PUEBLO OF ZUNI
REQUEST FOR PROPOSAL (RFP)
IT CYBERSECURITY ASSESSMENT AND PLAN

RFP NUMBER: RFP-2020-01
DATE: MARCH 10, 2020

I. BACKGROUND:

The Pueblo of Zuni is soliciting proposals to conduct a security assessment of our data network infrastructure.

The Pueblo of Zuni (POZ) has approximately 412 employees, 350 computers and 20 servers located across 23 locations connected with a combination of fiber and microwave links. We utilize Cisco routers, switches, HP/Aruba Switches, Fortinet firewalls and WIFI access points as well as UniFi WIFI access points.

The Tribe’s standard server operating system is Windows Server 2008/2012 and the standard desktop operating system is Windows 7/10.

POZ has an in-house Information Technology Department which maintains several enterprise and departmental software applications which are also located in-house. These apps run on Microsoft Windows servers, MS SQL and Oracle Databases.

The cybersecurity assessment is intended to identify vulnerabilities within the POZ wide area network. The assessment will utilize industry best practice methodologies to ensure a standardized risk mitigation approach that will offer the highest risk reduction potential.

II. SUBMISSION: RFP DEADLINE DATE: APRIL 9, 2020 TIME: 4:00 PM

The proposal should contain sufficient information for evaluation based on the rating criteria listed in Section V. At a minimum, the proposal shall contain the following information:

a. Qualifications for key personnel that will be assigned to the project.
b. Listing and description of completed, similar projects with at least five (5) different references and contact information of the projects.
c. Schedule to perform required tasks to complete project by: based on an assumed notice to proceed (date)
   Awarded Proposal length of engagement is to be for a one (1) year period,
d. Statement of proposed fees for professional services.

The proposal shall be singled-sided, letter-size paper (8 ½ x 11 inches) with a maximum of 10 pages. A cover title page and table of contents page shall be included and be within the 10-page limit. No other materials should be included.
Four (4) copies of the proposal must be delivered in a sealed envelope and received by the submission deadline and time to the address below. **Faxed or e-mailed proposals will not be accepted.**

DO NOT OPEN  
Pueblo of Zuni – RFP 2020-01  
Purchasing Department  
1203B State Hwy. 53  
P.O. Box 339  
Zuni, NM 87327

Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process.

III. COMMUNICATION:

Contact Vinton Hooee, Information Technology (IT) Manager for questions regarding data network infrastructure: Telephone Number (505) 782-7144

Contact Pueblo of Zuni, Purchasing & Property Department to request for an RFP packet:  
Telephone Number (505) 782-7092/7093

**Please provide information for the primary contact at your company regarding questions on your RFP:**

Name (Print or Type):_________________________ Title:_________________________

Address:_________________________ Telephone Number:_________________________

Email:_________________________ Fax Number:_________________________

IV. THE PUEBLO OF ZUNI RESERVES:

1. The right to reject any or all proposals, to serve in the best interest of the Pueblo of Zuni.
2. The right to negotiate with all or one respondent when such action is deemed to be in the best interest of the Pueblo of Zuni.
3. The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the Scope of Work; or if there is any attempt to willfully impose upon the Pueblo of Zuni services which are in the opinion of the Pueblo of Zuni an unacceptable quality.

Pueblo of Zuni Responsibilities

1. The POZ will reimburse the Consultant for expenses incurred pursuant to the agreed upon fee schedule plan.
2. Should the POZ need to request Additional Services from the Consultant, a written notice will be issued with the proposed scope of work, including length of engagement and costs. No additional work will commence until both parties agree in writing.
V. PROPOSAL EVALUATION:

An evaluation committee will review, rate, and rank the proposals according to the following rating criteria:

<table>
<thead>
<tr>
<th>Rating Criteria</th>
<th>Rating Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Qualifications</td>
<td>30</td>
</tr>
<tr>
<td>b. Experience/Past Performance</td>
<td>30</td>
</tr>
<tr>
<td>c. Ability to Perform in a Timely Manner</td>
<td>15</td>
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<tr>
<td>d. Indian Preference</td>
<td>10</td>
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<tr>
<td>e. Cost of Services</td>
<td>15</td>
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</tbody>
</table>

VI. SCOPE OF SERVICES

The following are services that the successful Consultant will be required to provide to the Pueblo of Zuni (POZ) if it is awarded the Contract, and should be addressed in Consultant’s proposal.

The cybersecurity assessment will utilize industry best practice methods and is to include, but not be limited to:

1. Vulnerability scanning and assessment
2. Network penetration testing
3. Social engineering and phishing
4. Physical security review
5. Review Information Technology Policies and Procedures
6. Mobile Devices

Deliverables

1. Work breakdown schedule including tasks and schedule.
2. An audit finding report with the following information:
   a. An executive summary of the testing, findings, and recommendations.
   b. Detailed technical results of the following areas with resulting actionable items:
      i. Vulnerability scanning and assessment
      ii. Network penetration testing including analysis of vulnerability to social engineering and phishing.
      iii. Physical security review
      iv. Policy and procedure review
      v. Mobile Devices
3. Remediation recommendations to close the deficiencies identified.

VII. NEGOTIATION AND SELECTION:

The top-ranked proposer will be invited for an interview and negotiation of a contract. If the top-ranked proposer is not selected, then negotiations will proceed with the next-ranked proposer and so on until a selection is made or until the Pueblo of Zuni decides to terminate the Request for Proposals. All proposers will be notified in writing with the results of selection process.

THIS RFP WAS PREPARED BY: _____________________________ DATE: _____________________________

(SIGNATURE)

NAME (PRINT OR TYPE): _____________________________ TITLE: _____________________________

FORM RFP REV. 07/05/12