



REQUEST FOR QUALIFICATIONS (RFQ) O-00418

FOR

ADMINISTRATIVE & OPERATIONS NETWORK SECURITY ASSESSMENT

RFQ Issue Date: 05/18/18

RFQ Response Due Date: 07/10/18

RESPONSIBLE DEPARTMENT

Shari Callahan
IT Manager

PROCUREMENT DEPARTMENT

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TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
I. INTRODUCTION	3
II. SCOPE OF SERVICES	3
III. INSTRUCTIONS TO FIRMS	6
IV. QUALIFICATIONS	7
V. SELECTION PROCESS	8
VI. TIMETABLE	9
VII. SELECTION AWARD	9
VIII. TERMS AND CONDITIONS	9
IX. STATEMENT ON PUBLIC ENTITY CRIMES	10
X. DRUG-FREE WORKPLACE	10
XI. PRICE PROPOSAL FORM	10

EXHIBIT A – Statement on Public Entity Crimes

EXHIBIT B – Drug-Free Workplace Form

EXHIBIT C – Price Proposal Form

I. INTRODUCTION

The Tampa-Hillsborough County Expressway Authority (the “Authority”) is soliciting Request for Qualifications (RFQ) from qualified firms interested in providing administrative and operations network security assessment services.

SCOPE OF SERVICES

Proposed Scope of Services/Work:

Vendor will provide a security assessment for the networks defined as the THEA Administrative Network and/ THEA Operations Networks. The security assessment will cover the major areas listed below as a minimum:

General Security
Gap Analysis
Network Assessment
Penetration Testing

General Security Objectives

- Review of staff security training and agency policies
- Work with client business and technical resources to understand the overall strategy of the organization and evaluate the current and desired target network environment
- Gather an inventory of all network equipment that is active on the network
- Gather network documentation from client sources, including
 - existing network architecture documentation, including site classification
 - router, switch and firewall configurations
 - any new planned network architecture and designs
- Gather link information to determine how the network equipment is interconnected
- Develop physical and logical network diagrams and flow charts to compare with client’s
- Determine traffic patterns in the network, bandwidth, redundancy and security required to support the business applications
- Hold up to two remote workshops with client personnel to corroborate information discovered using the discovery tools
- Complete and deliver to the IT Manager the following sections in the Network Discovery Interim Report
 - Summary of findings that define the current state of network
 - List of information gathered and sources
- Perform penetration test of network
 - Physical Security Penetration Testing includes server room / racks / DR site
 - User Focused Penetration Testing includes password hacking/ policies and procedures/ USB drives/ phishing attempts
 - Internet Focused Penetration Testing includes web browsing, firewall restrictions, document sharing, Exchange 365, and policies and procedures

Gap Analysis

- Define gaps in network security, communications, design, etc.
- Define gaps in policies and procedures
- Summarize the findings and conclusions that represent requirements for target network state
- Hold up to (1) meeting with THEA personnel to validate the gap analysis
- Define the categorization and priority of the requirements with THEA

Network Assessment and Roadmap

Provide the final reports that document assessment of current network and Vendor's recommended network strategy and architecture, including roadmaps to address gaps identified in the analysis.

- recommended policies and procedures to be reviewed and approved by management
- prioritized recommendations for improvements in all parameters reviewed in this scope
- defined roadmap on how to migrate from the current network to the target state

Penetration Testing

The purpose of this activity is to assess THEA's Cyber Security Environment. This will define guiding principles and network strength. Vendor will leverage testing tools and procedures deemed necessary to conduct penetration testing and will be reviewed with and approved by THEA's IT Manager.

- Physical Security Penetration Testing includes server room / racks / DR site
- User Focused Penetration Testing includes password hacking/ policies and procedures/ USB drives/ phishing attempts/ and other Social Engineering techniques
- Internet Focused Penetration Testing includes web browsing, firewall restrictions, document sharing, Exchange 365, and policies and procedures

Baseline Penetration Testing and Identification of Threat Vectors/Vulnerabilities

In order to get a true assessment of the existing state of vulnerability to an outside malicious actor, the consultant should provide both a gray hat and white hat investigation.

Phase I Outsider Investigation and Penetration Testing

The purpose of Phase I investigation is to determine the current vulnerability level of the existing networks when targeted by an outsider with limited knowledge of the organization, and network infrastructure. This phase involves the following steps:

- Prior to commencement consultant provides an executed statement of compliance with the code of ethics for ethical hacking or penetration testing as stipulated by (ISC)2 or similar regulating entity. This code of ethics shall govern throughout the entire period of service under this scope of work.
- With little to no provided information from THEA, the consultant shall attempt to complete the five phases of Penetration Testing:
 - Reconnaissance;
 - Scanning;
 - Gaining Access;
 - Maintaining Access and;
 - Covering Tracks

Phase II Insider Investigation and Penetration Testing

The purpose of Phase II investigation is to determine the current vulnerability level of the existing networks when targeted by or with the assistance of, an insider having intermediate knowledge of the organization, and network infrastructure. This phase involves the following steps:

- Prior to commencement THEA ensures that executed code of ethics from Phase I is still valid and in affect.
- THEA provides review of the gray hat report and fills in gaps in information such that consultant now possesses intermediate knowledge of the existing network architecture, employee roles and email addresses,

policy and procedure documents and other pertinent information as requested by consultant. With this intermediate level of information, the consultant shall repeat the phases of penetration testing as completed in the Phase I exercise:

- Reconnaissance;
- Scanning;
- Gaining Access;
- Maintaining Access and;
- Covering Tracks

Deliverables

General Security Deliverables:

Network Discovery Interim Report (electronic format PDF)

Gap Analysis Deliverables:

Summary Gap Analysis Report

Network Assessment Deliverables:

Network Assessment Report

Network Assessment Executive Summary Report

Penetration Testing Phase 1 Deliverables:

Pre-treatment Baseline Vulnerability Report Phase I: Consisting of a network discovery map and narrative of employee security awareness, and discovered vulnerabilities/exploits

Penetration Testing Phase 2 Deliverables:

Pre-treatment Baseline Vulnerability Report Phase II: Consisting of a network discovery map and narrative of employee security awareness and discovered vulnerabilities/exploits.

The successful firm shall provide technical and professional personnel to perform the duties and responsibilities assigned under this project. The successful firm's staff/resources shall be sufficient to meet time deadlines set by the Authority for a particular assignment. The successful firm shall engage professionals and technicians who are licensed, certified and qualified to perform the work.

The Authority shall request the services from the firm on an as-needed basis. There is no guarantee that any or all of the services described herein will be assigned during the term of this agreement. Further, the firm is providing the services on a non-exclusive basis, whereby the Authority may elect to have any of the services performed by other firms or the Authority staff.

The Authority also reserves the right to terminate the contract for convenience with proper notice.

II. INSTRUCTIONS TO FIRMS

1. The Authority must receive all submittals at the locations stated in paragraph two (II), item number four (4), **not later than 2:00 PM Eastern on July 10, 2018**. Any submittal received after the stated time and date shall not be considered. It shall be the sole responsibility of the firm to have its package delivered to the Authority by U.S. Mail, hand delivery, or any other method available to them; however, facsimile or telegraphic submittals will not be accepted. Delay in delivery shall not be the responsibility of the Authority. Submittals received after the deadline shall not be considered, and may be returned only at the firm's expense.
2. Each firm shall examine all documents and shall determine all matters relating to the interpretation of such documents.
3. Type size shall not be less than 10 point font. The proposal shall be indexed and all pages sequentially numbered. All pages and appendices/attachments must be firmly bound or stapled.
4. One (1) original, four (4) signed copies and one (1) electronic CD/USB copy of the submittal must be delivered to the Authority's Procurement Department in one package, clearly marked on the outside, "Request for Qualifications O-00418 for Administrative & Operations Network Security Assessment Services for the Tampa Hillsborough County Expressway Authority," with date sent or delivered to:

Man Le ~ Procurement Manager
1104 East Twiggs Street, Suite 300
Tampa, FL 33602

5. The Authority shall not be liable for any expenses incurred in the preparation of the proposals.
6. The Authority reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the services. The Authority shall be the sole judge of the submittals and the resulting negotiated agreement that is in the Authority's best interest, and the Authority's decision shall be final.
7. Joint proposals will not be accepted.
8. The successful firm shall be required to execute an agreement, in form and content acceptable to the Authority, indemnifying and holding harmless the Authority, its officials, officers, employees, and agents from all claims.
9. **Firms, their agents, or associates shall refrain from contacting or soliciting any Authority staff or members of the Board directly or indirectly regarding this RFQ during the selection process. Failure to comply with this provision may result in the disqualification of the firm. All requests for clarification or additional information should be made in writing via email to: Man.Le@tampa-xway.com**

III. QUALIFICATIONS:

This RFQ shall include, but not be limited to, responses to the following requirements:

1. **Transmittal Letter**, summarizing the key points in the RFQ which is signed by an officer of the firm who is responsible for committing the firm's resources. The letter should include the following (Five (5) page limit):
 - a. Name of the firm submitting the proposal
 - b. Name and title of the individual with responsibility for this response and to whom matters regarding the RFQ should be directed
 - c. Mailing address
 - d. Telephone, fax number and e-mail address of the firm's primary contact
 - e. Brief narrative of the firm's qualifications to provide these services to the Authority.
 - f. Brief narrative of the firm's key personnel qualifications specifically to this project to provide these services to the Authority.
2. **Organizational Chart** – attach an organizational chart that includes the following:
 - a. Identify key members of firm's team and back office support;
 - b. State area of expertise for key members of firm's team;
 - c. State professional license number and State of licensure (if any)
 - d. State office location (city and state) for key members of firm's team.

Include one page resumes for the Project Manager and the key active participants of the team. Only those members of the team who will **actively** participate under the potential work assignments should be included. Individuals who would be available on an "as-needed" basis should be omitted.

A maximum of 1 page will be allowed for the "Organization Chart" element. The Organizational Chart may be submitted on paper sized larger than 8½" x 11" if folded neatly to 8½" x 11."

3. **Approach to Providing Services**

Provide the firm's approach to the work to be performed, projected workload of the team, controls for maintaining quality services and approach for maintaining staff consistency and items described in this RFQ.

A maximum of 5 pages will be allowed for the narrative responses to "Approach to Providing Services" element.

4. Complete all required forms (EXHIBITS A – C).
5. Provide three (3) references, with contact information, of similar work in the past five (5) years.

IV. SELECTION PROCESS

The selection process for this RFQ will consist of the following.

EVALUATION CRITERIA:

The Response Packages will be scored by the Evaluation Committee. The maximum points to be earned in the Evaluation are one hundred (100) points per evaluator.

The following evaluation criteria will be used to determine the best qualified firms:

	EVALUATION CRITERIA	Maximum Point Value
1.	<u>Qualifications and Experience of the Firm (Firm/Team):</u> Evaluation based on firm’s qualifications of firm, history, size, experience, references, resources available, locations of firm resources, etc.	30
2.	<u>Qualifications and Experience of Key Personnel:</u> Evaluation (credentials/expertise/experience) of Project Manager and other key individuals who are specifically licensed and/or certified to perform and/or oversee the work detailed in the Scope of Services and staff who will be directly assigned to perform on this Project.	30
3.	<u>Approach to Project:</u> Evaluation of firm’s approach to the work to performed, projected workload of the team, controls for maintaining quality services and approach for maintain staff consistency and items described in the RFQ.	20
4.	<u>Price Proposal:</u> Points for price based on percentage. Firm’s score shall be assigned based on the percentage difference of the Firm’s price from the lowest price.	20
	TOTAL:	100

FINAL SELECTION:

The firm with the highest scores, based on the Evaluation Committee’s evaluation, will be presented to the Authority’s Board for consideration and approval with a recommendation that the highest-ranked firm be selected on the date, time and at the location stated for the Board Approval of Final Ranking and Award of Contract referenced in the Timetable. Firms are not required to attend; however, the meeting is open to the public. The Authority’s Board has the right to correct any errors in the evaluation and selection process that may have been made. The Authority is not obligated to award the contract and the Authority’s Board may decide to reject all proposals.

After approval of the final ranking of the firm and award of the contract by the Authority’s Board, the results will be posted no later than the date at the locations stated for the “Posting of Notice of Board Approval of Final Ranking and Award of Contract” referenced in the Timetable.

V. TIMETABLE

EVENT	DATE/TIME
Release of RFQ	May 18, 2018
Deadline for Questions/Request for Clarification	May 25, 2018
Addendum Release (if required)	June 01, 2018
<p>RFQ Due Date/Time (Deadline) <i>Location:</i> Transportation Management Center (TMC) 1104 East Twiggs Street, Suite 300 Tampa, FL 33602</p> <p>Public Opening of Proposals (Firms not required to attend, however, the opening is open to the public.)</p>	<p>July 10, 2018 by 2 p.m. EST</p>
Evaluation Committee Meets for Final Ranking @ TMC, 3 rd floor Conference Room	July 13, 2018 @ 1:00 p.m.
Post Notice of Intended Ranking to the Authority’s website and Demandstar.	July 16, 2018
Board Approval of Final Ranking & Award of Contract @ TMC, Board Room	July 24, 2108 @ 1:30 p.m.
Posting of Notice of Board Approval & Award of Contract to the Authority’s website and Demandstar.	July 25, 2108

VI. SELECTION AWARD

After the Authority has evaluated the written proposals they may or may not require presentations of the top ranked firms. After the evaluation is completed, the Authority’s selection committee will make a recommendation to the Board.

VII. TERMS AND CONDITIONS

The Authority reserves the right to reject all proposals, any proposal not conforming to this Request for Qualifications, and to waive any irregularity or informality with respect to any proposal. The Authority further, reserves the right to request clarification of information submitted and to request additional information from one or more firms.

The Authority requires that the firm selected will not discriminate under the contract against any person in accordance with federal, state, and local governments' regulations. The Authority requires the firm selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with respect to the Authority.

The Authority requires that the firm make an affirmative statement to the effect that they have not contacted, or attempted to contact, any member of the Board, or Authority staff, except as expressly permitted in the RFQ.

VIII. STATEMENT ON PUBLIC ENTITY CRIMES

Failure of the firm to certify the firm as free from any "public entity crime" as defined in the Florida Statutes, Subsection 287.133 shall result in rejection or disqualification of your proposal. (See Exhibit A)

IX. DRUG-FREE WORKPLACE

Failure of the firm to certify the firm as a drug-free workplace in accordance with Florida Statutes, Subsection 287.087 shall result in rejection or disqualification of your proposal. (See Exhibit B).

X. PRICE PROPOSAL FORM (See Exhibit C).

EXHIBIT A

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted by _____ as
_____ of
_____ whose business address is
_____ and (if applicable) its
Federal Employer Identification Number (FEIN) is _____.
2. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of _____, the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

By

Date

STATE OF
 COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or who produced a _____ as identification and who did take an oath.

Notary Public

My commission expires:

EXHIBIT B

DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Status 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies with the above requirements.

Firm's Signature

Date

EXHIBIT C

PRICE PROPOSAL FORM

(Print this page on Firm's letterhead)

Date: _____

Tampa Hillsborough Expressway Authority
1104 East Twiggs Street, Suite 300
Tampa, FL 33602

Subject: Administrative & Operations Network Security Assessment RFQ O-00418

Having carefully examined the RFQ Instructions and Submittal Documents, Supplementary Instructions, Technical Specifications, of the above subject project, as well as the premises and the conditions affecting the work, the undersigned proposes the following hourly rates in this Price Proposal Form.

[Insert Respondent's Price Proposal for Project]

The undersigned Respondent agrees to keep this offer open for acceptance for One Hundred Twenty (120) days after date of opening the Price Proposals.

The signer of this Price Proposal Form, as Respondent, hereby declares that the only person, persons, company or parties interested in this Proposal as principals are named herein, that this Proposal is made without connection with any other person, persons, company or parties submitting a proposal; and that it is in all respects fair and in good faith, without collusion or fraud.

The signer of this Price Proposal Form, as Respondent, hereby declares that the Respondent or agents, officers or employees thereof have not either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted. The signer of this Proposal hereby warrants that they are duly authorized to sign and bind on behalf of the Respondent.

BY: _____	_____
Signature	Name Printed
_____	_____
Name of Company	Title
_____	_____
Street Address of Company	State of Incorporation
_____	_____
City, State, Zip of Company	

(Company Telephone Number)	(Corporate Seal)

NOTE: If Respondent is a corporation, indicate the State of Incorporation under the signature; and if a partnership, give full name of all parties.

NOTE: The person signing for the Respondent shall in his/her own handwriting, sign the Company's name, his/her own name and his/her title. Where the person signing for a corporation is other than the President or Vice-President, he/she must by affidavit, show his/her authority to bind the Company. Said affidavit shall be attached to this Price Proposal Form.

[END OF PRICE PROPOSAL FORM]