



Request For Proposal

Virtual Chief Information Security Officer and Information Security Service for Grant Wood Area Education Agency, Cedar Rapids CSD, College CSD, Iowa City CSD and Linn Mar CSD

Announcement - Call For Proposal

Proposals will be received at the Grant Wood Area Education Agency Business Office, 4401 6th St SW, Cedar Rapids, IA 52404, until 10:00 AM, Thursday, February 24th, 2022, for the Information Security Services detailed in this request.

The award of the contract will be made by the Board of Directors of Grant Wood AEA, Cedar Rapids CSD, College Community CSD, Iowa City CSD and Linn Mar CSD (now referred to as the "consortium") to the lowest responsive, responsible bidder, taking into consideration the quality of material or service and any other factor which the Board may permissibly consider. No bid may be withdrawn for a period of 30 days after the bid opening has passed. The Boards reserve the right to reject any and all bids, or any part thereof, and to waive informalities and to enter into such contract as shall be deemed in the best interest of the consortium. Each board of the consortium may decide whether to move forward with an agreement separately.

General Terms and Conditions

The offeror shall provide services in accordance with the technical specifications described herein. Services shall be accepted by the consortium when in accordance with all specific terms and conditions of this RFP.

Equal Opportunity Requirements of Offeror

Firms submitting bids must be an "Equal Opportunity Employer" as defined in the "Civil rights Act of 1964" and in "Iowa Executive Order Number Thirty-four".

Affirmative Action - Contract Compliance

The contractor, subcontractor, vendor, or supplier is prohibited from engaging in discriminatory employment practices forbidden by federal and state law, executive orders, and Board Policies of the Agency, pertaining to equal employment opportunity and affirmative action.

The contractor, subcontractor, vendor, or supplier may be required to have on file a copy of their affirmative action program, containing goal and time specifications.

Contractors, subcontractors, vendors, or suppliers doing business with the Agency in excess of \$5,000 annually and employing 50 or more full-time employees may be required to submit to the Agency, a copy of their affirmative action plan.

Failure to fulfill these non-discrimination requirements shall be regarded as material breach of contract and may cause the contract to be canceled, terminated, or suspended in whole or in part and the contractor, subcontractor, vendor, or supplier may be declared ineligible for future contracts or subject to other sanctions as provided by law or rule.

Targeted Small Business Program

Per Board Policy, the Agency has a goal to purchase at least 10% of its goods and services from certified Targeted Small Businesses.

It is hereby agreed that when entering into a contract with the Agency, the vendor/contractor will take documented steps to encourage participation from TSB's for the purpose of subcontracting and supplying of materials. To apply for certification as a Targeted Small Business contact Ms. Mary Montgomery, Iowa Department of Inspections and Appeals (515-281-5796).

Compliance With Proposal

The Agency Board of Directors and consortium boards reserves the right to waive compliance on minor technicalities in the specification, to reject any or all offers, and to accept the proposal(s) which appear to be in the best interest of the Agency. No exceptions or deviations from this RFP will be considered at the time proposals are opened.

Preparation of Proposal

The proposal must be signed by a duly authorized representative of the offeror. The offeror will be assumed to be familiar with all specifications of the RFP and any and all special provisions by reference made a part of these specifications.

Questions of Proposal

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All clarifying questions regarding any part of the RFP will be submitted via email to Jason Marshall, Coordinator of Educational / Information Technology Services, at jmarshall@gwaea.org. The subject line of the email message must read “vCISO RFP Question”. Each entity can provide information regarding their network, software and services used. All questions should be provided via email to Jason Marshall by Wednesday, 2/16/2022.

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Filing Proposal

Proposals must be enclosed in a sealed envelope clearly marked “vCISO RFP” and delivered by 10:00 AM on Thursday, February 24th, 2022 to Grant Wood AEA, Attn: Barb Harms, 4401 6th St SW, Cedar Rapids IA 52404.

Taxes

Prices quoted shall not include state or federal taxes from which the Agency and districts are exempt. The necessary exemption certificate will be furnished upon request.

Firm Prices

Unless otherwise specified, prices are to be firm for at least a 90-day period. Offerors are asked to state a longer firm price period, if possible. It is the intent of the Agency to purchase the hardware and software within 90 days from the date of the opening.

Ties and Reservations

No ties or reservations by the offeror are permitted.

Infringement

Offeror warrants the goods to be purchased shall be delivered free of the rightful claim of any third party by way of infringement.

Contract Award

The contract between the Agency, the districts and the offeror shall be a combination of the specifications, terms and conditions of this RFP, offeror's response and any written clarifications or changes made in accordance with the provisions herein. Each entity (AEA / school may decide on whether to contract with the vendor. If the vendor would like to provide pricing on a per student basis, or by C level and IT staff count we would be interested in that as well.

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Purchase Contract

The purchase contract will consist of the RFP, the offeror's proposal and a properly executed purchase order.

Payment Terms

Any deviations from the following will result in payment delays.

Invoices should be mailed quarterly to:

Grant Wood Area Education Agency
Accounts Payable
4401 6th St SW
Cedar Rapids, IA 52404

An invoice for services received by the Agency that conforms with the requirements of the purchase contract and is in proper order will be paid after approval of the Agency Board of Directors.

Invoices received by the end of a month that are in proper order will be paid within 20 days.

If any portion of any invoice or any item on the invoice is not in proper order, the Agency shall have the right to withhold payment of the entire invoice without the imposition of late fees or charges, until the invoice and all items on the invoice are in proper order. A copy of said invoice, along with an explanation of corrective action needed to be taken by the offeror for compliance, will be provided by the Agency to the vendor orally or in writing.

GWAEA will pay the quarterly invoice for the services and then bill the member districts.

Remedies Upon Default

Any of the following events shall constitute cause for the Agency to declare a vendor in default of its obligations under this contract:

- non-performance of this contract;
- a failure by vendor to make substantial and timely progress toward performance of this contract;

- a failure of items provided by vendor to meet the specifications noted herein;
- a breach of any term of this contract.

The Agency shall issue a written notice of default providing therein for a fifteen-day period in which vendor shall have an opportunity to cure, provided that cure is possible and feasible.

If, after opportunity to cure, the default remains, the Agency may do one or more of the following:

- procure goods or services in substitution from an alternate source and charge the difference between the contract price and alternate price to the defaulting vendor;
- exercise any remedy provided by law;
- immediately terminate contract agreement.

Vendor shall not be considered to be in default under this agreement, if performance is delayed or made impossible by an act of God, floods, fires, strikes, and similar events; but in each such case, the delay or improbability must be beyond the control and without the fault or negligence of vendor.

The fact that delay resulted from a sub-vendor's conduct, negligence or failure to perform shall not excuse vendor from the provisions of this contract. Should the Agency obtain a money judgment against vendor as a result of a breach of this agreement, vendor consents to such judgment being set-off against moneys owed vendor by the Agency under this or any other contract.

Disclosure of Proposal Content

The laws of the State of Iowa require that at the conclusion of the selection process, the contents for all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal.

Description of Project and Nature of RFP :

The consortium desires to procure and implement the services of a virtual Chief Information Security Office (vCISO), including email, phone, and on-site support. The vCISO services will consist of executive-level consulting and information security expertise, akin to that which

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would be provided by a full-time, in-house Chief Information Security Officer. Procuring the services of a vCISO is part of an overall Cyber Security program enhancement project.

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Current Business and Technical Environment

The consortium includes the following organizations / school districts serving the following number of employees with the indicated sized IT teams. More detailed information on the team expertise, infrastructure scope and software supported is available upon request.

Goals

The Goals and objectives of this engagement is to:

- 1) Focus on developing an Information Security posture for the consortium
- 2) Reducing the overall risk from cyber threats facing the consortium
- 3) Scalable best practices information security framework utilizing Managed Security Services Provider (MSSP) where possible.
- 4) Develop a multi-year strategy to fully implement an Information Security Program that supports an adaptive security architecture for the consortium.

Anticipated Contract Term

It is anticipated that the term of the contract awarded from this RFP will be for two years with three one-year renewal options. Any annual percentage increases should be noted.

Minimum Qualifications Requirements

The following are Minimum Qualification Requirements of this RFP. Proposals that fail to meet all of the requirements will be rejected.

- The vendor should have a minimum of 4 years' experience providing information security services to government agencies or non-profits.
The vendor should have on staff documented security specialists with CISA and CISSP.
- The vendor should provide a minimum of five references from municipalities, state government, education institutions, or non-profits for which similar services were provided.
- The vendor must be a US based company. Preference is for an Iowa based company.
- The vendor will designate 1-2 security specialists who will be the consortium's main point of contact.
- The security specialist must be an Iowa based employee of the vendor.

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Expected Outcomes and Services Provided

The following are the expected outcomes and services to be provided to each member of the consortium.

- The vendor will use interviews and assessment to determine a baseline understanding of each consortium members' current cybersecurity gaps and risks.
- The vendor will compare and report on each consortium members' current security status compared to industry best practices.
- Using the initial analysis conducted by the vendor a plan of security initiatives will be developed unique to each consortium member. This plan will be presented to each members' executive team.
- Expectation and tasks will be assigned by the vendor to the members' respective IT and other appropriate teams. Roadmaps with measurable progress markers will be part of this process.
- The vCISO will continually monitor progress and present progress quarterly to the members' executive team or designee.
- The vCISO should be prepared to provide an annual update to the members' board with the designated member IT partner if the consortium member desires.
- vCISO will act as a strategic advisor available to each member for reasonable timed responses. A scheduled monthly meeting with the designated member partner will be part of this.
- 10 consulting hours will be provided for each member per month. GWAEA may use their consulting hours for appropriate consulting at districts / schools GWAEA supports via outsourced IT management. A cost for purchase of additional hours should be provided in the RFP.
- Vendor will develop a security plan for each consortium member that includes but is not limited to DR plans, end point security and awareness training.
- An incident response plan will be developed for each member, and the vendor will conduct an appropriate number of table top exercises with executive staff.
- Vendor will analyze, and update consortium members' security policies and advise on implementation and enforcement.
- Vendor will work with each member to provide end user security awareness training.
- Vendor will provide an analysis of each members' own unique data needs and data management. Recommendation of best practice regarding data security will be provided.
- External and Internal penetration test annually for each members' network. This could be included in the 10 monthly consulting hours if the vendor wishes. This should

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be detailed in the response. There is an expectation that all information and recommendations from penetration tests is presented in a report to the executive team or designee by the vCISO.

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