

IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

Minnesota Office of MN.IT Services

Project Title County Checkpoint Implementation

**Service Category: Architecture Planning & Assessment -
Security**

Business Need

The county CheckPoint implementation is a project funded by Homeland Security grant funds that has a tight deadline. Developing in house capabilities to complete this project is too costly and a risky venture with the short deadline. Converting Cisco ASA firewall rules to CheckPoint rules is not a skill that is needed long term by the State. We are looking to fill a project team gap with a specialist in Cisco ASA firewall administration. The county resource currently managing the Cisco firewall does not have available time to fulfill the project role within the aggressive timeline we have for this project. It is a matter of the State not having enough expertise and time.

Project Deliverables

Migrate and test the following components:

- Cisco ASA firewalls rules to Checkpoint firewall rules
- Configure Checkpoint IDS blades to meet county environment

Documentation

- Create documentation of procedures for configuring Checkpoint IDS
- Create documentation of procedures for migration of rules from Cisco to Checkpoint
- Create implementation checklist for installing into county environment

Knowledge transfer of counties implemented

Project Milestones and Schedule

- November 1, 2013
- Step 1: Review current firewall configurations with the county customer
 - Perform analysis of current rule base, which are actually in use and which ones are no longer used
 - Identify and create a report of any unused address objects, services, networks or rules
- Step 2: Configuration Translation
 - Translate current firewall configuration using the syntax of the Checkpoint Firewall
 - Prepare the following:
 - Interface settings (physical, logical and IPs)
 - Routing (dynamic routing protocol or static routes)
 - High availability setup (clustering)
 - Management settings (users, remote access, AAA, SNMP and syslog)
 - NAT – understand and document how Checkpoint handles packet flow and how that differs from the counties current firewall
 - Service timeouts – translate any custom service timeout for specific county applications
 - Application extensions – verify and document any protocols like FTP, H323 or SQL that is enable on current firewalls and configure those in the Checkpoint firewall.
- Step 3: Acceptance Testing
 - In conjunction with the county, write an acceptance test plan.
 - Include high availability scenarios
 - Conduct user acceptance testing with key county personnel
 - Obtain county acceptance of the test
- Step 4: Migration
 - Document roll-back procedure
 - Have county declare “frozen zone” - the period of time where no changes in current firewall environment will occur
 - Configure Checkpoint firewall with configuration as documented in step 2
 - Schedule maintenance window when cut over will occur
 - Run through test plan after migration
- Step 5: Monitor
 - Monitor to ensure critical services are up and running
 - Be available to troubleshoot and fix any errors
 - Have county sign implementation completion form

Following deployment, the vendor will maintain ownership of the project throughout the resolution of any remaining open issues. Once any open issues are resolved, and the State has signed-off on the deployment, the vendor will transition relationship to Checkpoint Support Team, who will work with the State to quickly address and resolve any future needs.

- June 30, 2014

The term of any resulting work order will be limited to a term not greater than one-year from the date of final execution anticipating the completion of the existing master contract. The State reserves the right to transition any resulting work order to the new master contract program subject

to its terms and conditions which will replace the current program. If such a transition is not possible, the contracting entity will work with MN.IT and the Department of Administration to review options to enable the continuation of the services being provided to the extent possible.

Project Environment (State Resources)

- Staff descriptions:
 - a) This project is to be executed by the successful respondent with the minimal demands on state and county resources
 - b) The State desires the project to be within six months to a year after the contract is awarded. Delays due to unanticipated issues are acceptable to a maximum of 10 days.
 - c) Project Manager - Debra Stafford, Security Manager, Enterprise Security Office of the Office of MNIT Services

Responsibilities Expected of the Selected Vendor

Execute the project according to meet the commitments made in the SOW response:

- Adherence to project schedule
- Provide training and knowledge transfer
- Develop Testing criteria
- System meets testing and user acceptance

Required Skills

- 4 years of experience implementing Checkpoint firewall and intrusion detection.
- Understands layer 3 TCP/IP protocols and network topology
- At least one previous project of migrating Cisco ASA firewall rules to Checkpoint firewall
- At least one previous project that required administrator and end user training, knowledge transfer and documentation of processes

Desired Skills

- Experience with Checkpoint URL filtering
- Experience setting up, tuning and supporting CheckPoint firewalls and IDS systems in production environments
- Experience with a security information and event management solution

Process Schedule

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|--|-------------------------------|
| • Deadline for Questions | November 1, 2013, 4:00pm CST |
| • Anticipated Posted Response to Questions | November 6, 2013, 4:00pm CST |
| • Proposals due | November 12, 2013, 3:00pm CST |
| • Anticipated proposal evaluation begins | November 13, 2013 8:00am CST |
| • Anticipated proposal evaluation & decision | November 19, 2013 4:00pm CST |

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by November 1, 2013 by 4:00pm CST:

Name: Debra Stafford
Department: Office of MNIT Services
Telephone Number: 651-201-1146
Email Address: debra.stafford@state.mn.us

Questions and answers will be posted on the Office of MN.IT Services website by approximately November 6, 2013, 4:00pm CST (http://mn.gov/buyit/statements/mcp902ts_active.html).

SOW Evaluation Process

- Experience – 20%
- Skills – 30%
- Interview – 10%
- Cost – 40%

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.

Response Requirements

- Company overview
- Company experience relevant to the Project
- Proposal process for the project – be specific while providing sufficient detail to differentiate your proposal from others
- Detailed response to required and desired qualifications:
 - Required experience with similar projects – be very specific and demonstrate how it meets the Pass/Fail criteria; and
 - Desired experience and proficiencies – describe in sufficient detail suitable for evaluation
 - References: Provide three that will be able to provide information that has high degree of relevance to the project.
 - Cost proposal – detail hourly rates and projected hours for all personnel (see details below)
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
 - e) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

All proposals must be submitted via e-mail to:

Name: Roleen Marchetti, Contract Manager

Email Address: roleen.marchetti@state.mn.us

Subject line: County Checkpoint Implementation

- The cost proposal must be a separate attachment within the email
- Late proposals will not be considered or evaluated
- The project response format must include detailed answers and description of work to be performed to meet the requirements of the SOW

Cost Proposal

- The cost must be a separate attachment within the email.
- The price and terms proposed should be good for a minimum of six months following the date submitted.

- All cost incurred in responding to this SOW will be borne by the responder.
- The State does not make regular payments based upon the passage of time; it only pays for services performed or work delivered after it is accomplished.
- Proposals will be evaluated on “best value” as specified in this SOW.
- The cost proposal will not be opened by the evaluation committee until after the qualifications points are awarded.

General Requirements

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 a 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.

Indemnification

In the performance of this contract by Contractor, or Contractor’s agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney’s fees incurred by the state, to the extent caused by Contractor’s:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State’s sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State’s failure to fulfill its obligation 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 RFP, 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.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at: http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

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 will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive 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 Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six

percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by**:

- (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
- (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- (3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

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.