



**Request for Proposals
For
Security and Network Audit**

RFP # 2013-14

Date Issued: August 23, 2013

1. INTRODUCTION

1(A) Background

The City of Dunwoody (46,267 residents) is a picturesque community featuring many of the metro-area's top dining, shopping, schools and recreation. The City of Dunwoody is approximately 13 square miles and is nestled at the most northern tip of DeKalb County. The city is bordered by Fulton County on the north and west, Interstate 285 to the south, and Gwinnett County on the northeast. Dunwoody is home to a large high-end shopping mall (Perimeter Mall), a significant number of Fortune 500 companies, and an affluent residential base. The City is fortunate to have strong neighborhoods, high ranked public and private educational institution, a variety of places of worship, and several neighborhood-level shopping centers and office complexes. The road network and public transit system provide easy access to Buckhead, Midtown, Downtown, and Hartsfield Jackson International Airport. Dunwoody is regarded as a family-friendly, convenient location for business and visitors.

For more information about the City of Dunwoody, visit <http://www.dunwoodyga.gov>

1(B) RFP Purpose

The City of Dunwoody is requesting proposals (RFP) from qualified vendors of certified information system auditors to assess the City's information technology (IT) services. The successful vendor would be required to assess the efficiency of IT governance, existing IT infrastructure, software, equipment, policies and procedures, data backups, compliance with PCI and HIPAA regulations, identify risks and vulnerabilities and provide recommendations to mitigate risks.

1(B)1 Objectives of the Security and Network Audit

1. Analysis of network and IT controls to help increase overall security
2. Assess the effectiveness of change management processes that are in place and are followed by IT and management personnel
3. Assess the back-up procedures that are in place to minimize downtime and prevent loss of important data (*optional*)
4. Assess the effectiveness of policies and procedures
5. Identification of security vulnerabilities at the City of Dunwoody
6. Identification and prioritization of risks to the City of Dunwoody and suggestions for risk mitigation and improving security
7. PCI and HIPAA gap analysis (*optional*)

1(B)2 Qualifications of Submitter

The City of Dunwoody is requesting information from qualified vendors to provide information system auditing services. The responder should possess the ability to provide services specific to the following areas:

1. Server and Network infrastructure evaluation
2. Network security evaluation
3. Wi-Fi evaluation
4. Server and Personal Computer laptop evaluation
5. System and application software evaluation
6. Assessment of mobile environment
7. Assessment of compliance with applicable laws and regulations

1(B)2.1 Qualifications for audit firm should include:

1. Demonstrated experience through examples of various engagements
2. Qualifications of key personnel including education, certifications (such as CISA, CGEIT, PCI-QSA, CFE, ITIL etc.), experience with local, state, or federal government clients
3. Methods of quality assurance and quality control
4. Independence from any products and services of IT vendors or consultants
5. Comparable experience with audits at other local government

1(B)3 Project Budget

This project has a budget of \$15,000 with funds for follow-up site visits budgeted for fiscal years 2014 and 2015 in the amount of \$10,000 per year. If submitter cannot fulfill the entire project scope within the initial budgeted amount they can propose a multi-year approach to completing the project or submit a scaled proposal that they feel would best meet the scope of services.

1(C) IT Infrastructure

Network Infrastructure

The current City of Dunwoody network was built in November 2008, and the backbone of the network is comprised of Cisco network switches (2960s', 3750s'), routers (2911, 2851), a wireless LAN controller, wireless access points, and an ASA Firewall. The network supports 1GB speed to all switches, with fiber connecting two IDFs on the first floor of City Hall to the main data center. All ports configured for desktop and server access are set for 10/100/1000, and are controlled by VLAN access. Although most of the City's network is on Cisco, the following Barracuda Network devices are present in the environment: Message Archiver 350, SSL VPN 380VX, Spam and Virus Firewall 300, Web Filter 310, and a Websense Data Security Appliance. The average age of the equipment on the network is five and years, with most of the hardware operating well under its maximum utilization capabilities.

Desktop and Servers

The City of Dunwoody has a heterogeneous workstation environment, with the selected manufacturer being Dell. The City has chosen to use a mix of Dell OptiPlex workstations and Latitude laptops with docking stations. The City of Dunwoody Police Department also utilizes the Dell semi-rugged laptops for their Mobile Computing solution. The server environment is primarily Dell servers with a mix of models. There are a few non-Dell servers on the network; two "White" box servers built by consultants, an IBM server, an HP server, and a Cisco B series server. Also, there currently is limited virtualization being utilized in the environment; the version of VMware being used is vSphere 5.

Telecommunications

The City of Dunwoody utilizes a Cisco Unified Communications IP telephony system for all telephone communications. The Cisco system in place is the Unified Communications Manager version 6.1, which runs on a MCS 7800 series appliance. The UCM 6.1 Business Edition runs on a single box, with Communications Manager (calling functions) and Unity Connection Administrator (voicemail) on the same physical server. The system currently supports 87 Cisco IP phones, with a mix of models ranging from 7911, 7941, and 7937 conference stations. It is important to note in this plan that Cisco has put the MCS 7800 series on End-of-Life with support on the product only available until 2015. The City currently uses the Biscom fax server software for email-to-fax capabilities, along with the ZOOM Call Recording system to monitor and record all calls placed by the Police Department staff.

1(C) RFP Cover Sheet

CITY OF DUNWOODY RFP No. City Security and Network Audit Response Cover Sheet
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	Yes	No
Has your company operated at least 1 year without interruption?	<input type="checkbox"/>	<input type="checkbox"/>
Does any employee or official of the City have any financial or other interest in your firm?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any claims pending against this insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe _____		
Does your company maintain Professional Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Has your company been in bankruptcy, reorganization or receivership in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Has your company been disqualified by any public agency from participation in public contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Is your company licensed to do business in the State of Georgia?	<input type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby accepts the terms and conditions as set forth herein. The undersigned hereby accepts the terms and conditions as set forth herein. This page must be signed and dated by the vendor's representative who is legally authorized to contractually bind the vendor.

FULL LEGAL NAME OF
COMPANY _____

TYPE OF BUSINESS Corporation Partnership (general) Partnership (limited)
 Sole Proprietorship Limited Liability Company

FEDERAL EMPLOYEE ID NUMBER (FEI): _____

ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS: _____

PHONE _____ FAX _____

NAME(PLEASE PRINT) _____ TITLE _____

SIGNED _____ DATE _____

2. RFP INSTRUCTIONS AND INFORMATION

2(A) RFP Timeline

Day/Date	Description
Friday, August 23, 2013	Advertisement announcing RFP will be placed in Dunwoody. RFP placed on City of Dunwoody website and Georgia Municipal Association Website. RFPs available to vendors via email notification and access to website.
Tuesday, September 3, 2013 By 10:00 a.m.	Pre-bid Conference Call/On-site Bid Meeting at 41 Perimeter Center East Suite 250, Dunwoody, GA 30346.
Friday, September 6, 2013 By 2:00 p.m.	<p>Vendors' written questions must be received by the RFP Coordinator. All questions can be submitted to purchasing@dunwoodyga.gov</p> <p><u>Conference Call information:</u> <i>Security Audit RFP Pre-bid Conference Call/On-site Meeting Tue, Sep 3, 10:00 am 1 hr Eastern Daylight Time</i></p> <p>When it's time, start the meeting from here: https://meetings.webex.com/collabs/meetings/join?uuid=M6L239R07OTUOKG9A6AMV0GDIU-9PQV</p> <p>Access Information Where: WebEx Online Meeting number: 195 334 626 Meeting password: This meeting does not require a password. Audio Connection 1-855-244-8681 Call-in toll-free number (US/Canada) 1-650-479-3207 Call-in toll number (US/Canada) Access code: 195 334 626</p>
Wednesday, September 12, 2013	Written answers from the City for pertinent questions by vendors posed on the Question Submittal Form, Section 6 by the above date.
Thursday, September 19, 2013 By 2:00 p.m.	RFP responses must be received by the Purchasing Office at the 41 Perimeter Center East Suite 250, Dunwoody, GA 30346. Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of proposals. Proposals shall not be delivered by facsimile transmission or other telecommunication or electronic means.
Tuesday, September 24, 2013	Vendors' responses will be analyzed and scored by the evaluation team. The total score will factor heavily into the City's decision as to which vendors will be considered finalists.
Thursday, September 26, 2013	A decision is made as to which vendor(s) will be called for onsite or web-based demonstrations. All vendors will be notified of the City's decision.

Day/Date	Description
Friday, October 10, 2013	Award to apparent successful vendor is made subject to successful negotiation of terms and conditions. Notice of Award to selected vendor posted on website.

2(B) Selection and Evaluation Team

Ashley Smith, IT Manager	Team Leader
Jairus Henley, Information Security Manager	Team Member
Renelle Francis, Security Engineer	Team Member
David Sides, Deputy Chief of Police	Team Member
Kimberly Greer, Assistant to the City Manager	Team Member

2(C) RFP Coordinator

John Gates	Purchasing Manager	<p>Physical Address: 41 Perimeter Center East Suite 250 Dunwoody, GA 30346</p> <p>Mailing Address: 41 Perimeter Center East Suite 250 Dunwoody, GA 30346</p> <p>Email address: purchasing@dunwoodyga.gov</p> <p>Any and all communication to the Purchasing Manager relative to this requirement must be via email.</p>
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2(D) RFP Evaluation Criteria

An evaluation team composed of the members of the Selection and Evaluation Team listed in Section 2(B) will evaluate the RFP responses received from each vendor. Prior to the selection of the award to the apparent successful vendor, the City of Dunwoody reserves the right to conduct on-site visits of any vendors' facilities and/or require any vendor to participate in a presentation to the evaluation team (and others) of the items contained in the RFP response and any other items deemed appropriate by the City of Dunwoody.

If an award is made as a result of this RFP, it shall be awarded to the vendor whose proposal will lead to the best service for the City, along with price and other factors including, but not limited to: demonstrated technical ability and expertise; reference calls and/or recommendations; memberships, licenses, ISO Certifications or any other applicable membership or certifications; presentations to the City evaluation team and others (if applicable); on-site visits at vendor's site (if applicable), product; any additional criteria deemed appropriate by the City which would lend itself to establishing the Service Provider's viability to perform the work as outlined in this RFP.

When determining whether a vendor is responsible, or when evaluating a vendor's response, the following factors will be considered, any one of which will suffice to determine whether or not a potential vendor is a responsible vendor or if the vendor's proposal is the most advantageous to the City:

1. The ability, capacity and skill of the vendor to perform/provide the service required.
2. The character, integrity, reputation, judgment, experience and efficiency of the vendor.
3. The vendor can provide services that meets the requirements of the City
4. The quality of performance of previous public and private contracts or services, including, but not limited to, the vendor's ability to perform satisfactorily and complete items specified in the contract agreements.
5. The previous and existing compliance by the vendor with laws relating to the contract or services.
6. Evidence of collusion with any other vendor, in which case colluding vendors will be restricted from submitting further bids on the subject project or future tenders.
7. The vendor is not qualified for the work or to the full extent of the RFP.
8. There is uncompleted work with the City or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect or prevent the prompt completion of the work bid upon.
9. The vendor failed to settle bills for labor or materials on past or current public or private contracts.
10. The vendor has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
11. The vendor has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Vendors shall affirmatively disclose to the City all such convictions, especially of management personnel or the vendor as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award or execution of the contract.
12. More likely than not, the vendor will be unable, financially or otherwise, to perform the work.

13. At the time project award, the apparent successful vendor must obtain a City of Dunwoody business license. Failure to do so will constitute a determination that the vendor is not responsive and may be disqualified.
14. Such other information as may be secured having a bearing on the decision to award the contract.
15. Any other reason deemed proper by the City.

2(E) GENERAL INSTRUCTIONS FOR PROPOSERS

These Instructions will apply unless a particular item is specifically addressed in the solicitation document.

1. INTENT

It is the intent of these Instructions to establish guidelines for the proper completion of the Proposal Forms. These Instructions to Proposers provide guidance and explanation for subsequent Proposal Forms and Contract Documents. Please read all Instruction paragraphs.

2. GENERAL

2.1 The City's goal is that all the terms and conditions stated in the Proposal Documents will constitute the terms of the final Contract between the City and the successful Proposer, without significant or material change to such terms or conditions. Exceptions to any of the terms of the agreement to which a Proposer will not or does not agree must be presented by the proposer in writing as provided in this section and directed to purchasing@dunwoodyga.gov prior to the deadline for questions regarding proposals indicated in the RFP. Such exceptions must be specific, and the Proposer must state a reason for each exception and propose alternative language, if appropriate. The purpose of the exception process is to permit the City to correct, prior to the opening of the proposals, any technical or contractual requirement, provision, ambiguity or conflict in the solicitation and related documents, which may be unlawful, improvident, unduly restrictive of competition or otherwise inappropriate. Any corrections will be made via an addendum issued prior to the submission deadline. Unless timely submitted as an exception and amended with an addendum, any such ambiguity, conflict or problem shall be resolved in favor of the City of Dunwoody. Proposers shall not substitute entire agreements or sets of terms and conditions but discuss separately each term or condition that they take exception to or desire to change.

2.2 A Proposer's Proposal prices shall remain firm for 60 days from the submission deadline. Any anticipated increases in Proposer's costs during the initial term of the Contract must be reflected in its prices set forth in its Proposal. The City shall not be obligated to renegotiate or increase any price for any work during the initial term of the Contract based on a Proposer's mistake or miscalculation of prices, underestimation of costs, or for any other reason. All of the Proposer's overhead costs, including, but not limited to, costs of travel and the required bonds and insurance coverage, shall be included in such Proposer's prices listed in its Proposal.

2.3 The Contract, if awarded, shall not be construed to create unto the Contractor any exclusive rights with respect to any of the City's requirements. The City may in its sole discretion award any additional or similar services to any third party, or if the Contract is for the provision of services, the City may elect to perform all or a portion of the services by its own employees.

2.4 There shall be no reimbursables or travel expenses associated with this project regarding any category or term. Without limiting the generality of the foregoing, all of the Proposer's overhead costs related to travel shall be included in such Proposer's prices in its Proposal.

3. ENVIRONMENTAL SUSTAINABILITY

The City of Dunwoody is committed to environmental sustainability. The City believes we have a unique opportunity to further expand our leadership in the area of environmentally preferable purchasing, and through our actions, elicit changes in the marketplace. By further incorporating environmental considerations into public purchasing, the City of Dunwoody will positively impact human health and the environment, remove unnecessary hazards from its operations, reduce costs and liabilities, and improve the environmental quality of the region. As such the City encourages the incorporation of environmental sustainability into proposals.

4. EXAMINATION OF PROPOSAL/CONTRACT DOCUMENTS

All prospective Proposers shall thoroughly examine and become familiar with the Proposal package and carefully note the items which must be submitted with the Proposal. (These Instructions to Proposers, the Request for Proposal, the Proposal Forms, the Contract, the General Conditions, and the Specifications are referred to herein as the "Proposal Documents" or the "Contract Documents.") Submission of a Proposal shall constitute an acknowledgment that the Proposer has read and understands the Proposal Documents. The failure or neglect of a Proposer to receive or examine any Proposal Document shall in no way relieve it from any obligations under its Proposal or the Contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge or understanding of any of the Contract Documents or the scope of work. Examples of the City's Standard Contracts and General Conditions are available on the City website.

5. ADDENDUM(S)-CHANGES WHILE PROPOSING

Other than during the Pre-Proposal Conference, the City shall not be required to provide to any Proposer verbal interpretations as to the meaning of any portion of the Proposal Documents. Requests for interpretation, clarification or correction of Proposal Documents, forms or other material in this Proposal Package should be made in writing and delivered to the City, Purchasing Office, 41 Perimeter Center East, Suite 250, Dunwoody, Georgia 30346, or by e-mail to purchasing@dunwoodyga.gov or facsimile to (678) 533-0712 by the date and time listed in the proposal documents (if applicable). Any response by City to a request by a Proposer for clarification or correction will be made in the form of a written Addendum. All parties to whom the Proposal packages have been issued will be sent a notification of the issuance of an Addendum either by e-mail and/or by facsimile. The Addendum may be electronically downloaded by visiting the City web site at <http://www.dunwoodyga.gov>. However, prior to submitting its response, it shall be the responsibility of each Proposer to visit the City website to determine if addendum(s) were issued and, if so, to obtain such addendum(s).

6. PREPARATION OF PROPOSALS

6.1 Proposals shall be submitted on reproduced copies of the attached Proposal Forms including any revised or additional Proposal Forms supplied by Addendum(s). If an award is made, the completed Proposal Forms shall constitute a part of the Contract Documents and will be incorporated in the final Contract between the City and the successful Proposer. All blank spaces in the Proposal Forms should be filled in legibly and correctly in ink or type.

6.2 All Proposals shall contain the name and business address of the individual, firm, corporation, or other business entity submitting the Proposal and shall be subscribed by either the individual, a general partner, a member of a member-managed LLC, a manager of a manager-managed LLC, or an authorized officer or agent of a Corporation or business entity. If any officer or agent other than the signatories described in the preceding sentence shall sign any Contract Document on behalf of the Proposer, the City should be furnished with satisfactory evidence of such officer's or agent's authority to bind the Proposer with respect to the contents of the subject Proposal Documents so signed by him or her.

6.3 If the Proposer is a partnership, joint venture, or sole proprietorship, the City, reserves the right to require the Proposer to submit to the City at any time the name and business address of

each owner, principal, partner, or member of the Proposer having an ownership or management position with the Proposer.

6.4 If the Proposer is a corporation or other state-chartered business entity, the City reserves the right to require the Proposer to submit to the City at any time, the name and business address of each officer, director and holder of 10% or more of the stock or other ownership interests of such corporation or other business entity. If the Proposer is a foreign corporation or other state-chartered business entity and is the successful Proposer, the Proposer will be required to submit evidence prior to the execution of the Contract, if awarded, that the corporation or other state-chartered business entity is authorized to do business in the State of Georgia and the City. If the Proposer elects to use a fictitious name in its Proposal, a copy of the Proposer's fictitious name registration should be provided to City.

7. PROPOSAL GUARANTY

A Proposal Guaranty shall not be required for this Contract.

8. DELIVERY OF PROPOSALS

8.1 All Proposals shall be submitted in sealed envelopes bearing on the outside the name of the Proposer, address, and the RFP #. Each Proposal shall consist of (i) an executed copy of the Proposal Form, along with all other documents or information required to be submitted pursuant to the terms of the Proposal Documents (together, the "Proposal"). The documents comprising the Proposal must be completed and signed on the forms provided herein, or on exact reproductions thereof.

8.2 All Proposals shall be submitted pursuant to the terms outlined in these Instructions to Proposers. Any Proposals received after the time and date specified in the solicitation document for the opening of the Proposals will not be considered, but will be returned unopened.

8.3 Each Proposer's response shall be at the sole cost and expense of the Proposer and such Proposer shall have no right or claim against the City for costs, damages, loss of profits, or to recover such costs, damages, or expenses in the event the City exercises its right to reject any or all Proposals or to cancel an award pursuant to a provision hereof for any reason.

8.4 Submission of a Proposal shall constitute authorization for the City and its representatives and agents to make such copies of the Proposal or portions thereof and to distribute such copies as may be necessary or desirable to carry out the City's objectives or requirements.

9. COMMUNICATIONS REGARDING EVALUATION OF PROPOSALS

To ensure the proper and fair evaluation of Proposals, the City highly discourages any oral communication initiated by a Proposer or its agent to an employee of the City evaluating or considering the Proposal during the period of time following the issuance of the solicitation document, the opening of Proposals and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of the City may initiate communication with a Proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. Any communication initiated by Proposer during evaluation should be submitted in writing and delivered to the City of Dunwoody, Purchasing Office, 41 Perimeter Center East, Suite 250, Dunwoody, Georgia 30346, or by e-mail to purchasing@dunwoodyga.gov or facsimile to (678)533-0712. Unauthorized communication by the Proposer may disqualify the Proposer from consideration.

10. WITHDRAWAL OF PROPOSALS

No Proposal may be withdrawn after it is submitted unless the Proposer makes a request in writing and such request is confirmed as received prior to the time set for opening of Proposals. No Proposal may be withdrawn after the scheduled Proposal opening time for a period of sixty (60) days. Any Proposer withdrawing or attempting to withdraw its Proposal prior to the expiration of the

sixty (60) day period shall be obligated to reimburse the City for all its costs incurred in connection with such withdrawal or attempted withdrawal including, without limitation, any increased costs for procuring the goods or services from another Proposer or all costs of advertising and re-procuring the goods or services, and all attorneys' fees, in addition to payment of City's other damages. A Proposer's submission of a Proposal shall be deemed the Proposer's acknowledgment of and agreement to the provisions of this Section.

11. DISQUALIFICATION OF PROPOSERS

11.1 Any of the following causes may be considered as sufficient for the disqualification of a Proposer and the rejection of its Proposal:

11.1.1 Submission of more than one Proposal for the same work, or participation in more than one Proposal for the same work as a partner or principal of the Proposer, by an individual, firm, partnership or corporation, under the same or different names, or by Proposers which are affiliates, either at the time of submittal, or at the time of award. For purposes of this section, the term "affiliates" means firms, partnerships, corporations or other entities under common control;

11.1.2 Evidence of collusion between or among Proposers;

11.1.3 Evidence, in the opinion of the City, of Proposer(s) attempting to manipulate the Proposal pricing for its own benefit (e.g. pricing resulting in a failure of the City's ability to enforce the Contract or impose the remedies intended following breach by Contractor);

11.1.4 Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;

11.1.5 Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Proposer's ability to properly perform the work; or

11.1.6 Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of Proposer or the rejection of its Proposal.

11.2 The City has adopted a policy which addresses, among other things, the obligations of the City's employees with respect to interest in business entities, unauthorized compensation and acceptance of gifts. Please be aware that any act by a Proposer that could cause a City employee to violate the policy is sufficient cause for the denial of the right of the Proposer to propose on any contract or sell any materials, supplies, equipment, or services to the City for a period of time that is determined by the City Manager.

12. REJECTION OF IRREGULAR PROPOSALS

A Proposal may be considered irregular and may be rejected if it is improperly executed, shows omissions, alterations of form, additions not called for, unauthorized conditions, or limitations, or unauthorized alternate Proposals, fails to include the proper Proposal Guaranty, Contract references, other certificates, affidavits, statements, or information required to be included with Proposals, including, but not limited to, the Proposer's prices, or contains other irregularities of any kind.

13. NOTICE OF INTENT TO AWARD CONTRACT

Unless all Proposals are rejected, a Notice of Intent to Award is anticipated to be provided within ninety (90) days from the opening of Proposals to the responsible and responsive Proposer submitting the Proposal deemed to be most advantageous to the City, price and other factors being considered. For all procurements, the City reserves the right to reject any or all Proposals and to cancel the procurement or to solicit new Proposals.

14. RESPONSIBILITY OF PROPOSERS

14.1 City reserves the right, to aid it in determining a Proposer's responsibility, to require a Proposer to submit such evidence of Proposer's qualifications as the City may deem necessary,

and may consider any evidence available to the City of the financial, technical, and other qualifications and abilities of a Proposer, including past performance (experience) with the City and others. The City shall be the final authority in the award of any and all Proposals.

14.2 All Proposers shall furnish the City with the company name, address, contact person, and telephone number of at least three (3) entities (preferably a firm other than the City) for which they have supplied similar services as requested in this Proposal during the past three (3) years, unless otherwise noted in the Proposal Document. The information should be submitted with the knowledge that the City will use the data for reference purposes. The City does check all references and requires the Proposer to notify the reference, verify contract information, and obtain permission from the reference before completing the form.

14.3 For a Proposer to meet the minimum responsibility criteria for this Contract, the Proposer must provide verifiable evidence, through references or otherwise, that the Proposer is an individual, a firm, a corporation, or other entity that is currently employed or otherwise engaged in providing similar services and, taking into account the activities of a related predecessor, affiliate, or principal of Proposer, has been actively engaged in such activity for at least three (3) years immediately preceding the date of the Proposer's response to this request.

15. AFFIDAVIT AND AGREEMENT FOR PHYSICAL PERFORMANCE OF SERVICES AS DEFINED BY O.C.G.A. 13-10-90

15.1 When applicable, awarded vendor will be required to submit a City supplied Affidavit and Agreement (sample on City website) in accordance with O.C.G.A. 13-10-90 as part of the contract execution process.

16. AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

16.1 Awarded vendor will be required to submit an Affidavit Verifying Status for City Public Benefit Application (sample on City website) in accordance with O.C.G.A. 50-36-1 as part of the contract execution process.

17. EXECUTION OF CONTRACT

17.1 The Proposer to whom the Notice of Intent to Award is given shall, within ten (10) business days of the date of the Notice of Intent to Award, execute and/or deliver the following to the City: the Contract, a copy of the Proposer's valid business or occupational license, and all other documents and information required by the Contract Documents. All of the above documents and information must be furnished and the Contract Documents executed by Proposer, and delivered to the City, before the Contract will be executed by the City.

17.2 A Proposer's failure to timely fulfill its obligations under this section shall be just cause for withdrawal of such Notice of Intent to Award. In such case, a Notice of Intent to Award may then be issued to the next ranked Proposer or all Proposals may be rejected and the Contract re-advertised. In such event, the City shall be entitled to receive its damages and costs, including, but not limited to, its attorneys' fees caused by or in connection with a Proposer's failure to fulfill its obligations under this paragraph. A Proposer's liability for failing to timely fulfill the obligations stated in this paragraph shall be the same as for withdrawing its Proposal (see Section 10).

17.3 The Contract shall not be binding upon the City until it has been executed by the City and a copy of such fully executed Contract is delivered to the Contractor. The City reserves the right to cancel the award without liability to any Proposer at any time before the Contract has been fully executed by the City and delivered to the Contractor. Accordingly, the Contractor is hereby warned that it should not commence performance or incur costs or expenses in connection with the Contract obligations until it has been delivered a final, fully executed copy of the Contract.

18. GEORGIA SALES TAX

The City is a governmental agency and a political subdivision under Georgia law. Purchases by the City under this Contract are exempt from sales tax: A City tax exempt number is not required for a municipality. No purchase made by any entity is qualified to be exempt other than those made directly by the City. The City's sales tax exemption does not apply to goods or services purchased or consumed by a Contractor for which the Contractor is deemed to be the ultimate consumer in connection with the fulfillment of its Contract obligations, and the City shall have no liability for such taxes.

19. SUBCONTRACTS

19.1 The Contractor's right to subcontract shall be governed by the provisions of Section 17 of the General Conditions.

19.2 Nothing contained in these Contract Documents shall be construed as creating any contractual relationship between any subcontractor and the City.

19.3 The Contractor shall be fully responsible to the City for the acts and omissions of a subcontractor and of persons employed by said subcontractor to the same extent that the Contractor is liable to the City for acts and omissions of persons directly employed by it.

20. FAMILIARITY WITH LAWS

All Proposers and the Contractor are presumed to be familiar with and shall observe all Federal, State and local laws, ordinances, codes, rules and regulations, including, without limitation, the City's rules and regulations, that may in any way affect work herein specified. Ignorance on the part of the Contractor shall in no way relieve Contractor from any such responsibility or liability. Contractor's compliance with requirements of O.C.G.A. 13-10-91 and Rule 300-10-1-.02, if applicable, will be attested.

21. SECURITY

The successful Proposer will be required to comply with all applicable standards of the City relating to security which may be in effect or changed from time to time.

22. MINORITY AND WOMEN BUSINESS ENTERPRISE ("MWBE") PARTICIPATION

An MWBE participation goal has not been established for this Contract. Such participation is encouraged, but will not be considered during the evaluation process for award of this Contract.

23. LOCAL DEVELOPING BUSINESS ("LDB") PARTICIPATION

An LDB participation goal has not been established for this Contract. Such participation is encouraged, but will not be considered during the evaluation process for award of this Contract.

24. INSURANCE

The Proposer to whom the Notice of Intent to Award is given shall provide a signed Certificate of Insurance. The Certificate of Insurance shall evidence the insurance coverage required by the City pursuant to Section 14.7 of the General Conditions and shall be filed with the City within ten (10) business days of the date of the Notice of Intent to Award. The Certificate of Insurance must contain a provision that the coverage provided under the policies will not be cancelled or modified or the limits there under decreased unless at least thirty (30) days prior written notice has been given to the City.

25. PROPOSAL ERRORS

In the case of a Proposer's error in the extension or addition of Proposal prices, the unit prices will govern. Proposals having erasures or corrections should be initialed in ink.

26. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT

The Proposer certifies that all materials, equipment, chemicals, etc. contained in its Proposal or otherwise to be provided or used by the Proposer in its performance of the Contract work, and including any replacements or substitutions therefore, shall meet all EPA and OSHA requirements.

27. PERFORMANCE STANDARD

The standards by which the Contractor's performance will be evaluated are set forth in the General Conditions and Specifications. The successful Proposer's failure to meet these standards, after receipt of written notice to correct such deficiencies, may in addition to the City's other remedies, in the City's sole discretion, result in a termination of the Contract for cause pursuant to the termination provisions of the General Conditions.

28. NO PROPOSALS

In the event a potential Proposer elects not to submit a Proposal, such potential Proposer is nonetheless requested to respond by advising the City of the reason for not submitting a Proposal.

29. PUBLIC RECORDS/PUBLIC MEETINGS

Bidders hereby acknowledge that meetings of the City's Council are duly noticed public meetings and all documents submitted to the City as a part of or in connection with a Proposal shall constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. By submission to the City, Bidders waive any declaration that any portion of its response to be proprietary information. Proposals and all related correspondence are governed by the Georgia Open Records Act and will be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in vendor proposals unless provided for under the open records law and clearly marked as proprietary by the bidder. In the event, the Bidder deems certain information to be exempt from the disclosure requirements, the proposal must specify what content is considered exempt and cite the applicable provision of the law to support that assessment. In the event such information is requested under the open records law, the Bidder's assessment will be examined by the City Attorney who will make a determination. The decision to withhold or release the information will be at the City's sole discretion.

3. Scope of Services

3(A) Physical Assessment

The overall objective of the physical assessment is to evaluate the physical safety and security of the City's assets. The following should be considered:

- Assessment of equipment safety
- Review of location safety, employee access, and security of critical equipment
- Assessment of power, ventilation, and emergency protection
- Identification of vulnerabilities to physical security

3(B) Internal Network Assessment

The overall objective of the internal network assessment of the City of Dunwoody network security is to identify vulnerabilities, and the ability to withstand an attack, and detect weaknesses of network controls to unauthorized access to information. The audit should include the following:

- Assessment of IT governance
- Assessment of change control process
- Review of architecture/topology of routers and switches
- Assessment of servers, Active Directory, patch management and antivirus systems
- Network discovery
- Vulnerability assessment
- Exploitation and penetration test without disruption or compromise to systems or services
 - Assess the insider threat
 - Attempt to gain administrative or root access to network devices, servers or workstations
- Cryptographic systems
- Assessment of intrusion detection response, logging, and reporting
- Assessment of disaster recovery and incident response readiness

3(C) External Network Assessment

The objective of the external network assessment is assessing the City's network for unauthorized access via the Internet and assesses potential vulnerabilities to the network perimeter. The penetration and exploitation of vulnerabilities should not result in an interruption to or disruption of day to day activities of the City, The following audit objectives should be considered:

- Vulnerability assessment of Internet accessible hosts
- Remote network penetration
- Assessment of VPN
- Review of the firewall security, including attempts to disable firewall and attempt network penetration
- Assessment of the City's website and web applications against OWASP Top 10 risks for 2013

3(D) Wireless Assessment

The overall objective of the wireless network assessment of the City of Dunwoody wireless network security is to identify vulnerabilities, and the ability to withstand an attack, and detect weaknesses of wireless network controls to unauthorized access to information. The audit should include the following:

- Wireless network discovery
- Wireless vulnerability analysis
- Exploitation and penetration test without disruption or compromise to systems or services
- Assessment of intrusion detection response, logging, and readiness

3(E) Policy Compliance Assessment

The overall objective of the policy compliance assessment is to review gaps that the City needs to close with regard to being compliant with required regulations such as PCI DSS or HIPAA. The policy compliance assessment should include the following:

- Assessment of administrative policies
- Payment Card Industry gap analysis
- Compliance standards recommendations
- Recommendations for continuous audit approach

3(F) Deliverables

1. A written report with an executive summary, a description of the assessment activities and methodologies used, penetration test results, observations and findings with risk rankings, recommendations for risk mitigation, and strategies for improving security.
2. Analysis of strengths and weaknesses.
3. Compliance standards gaps and recommendations.
4. Meeting with IT staff to review observations, recommendations, and reports.
5. Presentation to City of Dunwoody management and other key personnel of findings and recommendations.
6. Electronic and hard copies of all reports.

3(G) Proposed Response Requirements

1. Describe your approach and all the elements of the services that you are capable of providing.
2. Are there any services that you subcontract?
3. How much do your proposed services typically cost?
4. Do you provide Information System auditing services to other municipalities, state or federal government? If so, please describe and name the agencies and the dates of providing these services.

5. RFP RESPONSE SUBMITTAL CHECKLIST

Vendor shall submit a response in the following format; please note that **No scanned RFI response submissions will be accepted.**

1. Vendor shall create one original response (**labeled “original”**) with original signature (See Tab 1) and **four (4) identical copies (for a total of five (5) responses)**.
2. The **original and each of the four (4) identical copies** shall be submitted in its own three-ring binder of sufficient size to contain the response.
3. The **original and each of the four (4) three-ring binders** shall be sent to the City Purchasing Manager's attention at the address shown in Section 2C, on or before the due date shown in Section 2A and in a box of sufficient size to hold all the responses.
4. In addition to the copies specified above the Vendor **MUST** include a CD or USB/flash drive of the entire response which shall be placed inside the front cover of the original response.
5. The RFP name must be shown on the lower left-hand corner of the box.
6. The **original and each of the four (4) copies** shall be indexed in the suggested format with tabs as follows:

Tab #	Section	Description
1	1(C)	RFP Cover Sheet
2	1(B)1	Summarize the firms capability to deliver the objectives of the Security and Network Audit
3	2(B)2 2(B)2.1	Provide the Qualifications of the firm and its potential project team members
4	3 (A)	Summarize the methodology that will be used to address the referenced section
5	3 (B)	Summarize the methodology that will be used to address the referenced section
6	3 (C)	Summarize the methodology that will be used to address the referenced section
7	3 (D)	Summarize the methodology that will be used to address the referenced section
8	3 (E)	Summarize the methodology that will be used to address the referenced section
9	3 (F)	Summarize the methodology that will be used to address the referenced section
10	n/a	Provide a potential project timeline with a start date of November 5, 2013
11	n/a	Please provide a sample contract for services
12	n/a	List of previous government clients (if can be provided)

This checklist is intended merely as an aid to the Vendor in providing a response to this RFI. The Vendor retains the sole responsibility for accuracy and completeness of the response.