

# AMENDMENT #1 FOR RFP NUMBER 0A1181

**DATE AMENDMENT ISSUED: August 5, 2016**

The State of Ohio, through the Department of Administrative Services, for the Ohio Office of Information Technology Services is requesting proposals for:

## TrustOhio RFP

<b>DATE ISSUED:</b>	July 14, 2016
<b>INQUIRY PERIOD BEGINS:</b>	July 14, 2016
<b>INQUIRY PERIOD ENDS:</b>	August 12, 2016
<b>OPENING DATE:</b>	<del>August 26, 2016</del> *September 9, 2016
<b>OPENING TIME:</b>	1:00 P.M.
<b>OPENING LOCATION:</b>	Department of Administrative Services General Services Division Bid Desk 4200 Surface Road Columbus, Ohio 43228-1313

This RFP consists of five parts and ten attachments, totaling 119 consecutively numbered pages. Supplements also are attached to this RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.

In lieu of taking exceptions to RFP requirements, including but not limited to terms and conditions, scope of work statements, service levels requirements, etc., or providing assumptions that may be unacceptable to the State, offerors are strongly encouraged to use the inquiry process in Part Three of the RFP.

**Calendar of Events.** The schedule for the RFP process and the Work is given below. The State may change this schedule at any time. If the State changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Website's question and answer area for this RFP. The Website announcement will be followed by an amendment to this RFP, also available through the State's Procurement Website. After the Proposal due date and before the award of the Contract, the State will make schedule changes through the RFP amendment process. Additionally, the State will make changes in the Work schedule after the Contract award through the change order provisions in the General Terms and Conditions Attachment to this RFP. It is each prospective offeror's responsibility to check the Website question and answer area for this RFP for current information regarding this RFP and its Calendar of Events through award of the Contract.

**Dates:**

Firm Dates

RFP Issued:	July 14, 2016
Inquiry Period Begins:	July 14, 2016
Inquiry Period Ends:	August 12, 2016, at 8:00 a.m.
Proposal Due Date:	<del>August 26, 2016</del> *September 9, 2016 at 1:00 p.m.

Estimated Dates

Award Date:	October 2016
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Estimated Work Dates

Work Begins:	November 2016
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There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

## ATTACHMENT THREE: REQUIREMENTS FOR PROPOSALS

**Proposal Format.** These instructions describe the required format for a responsive Proposal. The offeror may include any additional information it believes is relevant. The offeror's proposal submission must be submitted using the Microsoft Word® version of the RFP to provide an **in-line response** to the RFP. An identifiable tab sheet must precede each section of the Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Offeror responses should use a consistent contrasting color (blue is suggested to contrast with the black text of this document) to provide their response to each requirement so that the offeror response is readily distinguishable to the State. Below is an example of the required format for responding to the RFP requirements. To aid offerors in the creation of the most favorable depiction of their responses, alternative formats are acceptable that use typefaces, **styles** or **shaded backgrounds**, so long as the use of these formats is consistent throughout the offerors response and readily distinguishable from the baseline RFP. Alterations to the State provided baseline RFP language is strictly prohibited. The State will electronically compare offeror responses to the baseline RFP and deviations or alterations to the State's RFP requirements may result in a rejection of the offeror's Proposal.

To ensure that each Proposal addresses the required sections of the RFP, offerors must address each RFP requirement by section and sub-section heading and provide the offeror's proposed solution or response to the requirement by section and subsection **in-line** using the provided Microsoft Word version of this RFP.

**Illustrative Example: Customers Served in the Widget Space:**

**Instructions:** *The offeror is to describe the customers (i.e., companies, agencies, entities, etc.) served in the Widget domain and the nature of the services provided, as well as the duration of the service.*

**Offeror Response: *The Acme Corporation has been in business for over 20 years, Acme is a leading supplier of Widget and Widget based services with clients in a variety of sectors including public (23 states) and private (125 of the Fortune 400).***

Additionally, offerors must include the entire content of Attachment Four as a single section in their proposal. **Offerors must include a statement at the beginning of the section** indicating that the offeror has read, understands and agrees to the General Terms and conditions contained in Attachment Four.

Each Proposal must include a response to every request for information in this attachment **and Supplement 4 as well as any Supplement to which they are responding. All offerors must address Supplement 4.** When a detailed response is required, simply repeating the RFP's requirement and agreeing to comply may be an unacceptable response and may cause the Proposal to be rejected.

Offerors are required to page limit their responses to each Supplement to be no longer than three times the State provided page count in Supplement 1. As offeror responses are to respond in an inline format, and by way of example, if Supplement 1 is approximately 40 pages, the offeror's inline response, inclusive of State requirements shall not exceed 120 pages in total. Offerors should choose a similarly sized typeface (generally 10 point for text and 8 point for tables) as are included in the State's requirements and not utilize smaller than 8 point fonts to work under this page limit restriction.

Offerors are advised to limit offeror marketing statements and positioning to the area(s) of the Proposal applicable to those statement(s) and not include duplicative or otherwise repetitive statements throughout its response. This page limit shall not apply to: State mandatory forms, representations and affirmations, response form(s) and other structured forms required under this RFP.

offeror understands the requirements of this RFP and how the offeror's proposed services meets those requirements.

- All Supplements are being provided as Microsoft Word and Excel documents through the State's procurement website as a convenience for responding to the RFP. The Supplement's content must not be modified. If the content is modified, reformatted or omitted, the offeror's response may be disqualified. As part of their response, Offerors are to provide native Microsoft Word and Excel based documents that comprise the requirements of a Supplement, inclusive of their response. ~~\*as well as Excel based versions of the embedded Requirements Matrices in Excel format as provided. For the avoidance of doubt, Requirements Matrices must be provided both inline (in Microsoft Word) as well as independently (as Microsoft Excel).~~

For Supplements Two and Three, offerors must include a statement at the beginning of the section indicating that the offeror has read, understands and agrees to the Requirements, General Scope of Work, Statement of Work Solicitation Process, and Special Provisions contained in each Supplement.

For Supplement Two, Offerors are only required to address Sections 6.0 through 6.3.

For Supplement Three, Offerors are only required to address Sections 5.0 through 5.3

- Supplement 4: Security and Privacy is being provided as a Microsoft Word document through the State's procurement website as a convenience for responding to the RFP. The supplement's content must not be modified. If the content is modified, reformatted or omitted, the offeror's response may be disqualified.

The quality and content of the offeror's response to Supplement 4 must demonstrate the quality and completeness applied to adherence to State Architecture and Computing Standards Requirements as it pertains to the Work requirements in Supplements 1, 2 and 3. Additionally, the offeror's agreement and understanding of Supplement 4 will be a factor in the State's review.

The offeror's response to Supplement 4 must be inserted in this section of the offeror's Proposal response.

**Proof of Insurance.** The offeror must provide the certificate of insurance required by Attachment Four. The policy may be written on an occurrence or claims made basis.

**Payment Address.** The offeror must give the address to which the State should send payments under the Contract.

**Legal Notice Address.** The offeror must give the name, title, and address to which the State should send legal notices under the Contract.

**W-9 Form.** The offeror must complete a W-9 form in its entirety. The offeror must submit at least one originally signed W-9. All other copies of a Proposal may contain copies of the W-9. The offeror must indicate on the outside of the binder which Proposal contains the originally signed W-9. A current version of the Internal Revenue's W-9 form is available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .

**Independent Contractor Acknowledgement Form.** Unless the offeror is a "business entity" as that term is defined in ORC. 145.037 ("an entity with five or more employees that is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business"), the offeror must complete and submit an originally signed Independent Contractor Acknowledgement form in its entirety. All other copies of a Proposal may contain copies of the Independent Contractor Acknowledgement form. The offeror must indicate on the outside of the binder which Proposal contains the originally signed Independent Contractor Acknowledgement form. A current version of the Independent Contractor Acknowledgement form is available at:

<https://www.opers.org/forms-archive/PEDACKN.pdf>













**ATTACHMENT SEVEN OFFEROR  
PROFILE**

**OFFEROR REQUIREMENTS**

**Supplement 3: Remediation Set Up**

3.3.1 The offeror must have completed at least two (2) projects within the last thirty-six (36) months that include the following services:

- Perform assemble or configure applicable manual method attack(s) and test(s);
- Perform assemble or configure applicable automated or script based attack(s) and test(s); and
- Perform assemble or configure applicable attempts at gaining access via social engineering using a variety of public and/or State provided details to augment manual and/or automated methods.

<b>Agency/Entity Name:</b>	<b>Contact Name:</b> (Indicate Primary or Alternate)  <b>Contact Title:</b>
<b>Agency/Entity Address:</b>	<b>Contact Phone Number:</b>  <b>Contact Email Address:</b>
<b>Project Name:</b>	<b>Beginning Date of Expr: / Ending Date of Expr:</b> Month/Year                      Month/Year

**Describe Related Service Provided:**

**Describe how the Related Service shows the offeror's experience, capability, and capacity to meet the requirements and achieve the milestones for this Project:**

