



**DISTRICT OF COLUMBIA SUPERIOR COURT
OFFICE OF CONTRACTS AND PROCUREMENT**

**REQUEST FOR PROPOSALS (RFP) FROM
GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS**

FOR

**INFORMATION AND TECHNOLOGY
PENETRATION TESTING AND INFORMATION SECURITY SERVICES**

SOLICITATION NUMBER: DCSC-14-FS-0024

ISSUE DATE: April 10, 2014

**CLOSING DATE April 23, 2014, 2:00PM
& TIME:**

The District of Columbia Courts (the Courts) are seeking a qualified Contractor to provide Information and Technology Penetration Testing and Information Security services to be utilized throughout the Courts. The Courts intends to award a firm-fixed-price contract as a result of this solicitation. The offeror shall submit a price and technical proposal for services specified in accordance with the Scope of Services, of this solicitation.

Section I: Background

The Courts, the judicial branch of the District of Columbia government, which is comprised of the Court of Appeals, the highest court of the District; the Superior Court of the District of Columbia, a trial court with general jurisdiction over virtually all local legal matters; and the Court System, which provides administrative support functions for both Courts. The mission of the Courts is to protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully, fairly and effectively in the Nation's Capital.

The Information Technology Division (ITD) serves the Superior Court and Court System by developing, delivering, supporting and managing the Integrated Justice Information System (IJIS) as well as other computer systems. The ITD plays an important role by delivering services that facilitate case flow, supporting automated business processes, equipping employees with productivity-enhancing tools, and providing the automatic and seamless exchange of information with other agencies.

The Courts' infrastructure primarily consists of a Cisco network, Cisco security devices, Microsoft operating systems, and multiple VLANs. The security topology is typical and consists of outside network, inside network, DMZ network and partner's network. These topologies are built and secured utilizing Cisco switches, Web filters, Email gateways, authentication server, virus protection server etc. Assessments, scans, and penetration testing shall be scheduled ahead of time and coordinated with multiple Courts' Information and Technology teams.

Section II: Objectives

The Courts are interested in conducting a security assessment and penetration test that will allow the Courts to:

- Gain a better understanding of potential network vulnerabilities that may be visible from the Internet;
- Determine if the current network security architecture is both secure and scalable to five year growth and threat deterrence;
- Determine if the current Microsoft domain architecture is both secure and optimized for best performance;
- Evaluate network and security configurations to ensure that it meets industry best practices;
- Evaluate the security associated with public self service web applications that are used by the Courts' customers;
- Privacy Impact Assessment;

- Ensure Courts public WIFI networks from main campuses and distributed campuses (all within D.C.) are segmented from the Courts' inside network.

These activities are part of the Courts' ongoing risk management program and are focused on identifying the risk level that the Courts are currently exposed to so that an appropriate set of responses to those threats can be developed.

The Courts are seeking to identify and select an outside, independent organization to perform the activities listed above. The remainder of this document provides additional information that will allow potential vendors to understand the scope of the effort and develop a proposal in the format as described below.

Section III: Scope of Work

The selected contractor will (1) perform penetration test and security assessment (2) develop a detailed penetration test and security assessment report and an executive summary report (3) provide an oral presentation to the Courts' management.

Section IV: Deliverables

All Deliverables shall be in a form and manner in accordance with the Statement of Work. The Project is not complete until all the Deliverables are provided and approved by the Contracting Officer's Technical Representative (COTR). The date of award shall be the date the Contracting Officer issues a notice to proceed.

The Contractor shall provide penetration test and security assessment for the following operating systems, applications, and network equipment:

- External Penetration Test

Public facing network subnets: 2 (/26 and /27)
 Number of live hosts in public network: 15

- Internal Network Security Assessment

Number of internal networks: 2
 Number of servers in the target space: /8 Network
 Number of devices in the target space: 2048
 Number of sites: five main sites connected via dark fiber, five field units over frame-relay, and one site-to-site VPN connection

- Server Configuration Reviews (Servers, Web Applications, Databases)

Number and type (operating system and function) of servers to be reviewed:
 Microsoft 2008 Exchange: 6
 Database Servers (Oracle & MSSQL): 47

Web Servers (IIS, Apache, Oracle): 38
AD/DNS Servers: 8
Microsoft Member Servers: 105
Network Attached Storage: xx
Server Farm VLANs: 5 vlans. Each vlan is carved with /24 bit mask.
Spanning Locations: 4 (Building A, Building B, Building C, Gallery Place, 4 field offices, COOP site, Moultrie Building)
Cisco Switches: there are 4- Core switches
Microsoft Workstations: 1810
Wireless: 2 LAN Controllers, 100 Wireless Access Points (WAPs).

- Security Equipment Configuration Reviews

Number of type of firewalls to be reviewed:
Cisco ASA Firewalls: 3
Watchguard FW: 1
Ironport gateway Gateway: 2
IPS/IDS: 2 Cisco IPs

The Contractor shall provide an Executive Summary Report that can be presented to the Courts' senior managers. The Contractor shall also provide a formal oral presentation of the findings and recommendations to the Courts.

The Contractor shall provide a report that include but not limited to the method employed, positive security aspects identified, detailed technical vulnerability findings, an assignment of a risk rating for each vulnerability test, supporting detailed exhibits for vulnerabilities when appropriate, and detailed technical remediation steps. The Contractor shall also provide a formal oral presentation of the findings and recommendations to the Courts.

Section V: Schedule

The Contractor shall complete all tasks and deliverables within 60 days of the contract award date.

Section VI: Contract Administration:

Contract Administrator: The Contract Administrator (CA) is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's performance or non-performance of the contract requirements. In addition, the Contract Administrator is responsible for the day-to-day monitoring and supervision of the contract. The Contract Administrator shall be:

Mr. Jayendra Luitel
Information and Technology Division
410 E Street, N.W.
Washington, D.C. 20001
Jay.Luitel@dcsc.gov

Section VII: Term of Contract

The term of the contract shall be for (60) sixty days from the date of award. The date of award shall be the date the Contracting Officer signs the contract document.

Section VIII: Commencement of Work

The Contractor shall commence work on the contract award date.

Section IX: Proposal Submission Information

Each firm shall submit technical proposal, detailed work performance schedule, and a price proposal in accordance with the performance of work specified in the Scope of Work. At a minimum, the contractor's bona-fide proposals shall describe how it intends to accomplish the requirements stated in Scope of Work and at what price.

Each firm shall submit an original and three (3) copies of their technical proposal and an original and (3) copies of their price proposal. Proposals shall be submitted in a sealed envelope clearly marked in the lower left corner with the following:

Solicitation Number: DCSC-14-FS-0024

Title: PENETRATION TESTING AND INFORMATION SECURITY SERVICES

Closing Date/Time: April 23 2014, no later than 2:00 P.M.

Offerors submitting their responses by U.S. mail must mail their responses to the following address:

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
616 H Street, N.W., Suite 612
Washington, D.C. 20001
Attention: Darryl Allen, Contract Specialist

Offerors submitting their responses by hand delivery/courier services must hand deliver their responses to the following address:

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch

701 7th Street, N.W. Suite 612
Washington, D.C. 20001
Attention: Darryl Allen, Contract Specialist

Questions concerning this Request must be directed by e-mail to:

Darryl Allen, Contract Specialist
Procurement and Contracts Branch
Administrative Services Division
District of Columbia Courts
E-mail address: allendm@dcsc.gov

Section X: Explanation to Prospective Offerors/Bidders

Any prospective offeror desiring an explanation or interpretation of this solicitation must request it by email no later than April 15, 2014 no later than 4:00PM. Requests should be directed to the procurement contact person at the e-mail address listed in Section IX. Any substantive information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

Section XI: Technical Proposal Format and Content

Volume I - Technical Proposal shall be comprised of the following Sections:

Section	Description
A	General Information
B	Technical Approach
C	Qualification of Firm
C	Qualification and experience of proposed staff
D	Past Performance

Section A - General Information

The Contractor shall provide in Section A of the proposal a brief description of its organization to including:

1. Brief history of Company;
2. Name, Address, Telephone Number and DUNS and federal tax identification Numbers of the Offeror;
3. Whether the Offeror is a corporation, joint venture, partnership (including type of partnership) or individual;
4. Name, address, and current phone number of Offeror's contact person.

Section B - Technical Approach

A 5-page **limit** has been established for the Technical Approach to encourage concise presentation, while responding to and explaining how all technical requirements shall be fulfilled. Any material beyond the 5-page limit will NOT be considered.

Section C – Qualification of Firm

Offeror shall include documentation showing the firm’s qualification, expertise, knowledge and experience in meeting the requirements of this solicitation; and

Section D – Qualification of Proposed Staff

The offeror shall include resumes/credentials showing the proposed staff's qualification, expertise, knowledge and experience to meet the requirements of this solicitation.

Section E – Past Performance:

Three (3) letters of reference to include information about previously performed District or federal or private contracts providing similar and/or like services, inclusive of dates, contract amount, address and telephone number of the contract administrator. Each reference shall address:

- 1. Quality of work/service
- 2. Timeliness of performance
- 3. Cost Control
- 4. Business Relations
- 5. Customer Satisfaction

Section XII – Price Proposal

Volume II - Price Proposal shall be comprised of the following Sections:

Section	Description
A	Detailed breakdown of Price

For your information, pricing shall identify all cost. At a minimum, your price proposal shall:

- a. Identify the number of hours each labor category, hourly rates and extended price; and
- b. Identify the total price and include a summary of all items/SINS proposed.

Please note: It is a request for proposals from GSA Federal Supply Schedule Contractors.

All firms submitting proposals in reference to this Request shall **include a copy of their current GSA Federal Supply Contract(s)**.

Section XIII - Terms of Payment

Payments shall be dispersed upon acceptable delivery of the following items:

#	Deliverable	%
1	Penetration Test and Security Assessment	50%
2	Documentations (Reports and Presentations)	50%

Section XIV - Contract Type:

This is a firm-fixed unit price contract.

Section XV - Evaluation of Proposals:

The Courts intend to make an award to the responsible firm whose proposal represents the best value to the Courts. The Courts will perform an initial evaluation of each Offeror's proposal using the technical evaluation criteria stated below. The recommendation for award will be based upon the total points awarded for the technical evaluation of the written proposals plus the evaluation of the Offeror's price proposal for realism, reasonableness, and completeness.

The Courts may award a contract upon the basis of initial offers received, without discussions. Therefore, each initial offer shall contain the Offeror's best terms from a cost and technical standpoint.

If discussions are held with Offerors, all Offerors within the competitive range will be notified regarding the holding of discussions and will be provided an opportunity to submit written Final Proposal Revisions.

Section XVI - Technical Evaluation Criteria

The technical evaluation factors set forth below shall be used to evaluate each proposal. The maximum points for technical are 100 total points. The criteria for evaluating the proposals and their respective points are as follows:

EVALUATION CRITERIA	MAXIMUM POINTS
Technical Approach	0-40
Personnel Qualifications	0-30
Firm's Qualifications and Public Sector Experience	0-15
Past Performance	0-15
TOTAL	100

Section XVII - Price Proposal Evaluation

The Courts will not rate or score price, but will evaluate each Offeror's price proposal for realism, reasonableness, and completeness. This evaluation will reflect the Offeror's understanding of the solicitation requirements and the validity of the Offeror's approach to performing the work. Alternative price proposals, if considered by the Courts, will be evaluated on contract type risk, potential savings, other advantages or disadvantages to the Courts, and the discretion of the government.

Realism: The Courts will evaluate the realism of the proposed price by assessing the compatibility of proposed price with proposal scope and effect. In the evaluation, the Courts will consider the following:

- a. Do the proposed prices reflect a clear understanding of the requirements?
- b. Do the proposed prices for performing various functional service requirements reflect the likely costs to the Offeror in performing the effort with reasonable economy and efficiency?
- c. Are proposed prices unrealistically high or low?
- d. Are the proposed prices consistent with the technical and management /staffing approach (e.g., if the Offeror proposes a staff of x people, the price proposal must account for x people)?

Reasonableness: In evaluating reasonableness, the Courts will determine if the Offeror's proposed prices, in nature and amount, do not exceed those, which would be incurred by a prudent contractor in the conduct of competitive business.

The assessment of reasonableness will take into account the context of the source selection, including current market conditions and other factors that may impact price. In the evaluation, the Courts will consider the following:

- a. Is the proposed price comparable to the independent Courts cost estimate?
- b. Is the proposed labor/skill mix sufficient to meet the Courts' requirements based upon the Offeror's technical and management approach?

Completeness: In evaluating completeness, the Courts will determine if the Offeror's provides pricing data of sufficient detail to fully support the offer and permit the Courts to evaluate the proposal thoroughly. In the evaluation, the Courts will consider the following:

- a. Does the proposed price include all price elements the Offeror is likely to incur in performing the effort?
- b. Are proposed price traceable to requirements?
- c. Do proposed price account for all requirements?
- d. Are all proposed prices supported with adequate data to permit a thorough evaluation?