REQUEST FOR PROPOSAL

INFORMATION SECURITY CONSULTANT

FOR

ILLINOIS VALLEY COMMUNITY COLLEGE

PROPOSAL #RFP2013-P03

INTRODUCTION

The purpose of this proposal process is to identify potential consultants to aid Illinois Valley Community College ("IVCC") in complying with applicable regulations and safeguarding personally identifiable information. IVCC intends to compare all aspects of the proposals and requests that each vendor provide a complete and thorough response to this RFP. This RFP is **not** for penetration testing or similar I.T. services.

HISTORY

IVCC has an Information Security Committee ("ISC") that has been in place for several years. IVCC has a board approved Red Flag Rules policy. Four years ago, the College hired a consultant to assess our physical vulnerabilities and only minor exposures were discovered.

Since then, the ISC has been restructured. Furthermore, a new sub-committee, the "Fire Team" was formed to create immediate breach response plans. The ISC needs to perform departmental reviews across the campus to document and remediate vulnerabilities, document and implement red flag procedures, and update and deploy campus wide training.

OBJECTIVES

While there are several employees on the ISC with training and knowledge of information security regulations, there is a need for an expert to review and direct the committee's efforts. The objective is to steer the committee's efforts ensuring that the committee's time is spent on the most appropriate areas resulting in better security and compliance, more efficient use of human resources, and properly educated employees.

INSTRUCTION TO BIDDERS
Two (2) copies of the signed proposal must be submitted to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE AND MARKED "RFP FOR INFORMATION SECURITY CONSULTANT" AND DELIVERED NO LATER THAN JANUARY 18, 2013 AT 1:00 P.M. Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu. Vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the bid in written form as specified above.

Please submit all questions to Patrick Berry in writing, via e-mail by January 14, 2013.

Name	Phone	Internet E-Mail
Patrick Berry	815-224-0389	Patrick_berry@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any administrator whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the administrator of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the administrator selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

Event	Date and Time
Request for Proposal Issued	December 21, 2012
Question Period Ends	January 14, 2013
Proposals Due and Bid Opening	January 18, 2013 by 1:00 PM
Recommendation to Board of Trustees	February 19, 2013

SELECTION CRITERIA

The following criteria will be used by the College to evaluate the proposals and to make a recommendation to the Board of Trustees:

1. Experience with higher education
2. Knowledge of applicable regulations
3. Ability to deliver the specific services outlined in this RFP
4. Relevance of solutions offered
5. Ability to provide no-cost ongoing resources (research libraries, newsletters, web pages, etc.)
6. Cost of services offered

Acceptance of a proposal will be based on the total package of services offered. The College reserves the right to request additional information during the evaluation period.

ACKNOWLEDGEMENT OF ADDENDA

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted**. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College's Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least (5) five days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than (10) ten days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS
The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION
The College is tax exempt and therefore all proposal submissions should not include tax.

INVESTIGATION OF BIDDERS
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD
The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

PROPOSED AGREEMENT
Submit a sample of your company's agreement with your proposal.

CERTIFICATION FORM
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT
Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission. Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

W-9 FORM
Please complete the enclosed W-9 form and return with your proposal.

BID REQUIREMENTS

1) General

a) Your proposal should include a cover letter signed by the individual(s) who is (are) authorized to bind your organization contractually. Your cover letter should indicate your ability to meet the specifications or outline each deviation, including the reasons for such differences.

b) You must agree to be bound to your proposal until the effective date during which time IVCC or its representatives may request clarification, modification or correction of the proposal for purposes of the evaluation. Amendments and clarification shall affect only that portion of the proposal that is amended and clarified.

2) Required Services

a) Update ISC on current regulations and court cases

b) Review IVCC's current policies for compliance and recommend changes

c) Train the ISC to conduct departmental reviews

d) Create a template to document departmental reviews

e) Recommend a process to manage our vendor's information security compliance

f) Provide necessary training to the committee

g) Assist in developing training material and a distribution plan to the College as a whole

3) Confidentiality

All information presented in this request for proposal, as well as information disclosed during the procurement process, is to be considered strictly confidential. Information may not be released to parties inside or outside your company without permission from IVCC.

PROPOSAL FORM/SIGNATURE PAGE

FEES - Please provide a full and clear description of all fees and the timing of each fee.

COMPANY INFORMATION – Please provide information about your firm. At a minimum, the following should be addressed:

1) **A description of your organization, including:**
   a) Company history
   b) Ownership
   c) Significant organizational developments within the past two years
2) **Your firm's expertise in information security**
3) **Your firms experience with higher education**
4) **A detailed description of how your firm will meet the requirements of this RFP**
5) **IVCC's main contact at your firm**
6) **Your firm's website address**
7) **Please provide three current and three former client references:**

Current	Reference #1	Reference #2	Reference #3
Client			
Contact Name			
Title			
Phone			

Former	Reference #1	Reference #2	Reference #3
Client			
Contact Name			
Title			
Phone			

Having read and understand the specifications and requirements of **Information Security Consultant - Proposal # RFP2013-P03**

, I agree to the terms and conditions of this proposal.

Submitted By:

_____	_____
Company	Authorized Signature
_____	_____
Address	Printed Name
_____	_____
City State Zip	Phone
_____	_____
Fax	E-Mail
_____	
Date	

Illinois Valley Community College District No. 513

COURTESY "NO BID" RESPONSE

Information Security Consultant - Proposal # RFP2013-P03

If your company decides not to submit an offer, the College would appreciate your input as to why you are not participating. Please indicate your reason and return by proposal due date to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ Previous commitments

_____ Unable to supply service

Other _____

_____

_____
Company Name

_____
Date

_____
Signature

MAKE CERTAIN TO ENCLOSE THE FOLLOWING:

Completed Proposal Form/Signature Page	_____
Sample of any Agreements that the College will be required to sign	_____
Completed Certification Form	_____
Completed W-9	_____
Acknowledgement of Addenda (if applicable)	_____

CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348

Pertaining to the proposal titled: Information Security Consultant - Proposal # RFP2013-P03

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the "*Criminal Code of 1961"*

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____

NAME OF CONTRACTOR/BIDDER

_____

TITLE

_____

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
| | | – | | – | | | | |

or

Employer identification number
| | – | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X Form **W-9** (Rev. 11-2005)

For further instructions, please visit http://www.irs.gov/pub/irs-pdf/iw9.pdf