

**Plumas Superior Court
is requesting proposals for:**

Information Technology Security Assessment

Qualified organizations are invited to respond to the Request For Proposal entitled: "Information Technology Security Assessment". Proposals must be received by **Friday, September 15, 2006 by 5:00 p.m.** and should be sent to:

Nancy J Anderson, Sr. Technology System Analyst
Plumas County Superior Courts
520 Main Street, Room 104
Quincy, CA 95971

nancyanderson@plumascourt.org

For further information, and for a detailed RFP with a description of services to be provided, contact the above at (530) 283-6485.

Request For Proposals:

Information Technology Security Assessment

Plumas Superior Court
520 Main Street, Room 104
Quincy, CA 95971

Plumas Superior Court's mission is to, in a fair, accessible, effective, and efficient manner, resolve disputes arising under the law; and to interpret and apply the law consistently, impartially, and independently to protect the rights and liberties guaranteed by the constitutions of California and the United States.

To better achieve those goals Plumas Superior Court utilizes technology to: facilitate the electronic interchange of data among county and state justice agencies, eliminate redundancy, improve response time, and better serve the people who come in contact with Plumas Superior Court.

1.0 General Information

Plumas Superior Court endeavors to use technology responsibly. To further that goal Plumas Superior Court has published this Request for Proposal for an Information Technology Security Assessment.

2.0 Purpose of this RFP

Plumas Superior Court seeks the services of an organization to assess the security of our computer network in order to protect sensitive user and administrative information, as well as the network's overall integrity from unauthorized alteration and/or viewing.

The Court reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The Court further reserves the right to make no award and to modify or cancel, in whole or in part, this RFP.

3.0 Scope of Work

The contract provider will be responsible for:

- Internet Gateway Assessment
- On-Site Internal Network Assessment
- Network Architecture Assessment and Review

Overall assessment should:

- Establish the general risk environment
- Identify network device, server, and host system vulnerabilities
- Provide a review of the security policies and procedures.
- Provide a review of the overall network plan and architecture with an eye to the effectiveness of existing security measures.
- Recommend industry best approaches for addressing discovered vulnerabilities
- Provide a risk reduction and mitigation process plan
- Conduct an intrusion attempt exercise

4.0 Specifics of a Responsive Proposal

The following information shall be included in the proposal:

- Name, address, telephone and fax numbers, and the federal tax identification number of the organization.
- Describe the background and experience of the proposed project team.
- Each consultant must have a minimum of 5 years of experience and be active in the security community either through volunteer work or publications.
- Organization must be vendor neutral and not market any specific vendor's security related products.
- Organization must not outsource any of the project work
- Organization must address client confidentiality and protection of client-provided information.
- Proposal must include proposed methods of providing the services outlined in Scope of Work above.
- Organization must provide a list of testing tools that will be used.
- Responsive proposals should provide straightforward, concise information that addresses the requirements above. Emphasis should be placed on completeness and clarity of content demonstrating the value to the court for services.

5.0 Cost Proposal

Proposal shall include a budget showing total cost of services.

6.0 Rights

The Plumas Superior Court reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation or contract and in no way is the Plumas Superior Court responsible

for the cost of preparing the proposal. One copy of the proposal will be retained for official files and becomes a public record.

Only written responses will be accepted. Responses may be sent by registered, certified, express mail, email in PDF format, or by hand delivery.

7.0 Project Management

The project manager for this RFP process is:

Nancy J Anderson, Sr. Technology System Analyst
Plumas Superior Court
520 Main Street, Room 104
Quincy, CA 95971
Phone – (530) 283-6485
Fax – (530) 283-6574
nancyanderson@plumascourt.org

8.0 Evaluation of Proposals

An evaluation team will review all proposals that are received to determine the extent to which they comply with the RFP requirements. Proposals will be evaluated using the following criteria:

- Experience with projects similar in scope and complexity
- Reasonableness of cost projections
- Credentials of staff/subcontractors
- Quality of work plan submitted

9.0 Deliverables

Deliverables will consist of:

A comprehensive document describing in detail all security issues identified during the project. A final report should have the following sections:

Executive summary
Purpose and scope
Background
Process/methodology description
Areas examined / procedures performed
Findings in order of importance with associated security recommendations
Recommended timeline for implementation
Conclusion
Future considerations

10.0 Additional requirements

10.1 Questions

Applicants are strongly encouraged to submit questions concerning the RFP. All questions should be submitted 5 days prior to the close of proposal. Questions should be directed to the Project Manager and shall be submitted via e-mail only.

10.2 Insurance requirements

Prior to execution of a contract, vendors will be required to satisfy the insurance requirements of the Superior Court as expressed in the Court's standard contract form. The vendor shall file with the Court endorsements from the insurer(s) certifying to the coverage of all required insurance.

11.0 Proposed Terms and Administrative Rules

Contracts with successful firms or individuals will include terms appropriate for this project. Generally, the terms of this contract will include, but are not limited to: completion of specified deliverables, no additional work without prior approval, funding availability subject to legislative authorization, termination of contract under certain conditions, indemnification of the Court, minimum appropriate insurance requirements.

12.0 Administrative Rules Governing Requests for Proposals

12.1. Rejection of bids

The Court may reject any or all proposals and may or may not waive an immaterial deviation or defect in a bid. The Court reserves the right to accept or reject any or all of the items in the proposal and award of a contract may be made in whole or in part.

12.2 Award of Contract

The Court reserves the right to determine the suitability of proposals for contracts on the basis of the proposal meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed.

12.3. Execution of Contracts

A reasonable effort will be made to execute any contract based on this solicitation document within 60 days of selecting a proposal that best meets the requirements of the Plumas Superior Court, but will not require the contract to be fulfilled within that time frame.

12.4. Disposition of Materials

All materials submitted in response to this solicitation will become the property of the Court and will be returned only at the Court's option. One copy of a submitted proposal will be retained for official files and will become a public record.

12.5. Payment

Payment terms will be specified in any agreement that may ensue as a result of this solicitation document. No advance payments for services will be made and payments will be based on completion of specified and agreed upon deliverables.

12.6 Conformance with Federal, State and County laws, rules and regulations.

By executing a contract, the contractor represents that he will at all times comply with all applicable Federal, State and local laws and rules including but not limited to, national labor relations board, drug-free workplace, non-discrimination and ADA requirements.

13.0 Timelines

- A. Release of RFP – **Monday, August 14th 2006**
- B. Deadline for Submission of Proposals – **Friday, September 15th 2006**
- C. Award of Contract – **Friday, September 29th 2006**