



YUKON ENERGY CORPORATION

REQUEST FOR PROPOSALS ("RFP") ##2011-013

Information Technology (IT) Security Audit

YUKON ENERGY CORPORATION

Box 5920

2 Miles Canyon Rd

Whitehorse YT Y1A6S7

Phone: (867) 393 5302

Fax: (867) 393 5301

Email: Lynda.harlow@yec.yk.ca

Issue Date: September 30, 2011

TABLE OF CONTENTS

SECTION 1: INTRODUCTION AND DEFINITIONS	4
1.1 CORPORATE OVERVIEW	4
1.2 PURPOSE.....	4
1.3 INTENT	4
1.4 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT.....	4
1.5 ACKNOWLEDGMENT.....	5
1.6 DEFINITIONS.....	5
SECTION 2: INSTRUCTIONS TO PROPONENTS	7
2.1 LETTER OF INTENT TO RESPOND	7
2.2 PROPOSAL DELIVERY	7
2.3 CORPORATION'S DESIGNATE.....	7
2.4 CLOSING DATE AND TIME	7
2.5 PROPOSAL SUBMISSION.....	7
2.6 ELECTRONIC PROPOSAL SUBMISSION.....	8
2.7 VERIFICATION OF PROPOSAL RECEIPT.....	8
2.8 QUESTIONS AND QUERIES	8
2.9 PROPOSAL WITHDRAWALS.....	9
2.10 PROPOSAL AMENDMENTS	9
2.11 PROPOSAL DETAILS.....	9
2.12 ALTERNATIVE PROPOSALS	9
2.13 PROPOSAL OPENING.....	10
2.14 ADDENDA.....	10
2.15 EXTENSIONS.....	10
2.16 IRREVOCABILITY	10
2.17 REFERENCES / SEARCHES / CONTACTS	10
2.18 JOINT PROPOSALS AND SUBCONTRACTING.....	10
SECTION 3: EVALUATION PROCESS AND CRITERIA.....	11
3.1 EVALUATION COMMITTEE.....	11
3.2 EVALUATION METHODOLOGY AND PROCESS	11
3.3 PROPONENT INTERVIEWS	11
3.4 PROPONENT PRESENTATIONS	11
3.5 EVALUATION CRITERIA.....	11
SECTION 4: REQUIREMENTS AND SPECIFICATIONS	13
4.1 BACKGROUND	13
4.2 SCOPE OF WORK	14
4.3 REPORT REQUIREMENTS	15
4.4 PROPOSED SCHEDULE	15
4.5 PROPONENT QUALIFICATIONS	16
4.6 HEALTH AND SAFETY	17
SECTION 5: FORMS OF PROPOSAL	18
5.1 ADDENDA AND QUESTION AND ANSWER ACKNOWLEDGEMENT	18
5.2 PROPOSAL FORM.....	19
5.3 FIRM PRICE QUOTE	21
5.4 RATE SHEET.....	22
5.5 PROPOSED WORK SCHEDULE	23
5.6 PROPOSED WORK APPROACH AND METHODOLOGY	24
5.7 PROPOSED PERSONNEL.....	25
5.8 EXPERIENCE IN SIMILAR WORK	26
5.9 CONFLICT OF INTEREST; FULL DISCLOSURE.....	27

SECTION 6: APPENDICES 28

6.1 APPENDIX A – FORM OF CONTRACT 28

6.2 APPENDIX B – LETTER OF INTENT TO RESPOND 28

SECTION 1: INTRODUCTION AND DEFINITIONS

1.1 CORPORATE OVERVIEW

Established in 1987, Yukon Energy Corporation (“the Corporation”) is a publicly-owned electrical utility that operates as a business, at arms length from the Yukon Government. We are the main generator and a transmitter of electrical energy in the Yukon and we work with our parent company Yukon Development Corporation to provide Yukon residents with a sufficient supply of safe, reliable electricity and related energy services.

The Corporation is regulated by the Business Corporations Act, the Public Utilities Act and the Yukon Water Act. The main office is located near the Whitehorse Rapids Hydro Plant in Whitehorse with community offices in Mayo, Faro and Dawson City.

Additional Corporation information and annual reports can be viewed on the Corporation’s website at: <http://www.yukonenergy.ca>

1.2 PURPOSE

Yukon Energy is inviting proposal submissions from qualified consultants to perform a detailed and thorough review of Yukon Energy Corporation’s (YEC) Information Technology (IT) systems and operational procedures as they relate to ensuring confidentiality, integrity and availability of business critical systems and data, and to provide an independent expert opinion regarding the adequacy of YEC information security controls and of the associated risks to YEC’s information assets.

The deliverable of a final report pertaining to the Information Technology (IT) Security Audit is expected by December 14, 2011.

Background information and a detailed Set of deliverable are provided below and where indicated in the attached files.

1.3 INTENT

It is the intent of the Corporation to obtain the best overall solution, services and value through a RFP process that provides a high level of responsiveness, quality Proposals, and a Proponent that has a proven track record of meeting its client’s needs.

1.4 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

Once proposals are opened, they become the property of Yukon Energy, and will not be returned. Subject to the Access to Information and Protection of privacy Act, (ATIPP) information, other than price, contained in in proposals submitted will be held in confidence. However, please note that all documents submitted to Yukon Energy are subject to ATIPP. While ATIPP allows members of the public to access records in Yukon Energy’s custody or control, it also prohibits some, but not necessarily all, disclosures by Yukon Energy, in particular of personal information or confidential business information. Disclosure is prohibited if it would be significantly harmful to business interests or would be an unreasonable invasion of privacy, as defined in sections 24 and 25 of ATIPP. Accordingly, proponents are encouraged to:

- a identify those portions of their submission which they are supplying in confidence and for which disclosure would be significantly harmful to their business, or would be an unreasonable invasion of their personal privacy, as defined in sections 24 and 25 of ATIPP and,
- b be prepared to justify that determination if challenged to do so by someone who applies for access to the information.

1.5 ACKNOWLEDGMENT

The Corporation thanks all Proponents for responding to this RFP. It recognizes the time, resources and energy that it takes to complete and submit a Proposal for consideration. The Corporation does not take lightly the endeavour and effort made to provide a Proposal and appreciates your response to this RFP.

In no way or manner should this RFP be considered a repudiation or statement of dissatisfaction with any current company providing services to the Corporation. This RFP is an ongoing business commitment and demonstration ensuring that the Corporation undergoes scrutiny and diligence that can withstand review and audit. The Corporation is committed to the highest standards of business practice and services and appreciates your company helping the Corporation achieve these goals.

Thank you in advance for participating in this RFP process.

1.6 DEFINITIONS

“Closing Time” or “Closing Date and Time” means the date and time specified in 2.4 of this RFP.

“Contract” means the agreement between the Corporation and Contractor as embodied in all the Contract Documents.

“Contractor” means the successful Proponent that is awarded a Contract as a result of this RFP process.

“Contractor’s Representative” means the person appointed by Contractor as its representative, and unless advised otherwise in writing, Contractor’s Representative (a) has full authority to act on behalf of and bind the Contractor, and (b) may, in writing, delegate any or all of his or her authority to any other person.

“Corporation” means Yukon Energy Corporation.

“Corporation’s Designate” means the person named in this RFP who has the authority to issue the RFP and manage the RFP process on behalf of the Corporation.

“Corporation’s Representative” means the person appointed by the Corporation who has responsibility for managing the Contract and, unless Contractor is expressly advised otherwise, Corporation’s Representative (a) has full authority to act on behalf of and bind the Corporation, and (b) may, in writing, delegate any or all of his or her authority to any other person.

“Day” means a calendar day, unless specifically stated otherwise.

“Intellectual Property” means all drawings, plans, models, designs, graphics, reports, specifications, calculations, concepts, methodologies, products, prototypes, inventions, processes, trade secrets, industrial designs, works, including literary and artistic works, images, logos, trade-marks, audio recordings, video recordings, computer programs and software, whether hardcopy or electronic media format, prepared, produced or developed by or at the direction of Contractor or any subcontractor in connection with this Contract or the provision of the Work, and all intellectual property rights in, to and associated therewith.

“Potential Proponent” means a person or organization who has received this RFP.

“Proponent” means a person or organization who submits a Proposal in response to this RFP.

“Proposal” means the documents, if any, that Proponent delivers to the Corporation proposing to perform the Work.

“Proposal Delivery Office” means the Corporation office where Proposals shall be delivered, if by post or courier, as specified ‘Proposal Delivery’ of this RFP.

“RFP” means this Request for Proposal process.

“RFP Documents” means all sections of this RFP including:

Section 1 – Introduction and Definitions

Section 2 – Instructions to Proponents

Section 3 – Evaluation Process and Criteria

Section 4 – Requirements and Specifications

Section 5 – Forms of Proposal

Section 6 – Appendices

Addenda, if any; and

Question and Answer series, if any.

“Work” means all or any part of the services and obligations required to be performed by the Contractor under a Contract.

SECTION 2: INSTRUCTIONS TO PROPONENTS

Proponents are requested to provide comprehensive information as outlined in the RFP Documents to enable complete and accurate evaluation of their Proposal. Omission of any information that the Corporation deems as pertinent to the Proposal may cause the Proposal to receive a lower rating through evaluations, or may cause the Proposal to be disqualified at the Corporation's absolute discretion.

2.1 LETTER OF INTENT TO RESPOND

After reviewing this RFP, the Corporation requests that all potential proponents who intend to respond to this RFP identify themselves using the letter of intent to respond (the "Letter of Intent") provided in Appendix F of this RFP. Only those companies / individuals submitting a Letter of Intent will receive subsequent information, addenda and Q&A information.

2.2 PROPOSAL DELIVERY

Proposals along with the submission documents in the Forms of Proposal section should be submitted in a sealed envelope and delivered in original form by hand or courier to:

Yukon Energy Corporation
Attention: Lynda Harlow ("Corporation's Designate")
Procurement Department
2 Miles Canyon Rd
Whitehorse YT Y1A6S7

2.3 CORPORATION'S DESIGNATE

For the purposes of this RFP process, the Corporation's Designate is:
Lynda Harlow
Phone: 867-393-5302
Lynda.Harlow@yec.yk.ca

E-mail communications are preferable.

2.4 CLOSING DATE AND TIME

The date and time of the RFP closing is Tuesday October 11, 2011 **at 4:00:00 PM. PST** (as per the Corporation's time clock located at the reception area). Strict adherence to this deadline will be maintained. In order to be considered, Proposals must be received at the location specified herein on or before the RFP Closing Date and Time. Proposals received after the Closing Date and Time will be rejected and returned to the Proponent unopened.

2.5 PROPOSAL SUBMISSION

Proponent should clearly identify on the envelope containing the Proposal, the name and address of the Proponent, the RFP number, the title of the RFP and the RFP Closing Date and Time.

One (1) copy of the Proposal should be submitted. This copy should be in hardcopy form, and be originally executed including original signature(s) of duly authorized signatory(s) of the Proponent.

One copy of all Pricing Pages, as outlined in the Forms of Proposal should be submitted in a separate envelope, identified with the name and address of the Proponent, the RFP number, the title of the RFP, and labelled:

Confidential

Pricing Pages

One copy of the Proposal, in electronic form, preferably on a CD, should be included as part of the Proposal submission package.

To enable the Corporation to effectively evaluate submissions, Proponents are requested to submit Proposals with adherence to the form and format within these RFP Documents, referencing the section(s) and clause(s), as necessary, to facilitate accurate and expedient evaluations.

2.6 ELECTRONIC PROPOSAL SUBMISSION

The Corporation will accept Proposal submissions in electronic format, in accordance with these Electronic Proposal Submission requirements. If submitting your Proposal electronically, and in order for your Proposal to be considered, your Electronic Proposal Submission must:

- a) be received by the Corporation's Designate on or before the Closing Date and Time;
- b) be identified and transmitted as follows submitting two separate emails to separate price and non-price components, identified as follows:
 - a. Email #1 should be identified as "Submission #1 for RFP# 2011-013, Non Price Components" and include completed forms 5.1, 5.2, 5.5, 5.6, 5.7, 5.8, and 5.9.
 - b. Email #2 should be identified as "Submission #1 for RFP# 2011-013, Price Components" and include completed forms 5.3 and 5.4
- c) be transmitted to the Corporation's Designate only;
- d) include, at a minimum, a duly executed copy of the Forms of Proposal, signed by authorized representative(s) of the Proponent's organization;
- e) include shipment/courier details to assure the Corporation that the originally executed Proposal documents, as outlined in Proposal Submission, are in transit, including:
 - the name of the courier company that the original Proposal documents have been shipped by,
 - the courier company's document tracking number(s).

The Corporation's preference is to receive electronic Proposal submissions via email, in PDF format or alternately in Microsoft Word/Excel format.

At a minimum, the RFP Forms of Proposal should form part of the electronic Proposal submission. Proponent's sales literature and/or any additional information to that requested in the RFP Forms of Proposal, that the Proponent is including in their Proposal submission, need not be included in the electronic Proposal submission.

2.7 VERIFICATION OF PROPOSAL RECEIPT

Proponents may verify that their Proposal has been received prior to the Closing Date and Time by contacting the Corporation's Designate. The Proponent must identify their company name before any information will be released. No other information concerning the RFP other than confirmation of Proposal receipt will be released.

2.8 QUESTIONS AND QUERIES

Proponents are required to submit their questions, including questions relating to specifications, discrepancies, omissions, or any apparent ambiguities, in writing, by e-mail, in accordance with the schedule set out below, to:

Yukon Energy Corporation

Attention: Lynda Harlow ("Corporation's Designate")

Telephone: 867-393-5302
E-mail: Lynda.Harlow@yec.yk.ca

Proponents will not **contact or ask questions of any other Corporation personnel. Information obtained from any person or source** other than the Corporation's Representative cannot be relied on for the purposes of this RFP process and cannot be incorporated into a Proposal. The Corporation may disqualify any Proponent who solicits information from any person other than the Corporation's Representative.

The Corporation will review the questions and where the information is not already provided, will issue an addendum to all Proponents under Section 2.8. Responses may be made up to 48 hours prior to the Closing Date and Time. The Proponent that submitted the question will not be identified in the Corporation's response.

To facilitate the question and answer process, the Corporation will use the schedule identified below for the receipt of questions and delivery of the Corporation's responses. The Corporation will make a reasonable effort to have the responses issued by the end of business on the Corporation's Response Date.

	Submission Date	Corporation's Response Date
Q&A Session #1	October 5th	October 7th

2.9 PROPOSAL WITHDRAWALS

Proposals may be withdrawn at any time prior to the Closing Date and Time by submitting a written withdrawal request to the Corporation's Designate at the same address to which the Proposal was submitted. The Proposal will be returned to the Proponent unopened.

2.10 PROPOSAL AMENDMENTS

Where a Proposal has been received by the Corporation before the RFP Closing Date and Time, amendments by email are acceptable provided that such amendments are received in writing at the location specified herein prior to the RFP Closing Date and Time.

Amendments to Proposals should clearly state the name and address of the Proponent, the RFP number, and the name of the RFP in accordance with these Instructions to Proponents. Any amendment must be duly signed by an authorized signatory of the Proponent.

Any amendment to the Proposal price should state only the amount by which the Proposal price is increased or decreased and should not indicate the revised total Proposal price.

2.11 PROPOSAL DETAILS

Proponents should provide complete and accurate information and details for all aspects of their Proposal. Failure to respond to any requests for information, costs, qualifications or clauses will be deemed to be a negative response and may disqualify the Proposal or cause the Proposal to receive a lower rating through evaluations.

2.12 ALTERNATIVE PROPOSALS

Proponents wishing to submit alternate innovative methods or operational Proposals that they feel will benefit the Corporation are encouraged to do so. It is requested that alternative Proposals be shown

separately and submitted as an 'Alternate Proposal' and accompanied by their initial Proposal that meets the service requirements stated in this RFP. It is also requested that Proponents identify their preference of alternatives in order from first preference on.

2.13 PROPOSAL OPENING

The opening of Proposals will be closed to the public. Information on Proponent's names and/or prices received may be released at the Corporation's absolute discretion. In the event the Proponent's names and/or prices are released, this information may be released in a timely fashion and only to qualifying Proponents after Proposals are opened and evaluated, and a Contract is awarded to the successful Proponent.

2.14 ADDENDA

All addenda and/or question and answer series issued during this RFP will become part of the RFP. Proponents should identify all addenda and/or question and answer series received during the RFP process as requested in the Forms of Proposal.

2.15 EXTENSIONS

The Corporation may extend the Closing Date and Time of the RFP by issuing a written addendum to all Potential Proponents.

2.16 IRREVOCABILITY

Proposals shall be irrevocable for a period of sixty (60) days from the closing date and the Proponent shall not have the option of revoking its Proposal until the expiry of the irrevocable period.

2.17 REFERENCES / SEARCHES / CONTACTS

Proponents are requested to include a list of at least three (3) references of clients, complete with the contact person(s) and their contact information, for which they have done work, similar in scope and size to the Work outlined in the RFP, within the past three (3) years.

Proponents, responding to this RFP, authorize the Corporation to contact any references (current and past), whether the reference was listed by the Proponent as one of the Proponent's references in the Forms of Proposal, or not.

2.18 JOINT PROPOSALS AND SUBCONTRACTING

Proposals may be submitted where more than one company or organization will be performing the Work either through a joint Proposal or through a subcontracting arrangement. In these cases:

- All companies or organizations must be identified in the Proposal;
- The portion of the Work to be provided by each company or organization should be clearly identified;
- One company should be identified in the Proposal as the point of contact for the purposes of this RFP process, and the identified company will assume overall responsibility for the Work; and
- No other companies or organizations may be added or substituted without the prior written consent of the Corporation.

If a joint Proposal is submitted, the Forms of Proposal should be duly executed by all organizations to the joint venture, and/or all companies proposed as subcontractor(s) for the Work.

SECTION 3: EVALUATION PROCESS AND CRITERIA

3.1 EVALUATION COMMITTEE

An evaluation committee comprised of the Corporation's Designate and other Corporation staff will evaluate Proposals received. The Corporation reserves the right to include subject matter expert(s) and/or external consultant(s) as part of the evaluation committee, at the Corporation's absolute discretion.

3.2 EVALUATION METHODOLOGY AND PROCESS

Proposals will be evaluated on the information received in the Proposal, only if received by the Closing Date and Time. The evaluation committee will review each Proposal to ensure compliance with the requirements of the RFP. The committee will use specific evaluation criteria to rate the various components of the Proposals.

Proposals may be further evaluated on information received through the RFP process, including but not limited to clarifications, additional information, telephone conversations, Proponent presentations, interviews and/or meetings with short listed Proponents.

3.3 PROPONENT INTERVIEWS

The Corporation reserves the right to conduct interviews at the Proponent's site as part of the evaluation process. The Corporation will not necessarily select any or all of the Proponents to take part in this process. Proponent(s) selected for interviews will be from a selection process through the evaluations and at the absolute discretion of the Corporation.

3.4 PROPONENT PRESENTATIONS

The Corporation reserves the right to request selected Proponent's to perform presentations as part of the evaluation process. The Corporation will not necessarily select any or all of the Proponents to take part in this process. Proponent(s) selected to perform presentations will be from a selection process through the evaluations and at the absolute discretion of the Corporation.

3.5 EVALUATION CRITERIA

For the purposes of Proposal evaluation, Corporation may take into account, in its absolute discretion, any or all of the information received from the Proponent under or pursuant to the RFP Documents, Corporation's knowledge of, and/or past experience with the Proponent (including Proponent's performance on previous contracts with the Corporation, if any), and any information about the Proponent received from third parties and deemed reliable by the Corporation.

The Proposal Evaluation Criteria, indicated below, describes the criteria, listed in their relative order of importance, which will be used by the Corporation to evaluate Proposals received in response to this RFP.

The Corporation shall have no obligation to inform Proponents of the details of its evaluation process, of the weight attached to any particular evaluation criterion, or of the specific ranking assigned to any evaluated Proposal.

Evaluation Criteria

1	Company's Qualifications and Experience in similar work • Demonstrate Areas of Expertise • Demonstrated Experience	200 Points
---	--	------------

2	Project Team (Crew) • Experience, Background and Education of staff working on this project • Key Members CV's	200 Points
3	Methodology • Proponent submission conformance with RFP request	200 Points
4	References (minimum 3)	100 Points
Total Technical and Organizational Competence		700 Points

Proposals scoring less than 500 points on the above items will be considered technically unacceptable and the price envelope will be returned to the Proponent unopened.

Price The Proposal must demonstrate the best value for price submitted.

5	Lowest Price Proponent = Maximum Points	300 Points
Maximum Possible Points		1000 Points

Calculation of Price Component for Evaluation:

1. Lowest Price = 300 points

Lowest Price / Next Proposal price x 300 points = # of points for Proposal

Following evaluation of Proposals, short listed Proponents may be further evaluated on the strength of their presentations, if presentations are held.

SECTION 4: REQUIREMENTS AND SPECIFICATIONS

4.1 BACKGROUND

Corporate Overview

Established in 1987, Yukon Energy Corporation (“the Corporation”) is a publicly-owned electrical utility that operates as a business, at arms length from the Yukon Government. We are the main generator and a transmitter of electrical energy in the Yukon and we work with our parent company Yukon Development Corporation to provide Yukon residents with a sufficient supply of safe, reliable electricity and related energy services.

The Corporation has its administrative and operations center in Whitehorse, with staffed operations in Dawson City, Mayo, and Faro. The majority of staff are located in Whitehorse, with the balance in the communities. The IT Department is responsible for supplying quality and timely support, advice and recommendations to all staff, as well as building and providing a solid platform to host the corporations systems.

Information Technology Department Overview

The IT department has three staff reporting to a manager, who in turn reports to the Director; Human Resources and Information Management. Under the direction of IT, the following initiatives are currently underway:

- Request for Proposals: Strategic Plan
- Communications Needs Assessment
- Disaster Recovery Plan

The last IT security audit review was commissioned and completed in 2008.

Current Operating Environment

The Corporation’s current hardware and software resources are deployed as follows:

- Workstation Environment: the Corporation operates a variety of Dell laptops and desktops running Windows XP and Office2007.
- Server Environment: the Corporation operates under 50 servers, 80% of which are virtual. All physical servers are Dell, vmware ESXi is leveraged to provide our virtual platform. All Servers are running either Microsoft Server 2003 or Server 2008r2.
- Sharepoint and Exchange are deployed in a clustered environment.
- Storage: the Corporation operates an EMC fiber channel SAN.
- Network: Sites are connected through various technologies offered by the local ISP. Most networking equipment is Cisco, supplemented by few Checkpoint and Bluecoat solutions.

The Corporation’s current critical business and operational applications are as follows:

- Financial system: the Corporation currently uses JDEdwards financial software. There is a project currently underway to implement Microsoft Dynamics GP 2010, with a projected go live date of first quarter 2012.
- Computerized Maintenance Management System (CMMS): in conjunction with the MS GP installation, the corporation is implementing a computerized maintenance management system from Wennsoft.
- Sharepoint: the Corporation uses a Sharepoint document control system and has recently migrated from Sharepoint 2007 to 2010 in July 2011.
- Office 2007: Corporation employees use the Office 2007 suite of applications.
- Corporate security: the Corporation uses a variety of security technologies, which are currently the subject of a separate RFP for IT Security Audit which is not in scope, but policies and processes surrounding security are in scope.

- Records Management System: the Corporation operates a proprietary records management system which is not in scope.
- SCADA: (supervisory control and data acquisition); YEC has an electrical system control network, but Corporate IT has a limited SCADA support role. The SCADA system would not be in Scope for this project.
- Environmental Management System: the Corporation maintains an EMS, content of which is managed by the Environment Department, but IT has responsibility for support from a technology perspective
- Back-up System; The Corporation uses Microsoft DPM.
- Payroll: Outsourced and off-site via Web interface
- Customer Billing System: Outsourced and off-site via terminal interface

4.2 SCOPE OF WORK

Requirements

YEC must supply the vendor with information that will allow the vendor to scope the level of effort required to complete the work. The information provided will depend upon the scope of the work but, typically, information such as the following would be appropriate:

External Vulnerability Assessment

Number of IP addresses in target and number of live hosts

Dial-In Assessment

Number of telephone numbers to be dialed quantity of modems

Host Diagnostic Reviews

Number and type of devices

Firewall Reviews

Number of type of firewalls

Internal Network Vulnerability Assessment

Number of IP addresses in target and number of live hosts

Wireless Network Review

Details of target area; number of buildings and floors, size of area to walk, size of area to drive

Application Reviews

A description of the functionality, number of dynamic pages accepting input, authentication approach used, major software components of the architecture

Social Engineering

Security elements to test and scenarios desired

At the conclusion of the assessment, YEC requires written documentation of the approach, findings and recommendations associated with this project. A formal presentation of the findings and recommendations to senior management may also be required. The documentation should consist of the following:

DETAILED TECHNICAL REPORT

A document developed for the use of YEC's technical staff which discusses: the methodology employed, positive security aspects identified, detailed technical vulnerability findings, an assignment of a risk rating for

each vulnerability, supporting detailed exhibits for vulnerabilities when appropriate and detailed technical remediation steps.

EXECUTIVE SUMMARY REPORT

A document developed to summarize the scope, approach, findings and recommendations, in a manner suitable for senior management.

Yukon Energy Corporation expects the audit not to exceed twenty (20) days and will only cover selected examples of different systems and networks. Such systems will be identified in consultation between Yukon Energy Corporation IT staff and the selected consultant.

Mandatory Audit Components:

- External vulnerability testing of LAN, WAN, Internet, and Web Services
- Internal vulnerability testing of selected critical systems and networks
- Wireless network security assessment
- Physical vulnerability assessment
- Standard Operating Procedures for:
 - Adding new users
 - Assigning system access to users
 - Backup and restore
 - Etc.
- Best practices assessment and review

Deliverables

- Executive Summary of findings.
- Detailed Security Assessment report.
- Detailed risk level assessment of identified issues.
- Detailed remediation recommendations.
- Vulnerability identification.
- Exploit Attempts (manual and automated)
- Documentation of testing activities
- Final testing report and associated supporting documentation

Responses to this RFP should include specific scope of work, details of resources, cost of the engagement (including expenses), team member names and their qualifications and expertise in performing similar work.

The level of work and detail required shall be commensurate with a price quote not to exceed \$50,000.00.

4.3 REPORT REQUIREMENTS

In addition to the Detailed Technical Report and Executive Summary Report requirements identified 3 above, the successful proponent will be expected to document the results of all interviews, workshops, analysis processes and other findings.

4.4 PROPOSED SCHEDULE

The Corporation proposes the following schedule to complete the scope of work as outlined in these RFP Documents. The proposed schedule will be based on an estimated Contract signing date as

indicated below. If the Contract signing date is delayed, the Corporation expects that any associated dates will be delayed by the same amount of time. Proponents to assume 14 days is required for the corporation to review draft reports in the flowing schedule.

Proponents may attach supporting documents and/or a separate detailed proposed schedule if the following is not sufficient or the Proponent believes relevant details are omitted.

Proposed Schedule

Contract award	October 13, 2011
Contract signed	October 17, 2011
Field Work initiated:	October 19, 2011
Field Work Completed	November 30, 2011
Submission of Reports	December 14, 2011

4.5 PROPONENT QUALIFICATIONS

The following outlines the qualifications the Proponent should present in order to be considered qualified to perform the Work. The qualifications identified herein are not all inclusive; it will be the Contractor's responsibility to ensure the workers and equipment are adequate and properly qualified to perform the Work.

- a) Proponents are requested to provide clear evidence of their firm's Ability to do this assessment.
- b) Proponents are requested to provide clear evidence of their proposed team ability to perform the work.
- c) Proponents are requested to provide clear evidence of their firm's and project team(s)' skills and expertise in the work area identified in the Scope of Work, above.
- d) Proponents are requested to describe their proposed approach to managing such projects, including but not limited to:
 - o provide evidence of a clear understanding of project purpose, background, and requirements;
- e) Proponents are requested to supply names and CV's of personnel and/or subcontractors they are proposing to perform the Work.
- f) Proponents are requested to forward detailed rates and fees applicable to the personnel and/or subcontractors they are proposing for the Work.
- g) Proponents are requested to advise their availability to perform the Work starting as soon as possible in 2011, and to complete the Work in the time frame indicated in the Scope of Work, above.

- h) Proponents are requested to provide a minimum of two related project references, which clearly show how their approach and understanding of similar projects, including how their approach to project management and execution made the projects successful.

4.6 HEALTH AND SAFETY

Health and safety for all project participants will be of the highest priority, and all participants shall abide by Yukon Occupational Health and Safety Regulations as well as Yukon Energy Health and Safety Policies. Proposals must include a discussion of the bidder's safety record and safety policy/procedures. The safety protocols for this project will be discussed upon award of contract.

SECTION 5: FORMS OF PROPOSAL

Note: To obtain a copy of this Section 5, Forms of Proposal in Microsoft Word format, please send an e-mail to the Corporation's Designate clearly stating your request.

These Forms of Proposal are provided as an outline as to what the Corporation requires from the Proponent to perform complete and comprehensive evaluations. Proponents may attach additional and/or supporting pages, as required to provide complete information within their Proposal submission, at the Proponent's discretion.

By submitting a Proposal, the Proponent warrants:

1. Proponent has carefully examined the RFP Documents together with all other factors affecting the Work and proposes to furnish the services as outlined in the RFP.
2. At the time of submitting this Proposal, there is no actual, apparent, or potential conflict of interest with the Corporation, except as disclosed in these Proposal Forms.
3. In the event of Proponent's Proposal being accepted, Proponent agrees to enter into a Contract with the Corporation for the amounts specified in the Pricing Sheet(s) and/or Rate Sheet(s), or as otherwise agreed between the parties in a subsequent Contract.
4. Proponent acknowledges that the Corporation is subject to the Personal Information Protection and Electronic Documents Act ("PIPEDA"), and declares the following information and records submitted in its Proposal to constitute trade secrets or information, the disclosure of which could reasonably be expected to harm significantly its, or a third party's, competitive or negotiating position or result in any undue financial loss or gain:

Proposal Execution

Each corporate member of a Joint Venture should execute the Proposal Forms.

5.1 ADDENDA AND QUESTION AND ANSWER ACKNOWLEDGEMENT

Proponent acknowledges receipt of, and has taken into consideration, the following Addenda and Question and Answer series issued through the RFP process:

Addenda # _____	Received _____	Q&A # _____	Received _____
Addenda # _____	Received _____	Q&A # _____	Received _____
Addenda # _____	Received _____	Q&A # _____	Received _____
Addenda # _____	Received _____	Q&A # _____	Received _____
Addenda # _____	Received _____	Q&A # _____	Received _____
Addenda # _____	Received _____	Q&A # _____	Received _____

5.2 PROPOSAL FORM

To: YUKON ENERGY CORPORATION
Box 5920, 2 Miles Canyon Rd
Whitehorse YT Y1A6S7

Attention: Lynda Harlow
Corporation's Designate

Reference: **RFP #2011-013**

RFP Title: **Information Technology (IT) Security Audit**

Proposal Submitted by:

Proponent's Legal Business Name: (Please Print)

Proponent's Business Address:

Phone: _____ Fax: _____ Email: _____

hereby declares that it is *(strike out whichever does not apply)*

(a) a company duly incorporated under the laws of

(Jurisdiction and date of incorporation)

(b) a sole owner, partnership or joint venture carrying on a business under the name stated above, with the names, addresses and places of incorporation, if any, of all partners or members of the firm being the following: If a joint venture, indicate the lead Proponent and percentage participation of each member.

IN WITNESS WHEREOF, Proponent has executed at _____ this ____ day of _____, 20____.

Authorized Signatory(s)

(print name)

(signature)

(print name)

(signature)

PROPONENT'S INFORMATION

REQUEST FOR PROPOSALS (RFP) #2011-013 **Information Technology (IT) Security Audit**

Proponent's Corporate Name: _____

Date and Place of Incorporation: _____

Legal Structure if not Incorporated: _____

If a subsidiary, indicate subsidiary office address:

Contact Name for this Proposal: _____

Title of Contact: _____

Contact telephone no.: _____

Contact e-mail address: _____

Provide details on union certifications and employer bargaining affiliations, if any, applicable to the Work, including those for each subcontractor:

Collective Agreement expiry, as applicable to the Work:

5.3 FIRM PRICE QUOTE

REQUEST FOR PROPOSAL (RFP) #2011-013 Information Technology (IT) Security Audit

Based on the RFP requirements and supporting information submitted as part of the Forms of Proposal, the Proponent is requested to provide a firm price quote for the supply of all consulting services (inclusive of expenses) as required by the RFP documents. The price quoted on this form shall be the Contract Price used on the Contract expected to be awarded for this work.

Total Firm Price not including GST: _____

GST: _____

Firm Price Grand Total: _____

Firm Price Grand Total in Written Words: (Please Print)

5.4 RATE SHEET

REQUEST FOR PROPOSAL (RFP) #2011-013 Information Technology (IT) Security Audit

Proponent is requested to provide personnel and equipment rates that are the basis of their firm price quote. The Corporation may, with the agreement of the proponent, may add additional work on a time and materials basis.

Personnel and equipment rates shall be in Canadian dollars and include all costs of performing the Work and all applicable duties and taxes except the Canadian Federal Goods and Services Tax (GST). GST should be identified as a separate item to all or any requested pricing items.

Prices should be quoted FOB the Corporation's site, freight prepaid and included.

A. Personnel Rates

Personnel rates are to be all inclusive including benefits, overhead, mark-up and all other employee and/or subcontractor related costs.

Personnel by Occupation	Hourly Rate
Travel time rate(s) and living out allowances for identified personnel:	

Proponent is to identify and quantify any additional costs not identified in the rates above.

5.5 PROPOSED WORK SCHEDULE

REQUEST FOR PROPOSAL (RFP) #2011-013 Information Technology (IT) Security Audit

The Corporation proposes the following schedule to complete the scope of work as outlined in these RFP Documents. The proposed schedule will be based on an estimated Contract signing date as indicated below. If the Contract signing date is delayed, the Corporation expects that any associated dates will be delayed by the same amount of time. Proponents to assume 14 days is required for the corporation to review draft reports in the flowing schedule

Proponents may attach supporting documents and/or a separate detailed proposed schedule if the following is not sufficient or the Proponent believes relevant details are omitted.

Contract award	October 13, 2011
Contract signed	October 17, 2011
Field Work initiated:	October 19, 2011
Field Work Completed	November 30, 2011
Submission of Reports	December 14, 2011

5.6 PROPOSED WORK APPROACH AND METHODOLOGY

REQUEST FOR PROPOSAL (RFP) #2011-013

Information Technology (IT) Security Audit

Proponent should provide details as to their work approach, including the Proponent's methodology for completing the Work in accordance with the RFP Documents. The Proposes Work Approach and Methodology should consider the Proponent's Proposal including any Procedures and Requirements, and the Forms of Proposal submitted as part of Proponent's Proposal submission.

Proponents may attach supporting documents and/or a separate detailed Work Approach and/or Methodology, as required.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

5.7 PROPOSED PERSONNEL

REQUEST FOR PROPOSAL (RFP) #2011-013 Information Technology (IT) Security Audit

Proponent is requested to provide information on the personnel that Proponent is proposing to perform the Work including but not limited to the key personnel indicated below.

Proponent should attach a resume or curriculum vitae (CV) detailing the experience, education, training, and certificates held by the Project Manager and key personnel assigned to the project.

- 1) The name of the proposed Project Manager and his/her previous related work experience. If there will be more than one Project Manager, Proponent should provide details.

- 2) The names and qualifications of the proposed key personnel including previous related work experience, training, certifications, affiliations, etc.

- 3) The average number of workers the Proponent proposes to employ and maintain for the Work.

Proponent may attach additional pages, as required to provide complete information. Resumes and/or CVs should be attached, referencing this Proposal form.

Note: Substitution of personnel, including but not limited to the named Project Manager(s) and key personnel, will only be with the express written consent of the Corporation.

5.8 EXPERIENCE IN SIMILAR WORK

REQUEST FOR PROPOSAL (RFP) #2011-013 Information Technology (IT) Security Audit

Proponent is to provide a list of at least three (3) references for projects in similar scope and size to the Work contemplated in this RFP including when the work was completed, a description of the work, the client for whom the work was performed and a budgeted value for the work.

Proponent's Full Business Name:

External References:

Year Completed	Work Description	Customer/Client	Work Value

YEC (internal) References

Year Completed	Work Description	Contact Name	Work Value

The Proponent is to advise if any projects were delayed or ran over budget, the reasoning for the overrun(s), and the mitigation strategy that was employed to bring the project back on track. Additional information should be attached, referencing this Proposal Form.

The Corporation reserves the right to contact the Proponent's references at the Corporation's absolute discretion, whether the Proponent's reference(s) were provided in this Proposal Form or not.

5.9 CONFLICT OF INTEREST; FULL DISCLOSURE

REQUEST FOR PROPOSAL (RFP) #2011-013 Information Technology (IT) Security Audit

Proponents are to provide a written statement of full disclosure addressing the following:

- Any personal relationship to any employee of the Corporation who makes recommendations concerning the award of the Proposal contemplated within this RFP or any employee (or immediate relative of an employee) of the Corporation with any direct or indirect pecuniary interest, ownership or directorship with respect to the Proponent;
- Any business relationship with the Corporation, any of its staff, employees, officers, directors or board members;
- Any matter involving a dispute with a claimed value in excess of \$50,000 which is the subject of any current, pending or threatened mediation, arbitration or litigation proceeding; and
- Any proceedings involving the Proponent under the Bankruptcy and Insolvency Act (Canada), the companies Creditor Arrangement Act (Canada) or similar legislation.

The Proponents should specifically address the requirements of this section by either providing appropriate disclosure or by indicating that they have nothing to disclose in respect of the matters listed above.

The Proponents must advise the Corporation of any change in the foregoing throughout the RFP process or intended negotiation period.

The Corporation reserves the absolute right to eliminate any Proposal or terminate any resulting Contract(s) without prejudice for failure to disclose the information required in this section and/or for disclosure at any time of proceedings in the nature of bankruptcy or insolvency by or against the Proponent.

Proponent's Full Business Name:

Proponent's Statement:

SECTION 6: APPENDICES

The following Appendices are attached to this RFP and form part of the RFP. The Appendices provide additional details as to the requirements and details of the Work, and should be reviewed in detail by the Proponent prior to submitting a Proposal.

6.1 APPENDIX A – FORM OF CONTRACT

6.2 APPENDIX B – LETTER OF INTENT TO RESPOND

Appendix A Form of Contract

LETTER OF INTENT TO RESPOND
TO YUKON ENERGY CORPORATION'S
REQUEST FOR PROPOSAL (RFP) #2011-013
Information Technology (IT) Security Audit

RFQ #2011-013

Email to: **Lynda Harlow, Procurement & Contract Administrator**
 Yukon Energy Corporation
 Lynda.Harlow@yec.yk.ca

THIS IS TO CERTIFY THAT:

_____ intends to respond to the above-noted Request for Quotations.
(Name of company / individual)

Our contact is:

Name: _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

Facsimile Number: _____

Signed by: _____

(Print name): _____

Title: _____

Note: Only those Proponents who indicate their intent to respond
will receive subsequent information.