The State of Ohio, through the Department of Administrative Services (DAS), Office of Information Technology (OIT), Information Security & Privacy program area is requesting proposals for an information security/risk management consultant to assist the Interim Chief Information Security Officer in performing risk assessments and developing appropriate mitigation strategies to address findings.

INQUIRY PERIOD BEGINS:	Wednesday March 31, 2010
INQUIRY PERIOD ENDS:	Wednesday, April 7, 2010
OPENING DATE:	Monday, April 12, 2010
OPENING LOCATION:	Department of Administrative Services Office of Information Technology Information Security & Privacy 30 E Broad Street. 39 th Floor Columbus, Ohio 43215

This RFQ consists of the following Parts and Attachments, totaling 9 consecutively numbered pages. Please verify that you have a complete copy.

PARTS

Part One	Position Requirements
Part Two	Term & Contract
Part Three	Proposal Format
Part Four	Evaluations
Part Five	Proposal Inquiries
Part Six	Account & Billing Requirements

ATTACHMENTS

Attachment 1	Candidate Reference Form
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Background:

Information Security & Privacy seeks information security subject matter expertise to assist in the performance of risk assessments, development of mitigating controls and alignment of overall information security strategy.

Information Security & Privacy is seeking a single qualified candidate to serve in a direct support role for the State CISO. This individual will work primarily in the Ohio Administrative Knowledge System (OAKS) Service Assurance area to continue the work of implementing an information security management program for OAKS. Priority focus is on completing a risk assessment of both the production and disaster recovery environments and providing a mitigation strategy to address any risks found during the assessment. The contract will be valid from award until June 30, 2010.

PART ONE: POSITION REQUIREMENTS**A. General IT Contractor Skill Set:**

Information Security & Privacy seeks candidate organizations with staff or subcontractors who have the following qualifications:

1.1. Any proposed information security consultant candidate should have the ability to:

- conduct technical research into various IT subject matter areas.
- evaluate large amounts of material and draw logical conclusions to help determine the appropriate course of action.
- formulate recommendations for senior management.
- communicate effectively both orally and through work products.
- author reports, policies, standards, procedures, presentations, and similar documents.
- manage time effectively and approach work assignments in an organized and deliberate manner.
- interact with both technical and non-technical subject matter experts.
- work independently and in a team environment.
- conduct and facilitate meetings.
- complete other tasks as assigned.

1.2. Specific Subject Matter Expertise in one or more of the following areas:

- a. Access Control Systems and Methodology
- b. Telecommunications and Network Security
- c. Business Continuity Planning and Disaster Recovery Planning
- d. Security Management Practices
- e. Security Architecture and Models
- f. Law, Investigation, and Ethics
- g. Application and Systems Development Security
- h. Cryptography
- i. Computer Operations Security
- j. Physical Security

1.3. Experience

- Minimum of 5 years of experience in researching and documenting IT policy or standards.
- Minimum of 3 years of experience performing risk assessments of systems, organizations and or proposed solutions.
- Minimum of 5 years of work experience in three or more of the subject matter areas specified in section 1.2.
- Minimum of 3 year of experience working in a client/contractor environment.
- Experience with NIST 800-53 controls is preferred
- CISSP, CISA, CISM, CGEIT or comparable certification.
- Experience in a government setting is preferred but not required.

PART TWO: TERM & CONTRACT

- The contract will be for **Time and Material** through State Term Schedule (STS) contract.
- The term will be until June 30, 2010.
- Contractors will complete work on-site, any exceptions must be approved by the Interim State Chief Information Security Officer.
- No additional costs, such as travel, meals, lodging, taxes, parking or other associated costs may be charged separately for this work. The vendor's sole compensation for the duties described herein shall be the billings at the vendor's hourly rate.
- All contractors shall read, acknowledge and follow DAS policies, rules and guidelines.
- All work performed by the vendor shall be deemed a "work-for-hire," and shall be the sole property of the State of Ohio. The vendor may not use such work without written consent from the Interim State Chief Information Security Officer.
- Contractors shall use state provided equipment, any exceptions shall be approved by the Interim State Chief Information Security Officer.
- The vendor, as a component of the project kick-off meeting, will be required to sign any state policy documents that are deemed appropriate by Interim State Chief Information Security Officer.

PART THREE: PROPOSAL FORMAT

The offeror's response shall clearly demonstrate how their proposed candidates meet the requirements outlined in Part One of this RFQ. The Offeror's response must identify the roles and responsibilities of all proposed candidates, and must include a resume for each candidate. Should the contract be awarded, consultant substitutions are permitted only with the approval of the Interim State Chief Information Security Officer.

Each proposal must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the non-conforming proposal.

- Cover Letter
- Company Profile (history, past & current clients)
- State Term Schedule Certification
- Candidate Information:

- Candidate Resumes
- Candidate References (3 minimum) – see Attachment 1
- Optional candidate writing sample(s)
- Candidate Hourly Rate (The offeror's pricing will include citations of all eligible costs from their state term schedule including page number, labor category, and hourly rate.)

The offeror shall not include any terms and conditions that add to, take away from, or conflict with their existing state term schedule. NO EXCEPTION WILL BE MADE TO THIS PROVISION.

The State will not be liable for any costs incurred by any offeror in responding to this RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract.

Proposal Submittal Instructions:

Please reply to David Shaw, Interim State Chief Information Security Officer, (30 E. Broad St., 39th floor, Columbus, OH 43215) with a written proposal no later than 3:00 pm on Friday, April 09, 2010.

Please submit proposals in both electronic and hard copy form. Each offeror must submit three (3) complete and signed hard copies of its proposal, and each proposal must be clearly marked "**Information Security & Privacy Proposed Contractors.**" The State will reject late proposals regardless of the cause for the delay. The State may also reject any proposal that it believes is not in its interest to accept and may decide not to do business with any of the offerors responding to this RFQ.

Revised Code Section 9.24 prohibits the State from awarding a Contract to any offeror (s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFQ, without notifying DAS of such finding.

All proposals and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the contract has been awarded.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFQ.

Waiver of Defects

The State has the right to waive any defects in any proposal or in the submission process followed by an offeror. But the State will only do so if it believes that is in the State's interest and will not cause any material unfairness to other offerors.

PART FOUR: EVALUATIONS

In general, the offeror that provides the best value will be selected. The following evaluation criteria will be referenced in order to determine the best value:

- Relevant experience of proposed team members
- Relevant skill level of proposed team members
- Proposed contractor rate(s)
- Company profile (history, past & current clients)
- Interview Evaluation
- Review of optional writing sample for overall quality and accuracy

The State will evaluate and numerically score each proposal. The evaluation will be according to the criteria contained in Parts One and Four of the RFQ. The evaluation will result in a point total being calculated for each proposal. Those offerors submitting the highest-rated proposals may be scheduled for the next phase. The number of proposals forwarded to the next phase will be within the committee's discretion, but regardless of the number of proposals selected for the next phase, they will always be the highest rated proposals from the initial evaluation phase. At any time during the initial evaluation phase, the State may ask an offeror to correct, revise, or clarify any portion of its proposal.

Once the technical merits of a proposal are considered, the costs of that proposal will be considered. But the State may also consider costs before evaluating the technical merits of the proposals by doing an initial review of costs to determine if any proposals should be rejected because of excessive cost.

During the evaluation process, the State may request clarifications from any offeror under active consideration. It also may give any offeror the opportunity to correct defects in its proposal. But the State will allow corrections only if they do not result in an unfair advantage for the offeror and it is in the State's best interest.

Interviews

The State may require top-ranking candidates to interview with the State. Such interviews provide the State an opportunity to test and probe the professionalism, qualifications, skills and work knowledge of the top ranking candidates.

The interviews will be structured around standard sets of oral and written questions. The same sets of questions will be used for all candidates. The interviews will be scheduled at the discretion of the State and will be held at OIT, 30 E. Broad Street, Columbus, Ohio 43215. At its own expense, the offeror must make its candidate(s) available on-site within five working days following the State's notification. All interview questions will be evaluated using zero (0) for does not meet, two (2) for meets and four (4) for exceeds.

The contractor will not be permitted to substitute personnel for those submitted for RFQ evaluation (during the RFQ evaluation or at project start-up), except when a candidate's unavailability is no fault of the contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.). Note: If a substitution situation occurs the proposal will be re-evaluated. If the substitution gives the contractor an unfair advantage, the proposal may be eliminated or the other vendors will also be given the chance to substitute and the process must start over.

PART FIVE: PROPOSAL INQUIRIES

Offerors may make inquiries regarding this RFQ any time during the inquiry period listed on the RFQ cover sheet. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 24 hours, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 a.m. on the inquiry period end date. The State may extend the proposal due date.

To make an inquiry, offerors must use the process outlined below.

- Access the State Procurement Web site at <http://procure.ohio.gov/>.
- From the Navigation Bar on the left, select "Find It Fast".
- Select "Doc/Bid/Schedule #" as the Type.
- Enter the RFQ number found on the first page of this RFQ (the RFQ number begins with "DAS").
- Click the "Find It Fast" button.
- On the document information page, click the "Submit Inquiry" button.
- On the document inquiry page, complete the required "Personal Information" section by

providing:

- First and last name of the prospective offeror's representative who is responsible for the inquiry;
 - Name of the prospective offeror;
 - Representative's business phone number, and
 - Representative's e-mail address.
- Type the inquiry in the space provided, including:
 - A reference to the relevant part of this RFQ;
 - The heading for the provision under question, and
 - The page number of the RFQ where the provision can be found.
 - Click the "Submit" button.

An offeror submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an e-mail acknowledging receipt. The offeror will not receive a personalized response to the question nor notification when the State has answered the question.

Offerors may view inquiries and responses on the State's Procurement Web site by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

PART SIX: ACCOUNT AND BILLING REQUIREMENTS

Account Information: The Offeror shall provide the following information with their response:

- Business Name and Address
- Business Owner or Principle responsible for the agreement
- Contact Phone
- Contact e-mail address
- Federal Tax ID Number, with a completed form W-9 if requested
- State Term Schedule Number

Billing Requirements: All invoices to the Ohio Office of Information Technology shall be:

- No less than monthly, or after deliverable(s) have been approved by Client.
- Submitted within 10 business days following Client approval of services performed.
- Include the following:
 - a. Description of service provided for the invoice period
 - b. Deliverable(s) completed with Client acceptance
 - c. If hourly based, project time sheets signed by employee(s) with Client approval
 - d. Company Name
 - e. Purchase Order Number
 - f. Remittance Information
 - g. Date of Invoice, and date(s) services were performed
- Submit invoice(s) to:
 - Ohio Shared Services
 - PO Box 182880
 - Columbus, OH 43218-2880

**ATTACHMENT ONE
PERSONNEL PROFILE SUMMARY
CANDIDATE REFERENCES**

Candidate's Name:

References. Provide three references for which the proposed candidate has successfully demonstrated meeting the requirements of the RFQ on projects of similar size and scope in the past five years. The name of the person to be contacted, phone number, company, address, brief description of project size and complexity, and date (month and year) of employment must be given for each reference. These references must be able to attest to the candidate's specific qualifications.

The reference given should be a person within the client's organization and not a co-worker or a contact within the offerors organization.

If less than three references are provided, the offeror must explain why. The State may disqualify the Proposal if less than three references are given.

Client Company:	Client Contact Name:	Client Contact Title:	
Client Address:		Client Contact Phone Number:	
Project Name:		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
Description of services provided that are in line with those to be provided as part of this Project:			
Description of how client project size and complexity are similar to this project:			

