



RSU 3

Regional School Unit #3

REQUEST FOR PROPOSAL

For

Vulnerability Assessment

And

Penetration Testing

Reference Number: VAPT-02042015-MTVIEW

Dated: 04/13/2015

RSU 3 - Regional School Unit 3

84 School Street

Unity, Maine 04988

Tel: 207-948-6136 Fax: 207-948-6173

Website: www.rsu3.org

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Section 1 – Bid Schedule and Address

Line Number	Description	Detailed Information
1	Name of Project	Vulnerability Assessment and Penetration Testing
2	Reference Number	VAPT-02042015-MTVIEW
3	RFP Available	17 April, 2015 @1530
4	Deadline for RFP Questions	01 May, 2015 @1530
5	Closing Bidding Cut-off Date and Time	08 May, 2015 @1530
6	Place to Submit Bids	Superintendent of Schools – RSU 3 84 School Street Unity, Maine 04988
7	RFP decision By Date and Time	22 May, 2015 @1530
8	Date and Time of Opening of Technical Bids	22 May, 2015 @1530
9	Place for Technical Bid Openings	Superintendent of Schools – RSU 3 84 School Street Unity, Maine 04988
10	Name, Address and email for Communications	Superintendent of Schools – RSU 3 84 School Street Unity, Maine 04988 techdir@rsu3.org
11	Bid Related Questions Contact Information	Superintendent of Schools – RSU 3 84 School Street Unity, Maine 04988 techdir@rsu3.org
12	Performance Bond	To be Provided if Awarded
13	Commercial Bid Opening Date	Will be conveyed to the qualified bidders

Section 2 – RSU 3 – Regional School Unit 3

Regional School Unit 3 is a quasi-municipal non profit organization as stated under chapter 32 of the internal revenue code. RSU 3 is a K12 public school system that serves the 11 towns of Brooks, Freedom, Jackson, Knox, Liberty, Monroe, Montville, Thorndike, Troy, Unity and Waldo since 1958.

Section 3 – Objective

RSU 3 wants to conduct Vulnerability Assessment and Penetration Testing (VAPT) with intent to secure their externally visible infrastructure. This section details the scope of the current assignment, by stating the underlying assumptions, enumerating the areas of assessment, and clearly marking out the boundaries. Finally the Section formally states what factors will lead to the successful completion of an engagement such as the one proposed in this document.

Section 4 – Scope of Work

4.1 The main objective of the RFP is for vulnerability assessment and penetration testing of the following locations:

1. Mount View Complex
577 Mount View Road
Thorndike, Maine 04986
2. Unity Central Office
84 School street
Unity, Maine 04988
3. Troy Central School
733 Bangor Road
Troy, Maine 04987

4. Monroe Elementary
36 West Main Road
Monroe, Maine 04951
5. Morse Memorial School
27 School Street
Brooks, Maine 04921
6. Walker Elementary
33 West Main Street
Liberty, Maine 04949

4.2 General details of systems:

Device Type	Quantity	Platforms
Servers	45	VM, Linux, Windows, OSX
VoIP	6	Avaya IP500
Network Devices	6	Cisco, new router mv
Security Devices	15	Pfsense, zeroShell
VAPT External	72 IP Addresses	IPs of Above Units

Notes: 1. The quote of the above items cost should be indicated in packs of 5 and with a total cost.

4.3 Bidder should provide the following documents:

1. Approach and Project Schedule to Include Projected Project Time Span (Mandatory)
2. Methodology
3. Deliverables (Security Assessment Report/ VAPT report etc.)
 - a. Management Summary with overall severity graph.

- b. Detailed results for vulnerabilities discovered, exploited vulnerabilities and proof of concepts/screenshots.
- c. Detailed explanations of the implications of findings, business impacts, and risks for each of the identified exposures.
- d. Remediation recommendations to close the deficiencies identified.
- e. Detailed steps (wherever/whenever applicable) to be followed while mitigating the reported deficiencies. Security issues that pose an imminent threat to the system are to be reported immediately.
- f. Vulnerabilities Report would be delivered in a password protected Adobe Acrobat (PDF) document format.

4.4 Roles and Responsibilities of bidders would be as follows but not limited to:

- 1. Attempting to guess passwords using password-cracking tools.
- 2. Attempting penetration through perceivable network equipment/addressing and other vulnerabilities.
- 3. Check if any Vulnerability exists in the Servers, Database, Applications, Network and Security devices in scope without disturbing operations.
- 4. Sniffing Data or information.
- 5. To check whether there is any vulnerability present in all IT assets in scope.
- 6. To ascertain IDS is configured for intrusion detection, suspicious activity on host are monitored and reported to server, firewall and IDS logs are generated and scrutinized.
- 7. Effectiveness of Tools being used for monitoring systems and network against intrusions and attacks.
- 8. If any cases of unauthorized access through hacking, denial of service due to technological failure is possible.
- 9. Any other items relevant in the case of security. To be included in commercial bid and not to be considered an addition cost.
- 10. The assessment should include following sections for testing:-
 - 1. DMZ Zone
 - 2. Remote Access

3. Network Security Assessment
4. Network Security Components
5. VPNs
6. VoIP Communications Network – To Include the PRI
11. Provide scheduled updates regarding the project.
12. Provide documents / diagrams detailing the project information in a timely manner.

Section 5 – Prerequisite

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document hereof. The Bidder should have impeccable reputation and good will, based on consistent delivery of professional services with the highest technical and ethical standard. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

Section 6 – Eligibility Requirements

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below, Failure to provide the desired information and documents may lead to disqualification of the Bidder.

1. The Bidder should be certified to conduct VAPT.
2. The Bidder has completed at a minimum of three commercial VAPTs
3. The consultants conducting the VAPT should be Certified Penetration Testers and their registration\certificate should be current. (Attach Proof).
4. The consultants conducting the VoIP testing should be certified to conduct such testing.
5. The firm should submit Non-Disclosure Agreement

6. Bidder will certify in writing that there is no conflicts of interest of RSU 3's current providers or vendors.

Section 7 – Payment Terms

1. The Payment Terms shall be as follows and subject to the deliverables.
2. Payment is broken down in 25% increments and are to be distributed as follows:
 1. 25% at the commencement of work, as described in Section 4.3.1.
 2. 25% at 50% time completion of work in scope, as described in Section 4.3.1.
 3. 25% at 75% time completion of work in scope, as described in Section 4.3.1.
 4. 25% at completion of work in scope and RSU 3's satisfactoral receipt of deliverables.
3. Bidders have to make their own arrangement for their travel and stay at the above said locations during the assessment at their own cost.

Section 8 – Two Stage Bidding Process

1. For the purpose of selection of the Service Provider, a two-stage bidding process will be followed.
2. The bidders will submit their bids in two closed and sealed envelopes labeled as “Technical Bid” and “Commercial Bid” respectively. The “Technical Bid” will contain exhaustive and comprehensive details, documents about the bidder and any other information the Bidder would want to submit to RSU 3 relevant to this RFP.
3. The “Commercial Bid” will contain only the pricing information.
4. In the first stage, only the “Technical Bids” will be opened and evaluated. Those bidders whose technical bids satisfy the RFP eligibility criteria and terms and conditions as determined by RSU 3 shall only be accepted for commercial bid evaluation.
5. Under the second stage, the Commercial Bids of bidders who have been accepted as stated in point 4 above, will be opened.
6. Note that the RSU 3's decision in the selection process will be final and, further, RSU 3 reserves the right to proceed with or cancel the bid processing at any stage of the bidding process, if it considers such a cancellation is necessary.
7. The envelope labeled as “Technical bid” should include only the Bidder's Profile Eligibility criteria matrix, Relevant Technical Bid Forms and Standard Printed Technical

Literature/Brochure about eligibility etc. No price offer should be included in this envelope. Any mention of the price in the technical bid will disqualify the bidder from participation in the bid processing and will be rejected.

8. The envelope labeled as “Commercial bid” should include only the commercial quote. Please note that no other information other than the price and price break down should be furnished along with this offer.
9. Envelope 1 (Technical Bid) should contain Addendum: A, B, C, D& E
10. Envelope 2 (Commercial Bid) should contain Addendum: F & G
11. Both the Technical Bid and the Commercial Bid should be contained in one package. Each envelope should be clearly marked with the Bid type and the Bidders name.

Addendum A - Bid Offer Form (without Price)

(Bidder's Letter Head)

OFFER LETTER

Date:

To:

Heather Perry - Superintendent of Schools – RSU 3
84 School Street
Unity, Maine 04988

Dear Ma'am,

Subject: Regarding RFP No. VAPT-01012015-MTVIEW dated February 17, 2015 for “Vulnerability Assessment And Penetration Testing”

We have examined the above referred RFP document. As per the terms and conditions specified in the RFP document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.

We acknowledge having received the following addenda to the RFP document.

Addendum No.	Dated

While submitting this bid, we certify that:

1. Prices have been quoted in US Dollar.
2. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFP.
3. We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
4. We agree that the rates / quotes, terms and conditions furnished in this RFP are for RSU 3.

If our offer is accepted, we undertake, to start the assignment under the scope immediately after receipt of your order. We also note that RSU 3 reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer if it is in the best interest of RSU 3, and
- Award more than one contract.

We agree to abide by this offer till 180 days from the last date stipulated by RSU 3 for submission of bid, and our offer shall remain binding upon us and may be accepted by RSU 3 any time before the expiry of that period.

Until a formal contract is prepared and executed with the selected bidder, this offer will be binding on us. We also certify that the information/data/particulars furnished in our bid are factually correct. We also accept that in the event of any information / data / particulars are found to be incorrect, RSU 3 will have the right to disqualify us.

We undertake to comply with the terms and conditions of the bid document. We understand that RSU 3 may reject any or all of the offers without assigning any reason whatsoever.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm:

Address

Addendum B - Bidder's Information

Bidder Information		
1	Official Registered Name	
2	Primary and Secondary SIC Numbers	
3	Address	
4	Main Telephone Number	
5	Toll Free Telephone Numbers	
6	FAX Numbers	
7	Key Contact Person: Title, Address (if different from above), Direct Phone Number, FAX Number, email address	
8	Person authorized to contractually bind the organization for any proposal against this RFP.	
9	Brief history, including year established and number of years your company has been offering Information Security Testing.	

 Printed Name

 Title

 Signature

 Date

Addendum C - Eligibility Criteria Response

Line Item	Minimum Eligibility Criteria	Response of Bidder	Documents Attached
1	The Bidder should be certified network penetration tester	Yes/No	Please attach certification
2	Bidder has completed a minimum of 3 commercial VAPT	Yes/No	Please attach company names and letters of reference
3	The consultants conducting the VAPT are Certified Penetration Testers.	Yes/No	Please attach certification/s if different from above.
4	The consultants conducting the VoIP testing are certified to conduct such testing.	Yes/No	Please attach certification/s
5	The firm should submit a Non-Disclosure Agreement (NDA)	Yes/No	NDA should be attached.

 Printed Name

 Title

 Signature

 Date

Addendum D - Confidentiality & Non-Disclosure Agreement

This Confidentiality and Non-Disclosure Agreement (“Agreement”) is made on this the _____ day of _____, 2015 between

Regional School Unit 3 - a quasi-municipal non-profit organization as stated under chapter 32 of the internal revenue code, located at 84 School Street, Unity Maine 04988 (Hereinafter referred to as “RSU 3” which expression shall mean and include unless repugnant to the context, its successors and permitted assigns);

AND

_____ (Name of Information Security Consulting firm)
and having its registered office at _____ (Hereinafter referred to as “Contractor” which expression shall mean and include unless repugnant to the context, its successors and permitted assigns).

WHEREAS:

RSU 3 has solicited a Request for Proposal for Vulnerability Assessment And Penetration Testing (“VAPT”) of their Information system & IT infrastructure;

AND

WHEREAS:

During the course of VAPT Contractor and RSU 3 may disclose to each other certain information which may be proprietary and/or confidential in nature.

NOW THEREFORE

In consideration of the mutual commitments contained herein, the parties agree as follows:

1. For purposes of this Agreement, “Confidential Information” means, with respect to either party, any and all information in written, electronic, verbal or other form relating directly or indirectly to the present or potential business, operation, or financial condition of, or relating to, the disclosing party (including, but not limited to, information identified as being proprietary and/or confidential or pertaining to pricing, marketing plans or strategy, volumes, services rendered, customers and suppliers lists, financial or technical or service matters or data, student information, employee/agent/consultant/officer/director related personal or sensitive data, and, with respect to RSU 3, any information designated as confidential by state or federal law, including but not limited to, personally identifiable information contained in student educational records and employee personnel information) excluding any such information which (i) is known to the public (through no act or omission of the receiving party in violation of this Agreement); (ii) is lawfully acquired by the receiving party from an independent source having no obligation to maintain the

confidentiality of such information; (iii) was known to the receiving party prior to its disclosure under this Agreement; (iv) was or is independently developed by the receiving party without breach of this Agreement; or (v) is required to be disclosed by governmental or judicial order, in which case the party so required shall give the other party prompt written notice, where possible, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable such other party to seek a protective order or other appropriate remedy at such other party's sole costs.

2. The parties acknowledge that: (a) Contractor may have access to Confidential Information that includes personally identifiable information from education records that are subject to FERPA ("FERPA Records"); and (b) to the extent that Contractor has access to FERPA Records, Contractor will be considered a "School Official" (as that term is used in FERPA and its implementing regulations) and will comply with FERPA.
3. This Agreement does not obligate either party to disclose any particular proprietary information; to purchase, sell, license, transfer, or otherwise dispose of any technology, services, or products; or to enter into any other form of business, contract, or arrangement. Furthermore, nothing contained herein shall be construed as creating, conveying, transferring, granting or conferring by one party on the other party any rights, license or authority in or to the information provided. Contractor agrees to use any Confidential Information it receives from RSU 3 solely for the purposes of completing the VAPT described in more detail in the agreement to which this Agreement is attached, unless other or additional use is expressly authorized by RSU 3 in writing.
4. Each party agrees and undertakes that it shall not, without first obtaining the written consent of the other, disclose or make available to any person, reproduce or transmit in any manner, or use (directly or indirectly) for its own benefit or the benefit of others, any Confidential Information, except as otherwise permitted by this Agreement or as permitted or required by law.
5. The receiving party shall use the same degree of care and protection to protect the Confidential Information received by it from the disclosing party as it uses to protect its own Confidential Information of a like nature, and in no event such degree of care and protection shall be of less than a reasonable degree of care.
6. The disclosing party shall not be in any way responsible for any decisions or commitments made by receiving party in relying on the disclosing party's Confidential Information.
7. The parties agree that upon completion or termination (to the extent the VAPT is terminated prior to completion) of the VAPT, or at any time during its currency, at the request of the disclosing party, the receiving party shall promptly deliver to the disclosing party the Confidential Information and copies thereof in its possession or under its direct or indirect control.
- 8.
9. The parties hereto acknowledge and agree that in the event of a breach or threatened breach by the other of the provisions of this Agreement, the party not in breach will have no adequate remedy in money or

damages and accordingly the party not in breach shall be entitled to injunctive relief against such breach or threatened breach by the party in breach.

10. No failure or delay by either party in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
11. The parties agree that if a dispute involving the terms of this Agreement arises, either party may, at its option, require that the dispute(s) be addressed through binding arbitration in Portland, Maine before a single arbitrator selected jointly by the parties. The arbitration shall be conducted in accordance with the American Arbitration Association's (AAA) Arbitration Rules and Mediation Procedures in effect at the time arbitration is requested by either party. If the parties cannot agree on an arbitrator during a thirty (30) day period after the dispute begins, the arbitrator shall be selected in accordance with AAA rules and procedures.
12. This Agreement shall be governed exclusively by the laws of the State of Maine. The parties agree that, if a dispute is not arbitrated, any action involving this Agreement shall be brought in state or federal court in the State of Maine.
13. This Agreement shall not be amended, assigned or transferred by either party without the written consent of the other party.
14. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
15. This Agreement contains the entire agreement between the parties regarding the subject matter of this Agreement and supersedes all prior agreements and understandings, written or otherwise, which are expressly hereby agreed to be of no further force and effect. If any term or provision of this Agreement or its application to any party or circumstance is determined to be void, illegal, unenforceable, or invalid in whole or in part for any reason, the remainder of this Agreement shall be valid and enforceable to the extent permitted by applicable law. In such event the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the invalid or unenforceable provision.

IN WITNESS WHEREOF the parties, having read the foregoing Agreement carefully, and knowing and understanding its contents and effects, sign and seal the same as their own free act and deed.

RFP for Vulnerability Assessment and Penetration Testing

Dated: _____, 20__
Regional School Unit 3

Name: _____
Its: _____

Dated: _____, 20__

Contractor

Name: _____
It's: _____

Addendum E - Bidder's Experience

A - Bidder's Organization

[Provide here a brief description of the background and organization of your firm/company. The brief description should include ownership details, date and place of incorporation of the company/firm, objectives of the company/firm etc.]

B - Bidder's Experience

[Using the format below for each Project for which your company/firm was legally contracted for Vulnerability Assessment And Penetration Testing.]

Line No.	Items to include	Details
1	Name of Project	
2	Duration of Project	
3	Name of Client	
4	Contact Person Name and Designation	
5	Contact Details with e-mail	

Note: Please provide documentary evidence from the client wherever applicable. This Addendum has to fill separately for each of the clients.

Signature: _____.

Name: _____

Designation: _____

Date: _____, Place _____

Addendum F - Commercial Offer Form

(Bidder's Letter Head)

(To be included in Commercial Bid Envelope only)

To: RSU 3

Date:

Re: RFP No. VAPT-01012015-MTVIEW dated 13th April 2015 for "Vulnerability Assessment And Penetration Testing"

Dear Sir,

Having examined the Bidding Documents placed along with the above referred RFP, we, the undersigned, offer to provide the required consultancy services in conformity with the said Bidding documents for the sum of _____ (US Dollars all inclusive) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We agree to abide by the Bid and the rates quoted therein for the orders awarded by RSU 3 up to the period prescribed in the Bid which shall remain binding upon us. Until a formal contract is signed with the selected bidder, this Bid shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws, regulations and ordinances set forth by the United States of America.

We have complied with all the terms and conditions of the RFP. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ Day of _____ 2015.

Signature

Printed Name

Duly authorized to sign Bid

Addendum G - Commercial Bid Format

Item No.	Device Type	Quantity	Platforms	Unit Price	Total price
1	Servers	45	VM, Linux, Windows, OSX		
2	VoIP	6	Avaya IP500		
3	Network Devices	6	Cisco, new router mv		
4	Security Devices	15	Pfsense, zeroShell		
5	VAPT External	72 IP Addresses	IPs of Above Units		
Total of above					

Notes:

- The fees quoted should be all inclusive cost.
- Please state the number of man-days required for completion of the VAPT.