

IT Professional Technical Services Master Contract Program - 902TS

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Employment and Economic Development (DEED)

Project Title: Firewall Rule Update and Evaluation

Service Category

Network (Data, Video, Voice) - Security and/or Architecture Planning & Assessment - Technical must have specific experience with CheckPoint Firewall, Eventia Reporter.

Business Need

Firewall rule updates and evaluation is an integral part of Information Security function of Business Information Technology (BIT) administered through the Department of Employment and Economic Development (DEED). In 2009, Minnesota State Office of Legislative Auditors (OLA) conducted a DEED Unemployment Insurance (UI) security review. The OLA findings concluded that DEED did not have adequate procedures for managing firewalls and did not sufficiently restrict computer traffic within the internal private network. OLA used the federal government's National Institute of Standards and Technology (NIST) Regulation 800-53 to assess DEED's UI current security posture.

DEED must restrict network computer traffic and develop adequate firewall rule set policy / procedures which must be developed with an in-depth correlation related to three specific phases: Phase I – Discovery – Requires access to report logs to cover usage summary of rules, objects and bindings, Phase II – Analyze, layout new rules, work to re-configure rules and categories for the DEED environment, and Phase III – Develop test rules, objects, flow with documentation. Phase III will provide new rules, objects, flow creation of firewall testing redundancy, and present documentation related to best practices. Also, DEED will engage OET as part of the firewall architecture activities for the Data Center Consolidation project.

Project Deliverables

Vendor is expected to create specific technical implementation controls, mitigation activities and documentation for DEED-wide with specific emphasis OLA DEED audit findings on UI system starting from phase I through III.

Phase I – Discovery

The discovery and reporting aspect phase to access report logs covering usage and summary of rules, objects and bindings. Phase I will:

Eventia Reporter software to analyze firewalls current rule set and usage on existing environments. In addition, phase I process requires a Windows Server with Eventia to:

- Installation and setup of reports
- Software will run daily reports and establish usage patterns

- Requires the latest Checkpoint Visual HTML tool set installed on SmartCenter server to provide viewable objects, groups, nodes, networks and rules with cross-references, such as:
 - Install, setup and document for use
 - Create structures for class, categories, and usable WWW server
- Layout the current structure, usage from reports and tools

Phase II – Analysis, Layout and Configuration

Phase II process will analyze, layout new rules, work to re-configure rules and establish categories for environments.

To do this, vendor will:

- Layout new categories for rules and object structure
- Develop object structure format and design criteria
- Update rules, objects architecture and flow
- Layout a new rules, objects structured design and architecture
- Layout new rules, objects, and flow format with template design

Phase III – Develop and test rules, objects and flow to include documentation

Phase II process will develop new rules, objects and flow creation with firewall testing redundancy, present documented findings and best practices.

Phase III process will include:

- Creation of new rules and object for formatted creation on SmartCenter Server
- Mentor and transfer knowledge to DEED personnel
- Identify best practices for rules, object maintenance and updates
- Push, test new rules and objects
- Document recommendations for scope engagement

Contract Type

The firewall rule update and evaluation project will be completed under a fixed bid contract.

Project Schedule

We anticipate this project will start on or about **Monday, July 26, 2010**. Project end date will depend on vendor proposals. A DEED project manager will be assigned to perform work on each security control.

Agency Project Requirements

- Work will be completed at DEED's First National Bank offices in St. Paul, MN between normal business hours of 8:00 am to 5:00 pm, excluding holidays.

Responsibilities Expected of the Selected Vendor

- Hire appropriate person with specific firewall knowledge and Eventia skills \ expertise
- Train and transfer knowledge to DED employees

Required Skills (These are to be scored as pass/fail requirements)

- 4 years or more experience with Checkpoint/Nokia SmartCenter and Firewall Appliances
- 4 years experience within Information Technology

Desired Skills

- Two or more engagements which demonstrates communication and collaboration across a variety of audiences, including business people and technologists
- Three or more years demonstrated technical expertise in firewall management as based on interview and resume
- Excellent verbal and written communication skills based upon interview
- One or more security engagements with Minnesota State systems

Process Schedule

Deadline for Questions	<i>Wednesday, June 9, 2010, 4:00 PM, CDT</i>
Posted Response to Questions	<i>Friday, June 11, 2010, 3:00 PM, CDT</i>
Proposals due	<i>Wednesday, June 16, 2010, 3:00 PM, CDT</i>
Anticipated proposal evaluation begins	<i>Thursday, June 17, 2010</i>
Potential vendor interviews	<i>June 21 – 22, 2010</i>
Anticipated decision	<i>Wednesday, June 23, 2010</i>

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by 4:00 pm, CDT, on *Wednesday, June 9, 2010* to:

Reginald J. Williams, DEED Chief Information Security Officer
Email Address: reginald.williams@state.mn.us

Other persons ARE NOT authorized to discuss this SOW or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

SOW Evaluation Process

Each section of the vendor responses will be evaluated / scored by an evaluation team of DEED employees.

Step 1: Pass/Fail Criteria. Review responses to ensure proposals meet pass/fail criteria before further consideration/evaluation is completed.

Step 2: All proposals that meet the requirements of Step 1 will be evaluated based on the weighting factors listed below:

- Experience (required skills) (25%)
- Desired skills (20%)
- Proposed Work Plan (25%)
- Cost (30%)

Step 3: Interviews – DEED at their discretion, may conduct interviews with the top-scoring vendors as part of the final selection process.

The next section will point out more clearly how responses should be formatted and how they will be scored.

Response Requirements

Vendor will provide the applicable and necessary labor, supervision, consultation, and/or tools to perform the Services and provide the Deliverables described in this SOW.

For purposes of this SOW, “Deliverables” means any materials produced in the course of performing Services listed or specifically required to be delivered to Client under this SOW.

Please adhere to noted page limits. Failure to do so may result in a material failure of the proposal and the vendor’s proposal may be taken out of consideration. Font should be no smaller than 10 pt and pages should have 1” margins on all sides.

Section 1: Cover page with only the following information (limit one page):

Vendor Company Name
Address
City, State, Zip
Company Contact Person
Contact person’s email and phone information

Resource Name #1 and 2

Section 2: Deliverables: Vendor will provide the following Deliverables:

- a. Reporting on Firewall via logs with Eventia Reporting Software For Firewalls
- b. HTML Rules and Objects review
- c. Reports on Rule Usage and User access
- d. New Rule, Objects, and Flows architecture with Documentation
- e. Best Practice recommendations for Rules Design and Maintenance
- f. Optimized new Rules structure for the updated Firewall Systems/Solution

Section 3 – Cost – detailed cost proposal included the following:

- a. Total Project Cost – all inclusive
- b. Hourly rate and total estimated hours for each staff member you intend to assign to the project. Hourly rates cannot exceed the hourly rate identified in your 902TS master contract for the OET service category indicated in this Statement of Work and/or Work Plan categories identified as part of Vendor Response. This estimated timeframe is based upon Client providing unrestricted access to internal experts, location(s), all critical systems, applications, and hardware required to complete project.

Section 4: State Forms - Required forms to be returned or additional provisions that must be included in proposal. See General Requirements Section below for more information.

- a) Conflict of Interest Statement
A statement certifying there are no known conflicts of interest with respect to this project, or if known, identification of those situations that may present an actual or potential conflict and how the contractor proposes to avoid the potential conflict.
- b) Affirmative Action Certificate of Compliance
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>

- c) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
- d) Immigration Status Certification
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
- e) Location of Service Disclosure
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
- f) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- g) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Response Submission Instructions

- Sealed responses must be received at the following address no later than **3:00 pm CDT, Wednesday, June 16, 2010**, and should be addressed to:

Firewall Rule Evaluation

Attn: Reginald Williams, DEED CISO
 Minnesota Department of Employment and Economic Development
 1st National Bank Building
 332 Minnesota St., Suite E200
 St. Paul, MN 55101

All proposals will be time and date stamped when they are received. Proposals received after the deadline will not be considered and will be returned unopened to the responder. Emailed responses will NOT be considered.

- Please submit 2 copies of Sections 1, 2 & 3. You need only submit **one copy** of Section 4: State Forms
- DO NOT include marketing materials or any other information not requested in Response Requirements.
- DEED will NOT be conducting a reverse auction for this SOW.

General Requirements to Understand Before Submitting a Response

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this SOW, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses should complete the Veteran-Owned/Service Disabled Veteran-Owned Preference Form in this solicitation, and include the required documentation. Only eligible, certified, veteran-owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be currently certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov>.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.