

**CITY OF CROSSVILLE**  
**REQUEST FOR QUOTATION**

**THIS IS NOT AN ORDER**

IMPORTANT: Read Instructions Carefully

**RETURN QUOTATION TO:**

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City Clerk

RFP Network Audit    Date Issued: 04/23/2019

City of Crossville

392 N Main St

For more information, call:                      To be opened date/hour:

Crossville TN 38555

Lee Lawson, (931) 484-5123  
or email [lee.lawson@crossvilletn.gov](mailto:lee.lawson@crossvilletn.gov)

May 15, 10 a.m. CST

**NOTICE TO BIDDER:**

**THIS IS NOT AN ORDER.** Please enter unit prices, extensions, and amount for items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must include all delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject any or all bids.**

**Please submit an RFP for NETWORK SECURITY AUDIT as specified.**  
**Please see attached specifications.**

**Bidder's Name**

\_\_\_\_\_

**Bidder's Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For further information, contact Lee Lawson, 931-484-5123  
or email: [lee.lawson@crossvilletn.gov](mailto:lee.lawson@crossvilletn.gov)**

**PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS**

## IMPORTANT INSTRUCTIONS TO BIDDERS

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1. Each Request for Quote should be in a SEPARATE ENVELOPE and have typed/noted on the envelope **"RFP NETWORK SECURITY AUDIT," OPENING DATE, and TIME.**
2. Specifications used in this request for proposal are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER's consideration of proposals on comparable quality. All bidders state brand name and catalog number of product proposed.
3. All prices quoted should be on a delivered prepaid basis to the F.O.B. destination shown in the shipping instructions.
4. Insert time discount terms, in any, in space provided. Discounts are computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
5. The City of Crossville, a municipality, is exempt from sales tax with respect to materials that it purchases for municipal projects; however, the contractor who installs, applies, or otherwise uses such materials, is liable for the use tax of those materials.
6. Unless otherwise indicated, quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

TIME DISCOUNT ALL ITEMS \_\_\_\_\_  
DELIVERY: We submit the prices and agree to make delivery within \_\_\_\_ days after the receipt of order. This offer is for \_\_\_\_\_ calendar days from the date the bid is opened.

NOTICE: PROPOSALS WILL BE REJECTED  
UNLESS SIGNED IN INK

SIGNED BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items proposed, a contract shall thereby be created with respect to the items accepted.

**Request for Proposal  
City of Crossville  
Network Security Audit**

The City of Crossville requests proposals for an audit of the internal computer network. Specifications are as follows:

- Review and evaluation of information security policy
- Review and evaluation of security infrastructure
- Review and evaluation of physical and environmental security
- Review and evaluation of operational procedures
- Review and evaluation of network management
- Review and evaluation of removable media security
- Review and evaluation of general network security, including firewalls, servers, workstations, switches and routers
- Review and evaluation of wireless security
- Review and evaluation of wireless access policies
- Review and evaluation of mobile computing and teleworking
- Review and evaluation of security requirements
- Review and evaluation of internal processing
- Review and evaluation of procedures and policies for prevention of misuse of information processing
- Review and testing of social engineering threats
- Review and testing of external access to internal network
- Review, testing and evaluation of any portion of the operations, equipment, procedures and policies not listed here, but are recommended by industry standards and the auditor

Auditor shall provide the following:

- A written report of all findings along with recommendations to correct any shortcomings
- At least 5 references
- A pre-audit meeting with audit team, either in person or via conference call
- A listing of certifications of each team member
- An on-site person for physical inspection and review of specified criteria
- An agreement of non-disclosure

At least 5 years of experience in utility and municipal government operation is preferred, however 5 years of experience in the financial industry will be acceptable. Audit shall begin within 90 days of acceptance of proposal. Audit shall be completed within 90 days of commencement and all reports and recommendations should be provided within 45 days of audit completion.

# PUBLIC NOTICE

## TITLE VI OF THE 1964 CIVIL RIGHTS ACT

**“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”**

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Leah Crockett  
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Print Name

Please return to:      City of Crossville  
                                 392 N. Main Street  
                                 Crossville, TN 38555

## IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

*By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.*

*I affirm, under the penalties of perjury, this statement to be true and correct.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Company

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.