



**03/21/2022**

**Addendum 1**

**RFP 2022-08 Network Security and Audit Consultant**

**This addendum is being issued to publish the technical questions and answers and to extend the bid opening to March 28, 2022, at 10:30 a.m.**

**1. Will a surety bond be required for this cybersecurity work?**

**A: No, after consideration the City of Charleston has decided to remove this requirement.**

**2. Is a bidder not domiciled in West Virginia at such a fee disadvantage that we are unlikely to win the work?**

**A: No. Pursuant to § 2-480 of the Charleston City Code, a Local Vendor may qualify for a competitive advantage applied to its bid when certain conditions are met. One condition requires the vendor to submit this affidavit confirming that (1) the vendor has paid all applicable business taxes to the City or has a non-delinquent payment plan with the City, and (2) the vendor must state that it has had an active and current business & occupation tax account with the City Collector during the entire one-year period prior to the bid opening. The Local Vendor preference is 4% but does not exceed \$5,000.00**

**3. Section 1: For Policy Reviews, how many security policies are in scope?**

**A: Three (3)**

**4. Section 1.1: How many of each of these is in your environment?**

**A: Asset Breakdown: eighty (80) servers, six hundred (600) workstations, fifty (50) switches, and thirty (30) routers.**

**5. Section 1.2: What NIST framework do you want the City's documentation (policies, processes, and procedures) compared to? Cyber Security Framework? NIST 800-53? NIST 800-171?**

**A. The review shall compare city policies to the NSIT CSF version 1.1**

6. Can you describe what the “governing document” review addresses? Is it an over policy? A cyber strategic plan? Something else?

**A: The governing document review shall address all security related policies and strategic plan.**

7. Section 1.3, Is the strategic plan to be a plan to remediate the gaps against the measurement framework, or some other type of strategic plan for generally maturing the City’s security over time?

**A: The strategic plan should address all issues discovered during the audit, be it both in regard to the gaps in the framework and vulnerabilities discovered during the vulnerability assessment.**

8. Section 1.5, Does the City have a not-to-exceed budget named to fund this project that you can share with proposers?

**A: Per policy the City of Charleston does not disclose the budget on competitively bid projects**

9. For the first year, do you want a full Security Assessment based on NIST standards for the City?

**A: Yes, the first year shall include a full security assessment base on NIST standards.**

10. Do you want Vulnerability Assessment or more expensive certified penetration testing done on the internal and external IP’s?

**A: Penetration testing is not required, just vulnerability scanning**

11. What is the City’s most important criteria for selecting a vendor?

**A: The City will award based upon the lowest responsible bidder to meet specification.**

12. Is City looking for a full IT process review or just a review of policy documents?

**A: The city would like a review of all policies and any documented processes.**

13. When was your last assessment of this nature performed?

**A: An assessment of this nature and scope has never been performed**

14. Is the IT organization centralized or decentralized?

**A: The city operates a mostly centralized IT department with the fire department and police department operating each with their own liaison to the city’s IT department**

15. What is the anticipated award date for this contract?

**A: The award will be based on the approval of the recommendation to award by Charleston City Council that we tentatively plan to come to a vote at the next City Council meeting April 04, 2022.**

16. What is the City's intended timeline for each year of the project?

**A: Timeline will be determined after the award of a contract has been approved by City Council.**

17. Who is the incumbent?

**A: An assessment of this nature and scope has never been performed**

18. Does the City have a desired proposal format?

**A: Please refer to page 10 of the RFP for the bid cost placement. The City will award based upon the lowest responsible bidder to meet specification.**

19. Which NIST framework is being referred to in section 1.2 on page 8?

**A: The city is asking for policies to be compared against the NIST Cybersecurity Framework (CSF) version 1.1**

20. Does the City have a cloud presence with Microsoft 365 or others?

**A: The city operates with Microsoft 365 and digital ocean**

21. The City is looking for an assessment of the City's security posture/ policies. Would the City consider having a security controls assessment to be done in addition to this policy review?

a. 'Security Controls Assessment' Defined: The testing and/or evaluation of the management, operational, and technical security controls in an information system to determine the extent to which the controls are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting the security requirements for the system.

**A: The city is not mandating this, but would be considered if offered**

22. Section 9. Payment Terms on page 4 of the RFP states that Vendors must mail invoices to the City. Can vendors email them instead?

**A: Invoices can be emailed to the City's accounting department.**

23. Specify the VLAN details how many is included in the Scope?

**A: There are approximately 30 VLANS**

24. What's your headcount of users (employees + contractors+interns)? What number/percentage of your workforce resides within organizational facilities? What number/percentage works remotely?

**A: The city presently has about 800 employees. With remote work only supported for fringe cases.**

25. How much (%) of the infrastructure is in cloud?

**A: Approximately 10%**

26. How many physical locations?

**A: There are 30 physical locations**

27. What is the aggregate Internet Capacity per location (<300mbps, <1gbps, <4gbps, up to 10gbps)?

**A: The city's total aggregate internet capacity is approximately 1gbps**

28. Do you manage your own data Center, or do you utilize any 3rd-party/colocation facilities?

**A: The city's data center is managed by city staff**

29. What is the length (# of pages) of the City IS department's policy and governing document the consultant would need to review?

**A: As of writing, approximately 8 pages. This is expected to grow over the length of this project**

30. Does the City of Charleston already have a subscription for a vulnerability scanner such as Nessus, Qualys, or Rapid7 that the consultant can leverage to configure and run tests?

**A: The city leverages Digital Defense Frontline Vulnerability Manager.**

31. Is it expected that the external and internal assessments scopes (# of IP addresses) would change for years 2 and 3? If so, in what percentage?

**A: There are no expected changes to internal or external IP changes.**

32. Does your external IaaS provider have any condition or restriction on external scans performed on their customers' infrastructure?

**A: Our IaaS provider has no such condition or restrictions.**

33. Are there any vendors who have been providing similar services to you?

**A: An audit of this nature and scope has never been performed before.**

34. Is this a new contract or a renewal?

**A: This is a new contract.**

35. Does any of this work need to be performed onsite? Can we execute it 100% remotely?

**A: This can be executed 100% remotely.**

36. Is City looking to be assessed against the NIST CSF or NIST 800-53?

**A: Please assess the city's policies against the NIST CSF.**

**CITY OF CHARLESTON**  
**ADDENDUM ACKNOWLEDGEMENT FORM**

By signing below and submitting with my bid response, our team acknowledges receipt of Addendum #1 pertaining to **RFP 2022-08 Network Security and Audit Consultant** , which was issued on March 21, 2022.

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Authorized Bidder's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed/Typed Bidder's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name