

**Management Council  
Ohio Education Computer Network (MCOECN)  
REQUEST FOR PROPOSALS  
FOR NETWORK SECURITY ASSESSMENT SERVICES**

**Introduction.** The Management Council Ohio Education Computer Network (MCOECN) is seeking proposals from interested parties to test, analyze, and document the security of thirty-two (32) Ohio K-12 Network component organization networks, systems, and applications based on industry best practices. A risk assessment must be made based on these findings and solutions must be proposed to eliminate and/or mitigate the identified risks, including a cost/benefit analysis of proposed risk mitigation efforts. The projected needs of the Ohio K-12 Network as represented by the MCOECN are outlined herein. Included in Exhibit 1 is a listing of the approximate physical addresses of the 32 sites to be assessed.

**Instructions to Respondents.**

**IR-1.** Firms interested in responding to this request for proposals (RFP) for the requested network security assessment services requirements of the MCOECN and the Ohio K-12 community are required to attend a respondents' meeting at 2:00pm on Friday, January 4, 2008 at the offices of eTech Ohio, 2323 West Fifth Avenue, Suite 100, Columbus, Ohio 43204.

**Attendance at the respondents' meeting is mandatory. No response will be considered from a vendor that was not in attendance at the meeting, either directly or through a representative.**

**IR-2.** Full proposals must be received by **Noon (EST) on Friday, January 25, 2008** in a sealed envelope addressed to: Network Security Assessment Services RFP Response, MCOECN, 22-900 State Route 34, Archbold, OH 43502. Each respondent will provide (2) paper (hardcopy) versions of the proposal, and an electronic version in PDF format on CDROM. MCOECN reserves the right to reject any proposal not received by the indicated time and date. By submitting a response, a respondent represents to MCOECN that the proposals contained therein will be held open, and be binding upon respondent upon acceptance, through April 11, 2008.

Responses will not be read in public on January 25, 2008. However, the receipt of proposals will be logged and this information will be made available to respondents and the public upon request.

All responses submitted will be reviewed by a committee of knowledgeable information technology professionals appointed by the Chief Executive Officer of the MCOECN. Thereafter, a recommendation (or recommendations) will be made to member representatives of the

MCOECN. All respondents will be notified of the selection made following action by the MCOECN Board of Trustees.

**IR-3.** All questions regarding the network security assessment needs or proposal process should be sent via Email to ([rfp-questions@mcoecn.org](mailto:rfp-questions@mcoecn.org)) for compilation. Responses to questions submitted prior to the respondent's meeting will be disseminated and discussed at the respondents' meeting on January 4, 2008. Questions submitted after the respondents' meeting on January 4, 2008 will be accepted via Email to the above address through Noon (EST) on January 14, 2008. Thereafter, the questions and answers will be compiled and responses sent via Email to all attendees of the respondents' meeting.

**IR-4.** All vendor responses to this RFP will be received and analyzed independent of any written or oral communications received before the RFP process. Therefore, all responses submitted must be conclusive in whole and in part as outlined in this RFP document. The MCOECN shall not be responsible for any cost or expense the respondent incurs during the preparation of a response to this RFP.

**IR-5.** Responses must include a letter of transmittal/executive summary, not to exceed two (2) pages in length, bearing the signature of an authorized representative of the prime vendor, and naming the individuals designated to negotiate and sign the contract with Management Council Ohio Education Computer Network on the vendor's behalf. The letter of transmittal/executive summary should also contain any information the respondent wishes to bring to the attention of MCOECN.

**IR-6.** Management Council Ohio Education Computer Network reserves the right to reject any and all responses, including that of the lowest respondent; or, to accept responses either in whole or in part; to award contracts by individual items or by lump sum total. MCOECN reserves the right to waive any irregularities, defects or omissions in any response, should it be deemed to be in the best interest of Management Council Ohio Education Computer Network to do so, and such irregularities, defects, or omissions are deemed to be non-prejudicial to other respondents.

**IR-7.** Management Council Ohio Education Computer Network is a tax-exempt local governmental entity in the State of Ohio. Exemption certificates, if required, will be furnished upon request.

**IR-8.** Pertinent Dates:

Electronic Release of RFP	December 21, 2007
Mandatory Respondents' Meeting	January 4, 2008
Deadline for Vendor Submitted Questions	January 14, 2008 (Noon EST)
RFP Response Due Date	January 25, 2008 (Noon EST)

**Review Procedures.** Management Council Ohio Education Computer Network may award a contract, based upon initial vendor responses, without a discussion of such responses with other competing vendors. However, Management Council Ohio Education Computer Network may, at its option, elect to conduct oral presentations with selected vendors, request additional information, and/or site visits from vendors still under active consideration. Management Council Ohio Education Computer Network is not required to hold such presentations and is not obligated to provide all vendors with such an opportunity.

Awards will be made in the sole discretion of the MCOECN Board of Trustees upon careful consideration of the recommendation(s) of the review committee and such other information as it may deem pertinent, with the objective of securing those identified services which will best serve the overall needs of the Ohio K-12 network in terms of functionality, efficiency, compatibility, timeliness, thoroughness, and cost effectiveness, reserving at all times the discretion to determine the relative importance of such criteria in the decision-making process.

**Confidentiality.** The vendor responses and supporting materials become the property of Management Council Ohio Education Computer Network and are subject to public access. Subject to the requirements of state and federal open records laws, the Management Council Ohio Education Computer Network will make reasonable efforts to maintain the confidentiality of information which the vendor clearly marks as a trade secret or otherwise requiring confidential treatment. Such materials must be clearly marked and included on separate pages of the response from materials that are not confidential.

**News Releases.** Vendors will at no time make any news or advertising releases pertaining to the RFP document for any purpose without the prior approval of, and in coordination with Management Council Ohio Education Computer Network.

**Open Procurement.** Management Council Ohio Education Computer Network reserves the right to accept any item or group of items proposed in any response. Management Council Ohio Education Computer Network reserves the right to purchase more or less of each item or service at the unit price offered in the vendor's response and will discuss such decisions with all parties involved. Management Council Ohio Education Computer Network reserves the right to negotiate with respondents regarding variations to the original RFP specification(s), which may be in the best interest of Management Council Ohio Education Computer Network.

This RFP is made without any previous understanding or agreement with any other person, firm or corporation making a proposal for the same purpose, and in all respects is fair and without collusion or fraud.

No person, including any member of Management Council Ohio Education Computer Network, or any officer, employee or person whose salary is payable in whole or in part from the treasury

of Management Council Ohio Education Computer Network, will be permitted to participate in the review process or the selection of a successful vendor if he, a family member, or a business associate would have any interest in the resulting contracts for supplies, materials, equipment, work, or services that would be prohibited by the Ohio ethics laws or laws prohibiting an unlawful interest in a public contract.

**Services Overview Description.** The successful respondent will supply network security assessment services for up to thirty-two (32) component networked organizations comprising the Ohio K-12 Network. A risk assessment must be made based on these findings and solutions must be proposed to eliminate and/or mitigate the identified risks, including a cost/benefit analysis of proposed risk mitigation efforts.

**Services Requested Description.** Respondents are asked to provide services pricing for the following needs:

1. Test and/or scan network devices, servers and applications for security vulnerabilities.
2. Interview key personnel with respect to security awareness, compliance with policy and procedures, and secure administrative practices.
3. Document all findings from scans and interviews.
4. Perform risk assessment and recommend solutions to eliminate or mitigate risks, including a cost/benefit analysis of proposed risk mitigation effort recommendations.

**Objectives and Tasks.** The following objectives and tasks must be met by the respondent as part of its services in response to this RFP:

1. Security Scans and Tests

Of the 32 sites to be assessed the number of devices to be scanned and tested will range from 30 to 175. Respondents shall provide pricing based on specific numbers of devices scanned/tested at each of the 32 assessment sites ( $\leq 30$  devices = \$x, 31-50 devices = \$y, etc.), with total pricing being determined by the number of assessment sites tested at various size ranges. The exact number of devices to be scanned and tested at each site will be a factor of pricing, timing, security needs, etc., and will be determined after a respondent award has been made, but prior to work being performed at each assessment site. The following security relevant scans and tests must be performed:

- 1.1. Penetration scans and tests of firewall devices to include the following scenarios:
  - 1.1.1. External to LAN
  - 1.1.2. External to DMZ

- 1.2. Network-level scans and testing of servers identified by customer.
- 1.3. Host-level scans and testing of the systems identified by customer.
- 1.4. Application-level scans and testing of the following applications:
  - 1.4.1. Student Information System(s) – DASL, McSIS, AAL/eSIS, etc.
  - 1.4.2. OECN State Software
    - 1.4.2.1. EMIS, EMISweb
    - 1.4.2.2. FiscWeb, FisCDROM, PayrollCD
    - 1.4.2.3. USAS, USASweb
    - 1.4.2.4. USPS, USPSweb
  - 1.4.3. Electronic Mail Systems – PMDF, MS Exchange, etc.
  - 1.4.4. Accessing Oracle and/or MS SQL databases (test and production)
  - 1.4.5. Other applications (as time permits)
- 1.5. Assessment of physical control to network systems.

## 2. Key Interviews

Interviews of key personnel should be performed at each of the 32 assessment sites. Interviews will be used to determine:

- 2.1. The knowledge level of industry best-practices in securing their systems and applications,
- 2.2. The understanding of and adherence to policy and procedures related to the administration of their systems,
- 2.3. Any known or potential security vulnerabilities in the configuration of their respective systems or applications.

## 3. Risk Assessment

A risk assessment meeting must be scheduled and performed based on the information gathered from the tests and interviews. A risk assessment matrix will be developed which will provide a listing of each risk, the severity of the risk, a solution to either eliminate or mitigate the risk, and a cost/benefit analysis of the recommended solution. Thus, the deliverables for each of the 32 assessment sites for this task include:

- 3.1 Risk Assessment Meeting
- 3.2 Risk Assessment Matrix
- 3.3 Risk Mitigation Recommendations
- 3.4 Cost/Benefit Analysis of Risk Mitigation Recommendations

## 4. Summary of Deliverables

The vendor is required to document for each of the 32 assessment sites individually:

- 4.1 The results of all network, systems and application scans and tests.
- 4.2 The results of all interviews
- 4.3 The risk assessment matrix
- 4.4 Risk Mitigation Recommendations
- 4.5 Cost/Benefit Analysis of Risk Mitigation Recommendations

## 5. Delivery Deadline

The respondent must complete all work associated with this RFP from the date of award, (anticipated to be approximately February 18, 2008), to include the completion of all work and receipt of all deliverables by customer no later than May 30, 2008.

**Additional Response Requirements.** The respondent must also provide the following materials as part of its response:

1. A detailed description of the planned approach by respondent to the services engagement requested, including unique offerings of the respondent, and suggested available additional and/or alternate services respondent may provide.
2. Description and background of the respondent's firm, including a listing of principal owners and management personnel.
3. Detailed credentials, resumes, and certifications held by all personnel to be assigned to this engagement.
4. Customer references from respondent's customers purchasing similar services from respondent within the last two years.

**Vendor Assertion Requirements.** In order to be eligible for an award under this RFP the respondent must be able to provide the following assurances which will be incorporated into the services agreement between the MCOECN and the successful respondent:

### A. Equal Employment Opportunity

In carrying out this agreement, the parties shall not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, sexual orientation, age, disability, or Vietnam-era veteran status. The parties shall ensure that applicants are hired, and that employees are treated during employment without regard to their race, religion, national origin, ancestry, color, sex, sexual orientation, age, disability, or Vietnam-era veteran status. Such action shall include, but not be limited to the following: Employment, Upgrading, Demotion, or Transfer; Recruitment or Recruitment Advertising; Layoff or Termination; Rates of Pay or other forms of Compensation; and Selection for Training including Apprenticeship.

### B. Confidentiality of Information

No information obtained and/or produced as a function of this agreement may be made public. All such information shall be deemed security and infrastructure records as defined by Ohio Revised Code 149.433, and shall be provided only to parties as specified in writing by the MCOECN. The parties agree that they shall not use any information, systems or records made available to either party for any purpose other than to fulfill the obligations specified herein. The parties specifically agree to be bound by the same standards of confidentiality that apply to the employees of either party and the State of Ohio. The terms of this section shall be included in any subcontracts executed by either party for work under this agreement. The parties specifically agree to comply with state and federal confidentiality laws and regulations applicable to the programs under which this agreement is funded. The parties are responsible for obtaining copies of all applicable rules governing confidentiality and for assuring compliance with the rules by employees and contractors of either party.

C. Breach and Default

Upon breach or default of any of the provisions, obligations, or duties embodied in this agreement, the parties may exercise any administrative, contractual, equitable, or legal remedies available, without limitation. The waiver of any occurrence of breach or default is not a waiver of such subsequent occurrences, and the parties retain the right to exercise all remedies mentioned herein.

D. Compliance with Federal and State Laws, Rules and Regulations

The parties agree to comply with all federal and state laws, rules, regulations, and auditing standards that are applicable to the performance of this agreement.

E. Records Retention

All records relating to this agreement shall be retained and made available to either party for audits by the Auditor of State or other authorized auditors for a minimum of two (2) years after final payment under this agreement. If an audit is initiated during this time period, the parties shall retain such records until the audit is concluded and all issues resolved.

F. Drug-Free Workplace

By executing this agreement, the parties certify and affirms that, as applicable to the parties, any subcontractor and/or independent contractor, including all field staff) associated with the project agree to comply with all applicable state and federal laws regarding a drug-free workplace. The parties shall make a good faith effort to ensure that all employees, while working on State, county or private property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

G. Child Safety Provisions

By executing this agreement, the parties certify that all personnel that perform any work under this agreement, or any resulting subcontracts, will be performed solely by individuals that have undergone and passed criminal background checks pursuant to Ohio Revised Code 3314.19, 3319.39, and 3319.391. The cost of obtaining these required criminal background checks is the sole responsibility of the vendor.

H. Unresolved Findings for Recovery

Ohio law (Ohio Revised Code 9.24), prohibits any state agency or political subdivision from awarding a contract for goods, services, or construction to any person against whom a finding for recovery has been issued by the Auditor of State, if that finding is unresolved. No award will be made to any respondent that has any unresolved findings for recovery registered with the State of Ohio.

I. Delegation and Sub-Contracting

Respondent may not delegate its duties under this agreement and/or sub-contract services and/or functions covered under this agreement without the express written permission of the MCOECN.

**Regional Sites  
Exhibit 1**

**ACCESS**

425 W. Main Street  
P.O. Box 248  
Canfield, Ohio 44406

**HCCA**

7615 Harrison Avenue  
Cincinnati, OH 45231-3107

**LEECA**

1885 Lake Avenue  
Elyria, Ohio 44035

**LGCA**

8221 Auburn Road  
Concord Township, Ohio 44077

**LNOCA**

7800 Wall Street  
Valley View, Ohio 44125

**LACA**

195 Union Street, Suite C-2  
Newark, Ohio 43055

**MDECA**

225 Linwood Street  
Dayton, Ohio 45405

**MEC**

2100 CityGate Drive  
Columbus, Ohio 43219

**MVECA**

330 E. Enon Road  
Yellow Springs, Ohio 45387

**MCOECN**

Network Security Assessment RFP

**Regional Sites  
Exhibit 1 – Cont'd.**

NCOCC  
1495 W. Longview Avenue, Suite 100  
Mansfield, Ohio 44906

NEOMIN  
528 Educational Highway  
Warren, Ohio 44483

NEONET  
420 Washington Avenue  
Cuyahoga Falls, Ohio 44221

NOECA  
219 Howard Drive  
Sandusky, Ohio 44870

NOACSC  
645 S. Main Street  
Lima, Ohio 45804

NWOCA  
22-900 State Route 34  
Archbold, Ohio 43502

OME-RESA  
2023 Sunset Blvd.  
Steubenville, Ohio 43952

SCOCA  
175 Beaver Creek Road  
P.O. Box 577  
Piketon, Ohio 45661

SEOVEC  
221 Columbus Road  
Athens, Ohio 45701

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**Regional Sites  
Exhibit 1 – Cont'd.**

SWOCA  
3607 Hamilton-Middletown Road  
Hamilton, Ohio 45011

SPARCC  
2100 38<sup>th</sup> Street, NW  
Canton, Ohio 44709-2300

TCCSA  
2125 Eagle Pass  
Wooster, Ohio 44691

TRECA  
2222 Marion-Mt. Gilead Road  
Marion, Ohio 43302

WOCO  
129 E. Court Street  
Sidney, Ohio 45365

Akron Public Schools  
70 N. Broadway  
Akron, Ohio 44308-1911

Canton City Schools  
617 McKinley Ave, SW  
Canton, Ohio 44707-4727

Cincinnati Public Schools  
2651 Burnet Avenue  
Cincinnati, Ohio 45219

Cleveland City Schools  
4966 Woodland Avenue  
Cleveland, Ohio 44101-1432

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**Regional Sites  
Exhibit 1 – Cont’d.**

Columbus Public Schools  
1091 King Avenue  
Columbus, Ohio 43212-2204

Dayton Public Schools  
115 South Ludlow Street  
Dayton, Ohio 45402-1812

Toledo Public Schools  
4818 Angola Road  
Toledo, Ohio 43615-6411

Ohio K-12 Network Core  
State of Ohio Computer Center (SOCC)  
1320 Arthur E. Adams Drive  
Columbus, Ohio 43221

Ohio Department of Education  
State of Ohio Computer Center (SOCC)  
1320 Arthur E. Adams Drive  
Columbus, Ohio 43221