



Advertise Date: Wednesday, August 31, 2022

Lee County Board of County Commissioners
DIVISION OF PROCUREMENT MANAGEMENT

UPDATED
INFORMAL QUOTE (8/31/2022)

Quote No.: Q220535KLB

Quote Name: Information Technology Staff Augmentation

Response Deadline
Date/Time: Tuesday, September 13, 2022 Time: 2:30 PM

Method of
Response:

- **E-Mail** to: kbell@leegov.com
- **Direct Delivery** to:
Lee County Procurement Management
2115 Second Street, 1st Floor
Fort Myers, FL 33901

Contact: Kacey Bell Title Procurement Analyst

Phone: (239) 533-8835 Email: kbell@leegov.com

Requesting
Dept. Innovation & Technology

Pre-Quote Conference:
Type: No meeting scheduled at this time

SPECIAL CONDITIONS, SCOPE OF WORK & SPECIFICATIONS

TERM

From the Notice to Proceed or the Purchase Order date, whichever applies: Term shall be for a one-year period. The contract may be renewed if the underlying State Term Contract No. 80101507-21-STC-ITSA, is extended, but the renewal period will not exceed the expiration of the State contract by more than twelve months.

BASIS OF AWARD

The basis of award shall be determined by the lowest quote received of the most responsive, responsible, and qualified Vendor meeting all bid specifications.

TERMS & CONDITIONS

[Terms and Conditions shall be in accordance with the State of Florida contract](#) Information Technology Staff Augmentation (80101507-21-STC-ITSA)

INSURANCE REQUIREMENTS

Insurance shall be provided by the awarded Vendor. Prior to execution of the Agreement/Contract a certificate of insurance (COI) complying with the quote documents shall be provided by the Vendor.

ADDITIONAL REQUIREMENTS

It shall be the Vendors responsibility to ensure there is no additional information available regarding this solicitation.

SCOPE OF WORK & SPECIFICATIONS

I. SCOPE OF WORK

The Vendor shall provide information technology staff augmentation services in support of the Lee County's Office of Information Technology. The Vendor must provide the qualified Chief Information Security Officer (CISO), vSOC (Virtual Security Operations Center) Advanced Cybersecurity Specialist, and VA and PT (Vulnerability Assessment and Penetration Test) Network Security Specialist proposed in its response, and selected by the County, who has the experience and ability to fulfill the requirements. The Vendor shall provide services in compliance with the terms of The Department of Management Services – Florida State Contract No. 80101507-21-STC-ITSA.

Vendor shall provide the following services:

- Lead Cyber Governance, Risk, and Compliance (GRC) for the County.
- Assist and participate in communicating cybersecurity issues to County leadership.
- Work to reduce risk exposure to technology assets to acceptable levels defined by County leadership.
- Ensure Local, State, and Federal regulatory compliance as required by the County.
- Ensure compliance with industry regulations (e.g. PCI, HIPAA, etc.) as required by the County.
- Develop and maintain frameworks and processes to institutionalize cyber for the County.
- Provide alert monitoring and alerting utilizing EDR system as required.
- Find problems malicious actors would seek to exploit
- Provide neutral, third-party testing and evaluation
- Review effectiveness of the County's cyber posture, infrastructure, and provider support
- Provide strategies and plans to improve incident handling and response communication and coordination across the County
- Develop playbooks and processes to reduce downtime and remain in compliance
- Provide strategies for maintaining public trust
- Provide Virtual Security Operations Center (SOC) Analyst (aka SOC as a service)
- Identify threats before they become critical events
- Provide timely response and protection

II. SERVICE LEVEL REQUIREMENTS

Service Level	Measurement Period	Measure	Required Service Level (as calculated below)
Provide cyber situation report	Monthly	1 per week	100%
Review compliance	Quarterly	1 per month	100%
Provide alerting and guidance	Monthly	1 per month	100%

III. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED PER STAFF POSITIONS

- ❖ **CISO (Chief Information Security Office) Senior Security Manager**
 - CISSP (Certified Information System Security Professional)
 - GSLC (GAIC Security Leadership Certification)
 - 10+ years' experience in technology
 - 5+ Years' experience as CIO or CISO
 - ~~Experience in conducting NIST~~ Experience in conducting NIST (National Institute of Standards and Technology) assessments

- ❖ **vSOC (Virtual Security Operations Center) Advanced Cybersecurity Specialist**
 - GIAC – Security Essentials
 - Expertise with Palo Alto Cortex XDR
 - Degree in computer science, networks, or cyber security
 - 3+ years' experience in technology, cyber security, or incident response/management

- ❖ **VA & PT (Vulnerability Assessment, Penetration Test)**
 - Degree in computer science, networks, or cyber security
 - OSCP (offensive security certified professional) certification
 - 5+ years' experience technology, cyber security, or incident response/management
 - ~~Experience in conducting NIST (National Institute of Standards and Technology) assessments~~

- ❖ **Senior Cyber Security Engineer**
 - (PCCSA) Palo Alto Certified Associate
 - MITRE Attack Defender (MAD) ATT&CK Cyber Threat Intelligence Certification
 - 10+ years' experience in technology, cyber security, or incident response / management

- ❖ **IR (Incident Response) Planning**
 - Expertise in Florida County level cyber incident response planning

- ❖ **Cybersecurity SME**
 - CISSP (Certified Information System Security Professional)
 - 10+ years' experience in cybersecurity

End of Scope of Work and Specifications Section



PROCUREMENT MANAGEMENT DEPARTMENT BID/PROPOSAL FORM

**COMPANY
NAME:** _____

SOLICITATION: Q220535KLB, Information Technology Staff Augmentation

Having carefully examined the Contract Documents, Contractor/Vendor proposes to furnish the following which meeting these specifications.

PRICING

Pricing shall be inclusive of all labor, equipment, supplies, overhead, profit, material, and any other incidental costs required to perform and complete all work as specified in the Contract Documents. All Unit Prices will be bid at the nearest whole penny.

In the event there is a discrepancy between a subtotal or total amount and the unit prices and extended amounts, the unit prices will prevail, and the corrected extension(s) and total(s) will be considered the price.

The County will only accept bids submitted on bid forms provided by the County. Bids submitted on other forms, other than those provided by the County, will be deemed non-responsive and ineligible for award.

Bidders may not adjust or modify data provided within the Bid/Proposal Form. Bids received with modified data may deem the Bidder as non-responsive and ineligible for award.

INFORMATION TECHNOLOGY STAFF AUGMENTATION

POSITIONS

Item	Position	Unit of Measure	Estimated Hours/Month	Hourly Rate	Total (Est. Hr x Hr Rate)
1	CISO	Hourly	163		
2	vSOC	Hourly	90		
3	VA and PT	Hourly	45		
4	Sr Security Eng	Hourly	163		
5	IR Planning Expert	Hourly	13		
6	Cyber SME	Hourly	16		
7	NIST Eval	Hourly	14		

Positions Total:

Authorized Representative Name (Print Name)

Authorized Representative Signature

Date

**INFORMATION TECHNOLOGY STAFF AUGMENTATION SERVICES
CONTRACT NO. 80101507-21-STC-ITSA**

RESUME SELF-CERTIFICATION FORM

Vendor's candidates shall complete this Resume Self-Certification Form. Completed Resume Self-Certification Forms shall be submitted within the Vendor's response to Lee County's request for quote.

"I the undersigned do hereby certify, under the penalty of perjury, that information in my resume submitted for consideration of Lee County contract position is true, correct, complete, and made in good faith to the best of my knowledge and belief. If an omission, falsification, misstatement, or misrepresentation has been made regarding my education, work ability, experience, employment history, and/or fitness for employment as a contractor, I may be disqualified as a contractor, and the matter will be reported to appropriate agency or law enforcement personnel. I understand that there may be civil and/or criminal penalties for misrepresenting pertinent information in connection with contract positions, including, but not limited to, penalties available under sections 287.133 or 817,566, Florida Statutes. I further understand that if I am not a United States citizen, violation cases may be reported to the US Department of Homeland Security for potential deportation."

"In addition, I the undersigned do hereby consent to the release of my information by employers, educational institutions, law enforcement agencies, and other individuals and organizations to investigators and other authorized agents of Florida for verification and investigation purposes. I understand that any documents submitted to procure a contract(s) with Lee County, including resumes, are public records."

Print Full Legal Name of Candidate

Candidate's Signature

Date

Candidate's Form of Identification

Witness Signature

Date

Witness Name (Print)

**Lee County Insurance Requirements
including Professional Liability**

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL)

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease – policy limit

- d. **Errors and Omissions** - Coverage shall include professional liability insurance, to cover claims arising out of negligent acts, errors or omissions of professional advice, privacy and network security insurance covering for losses arising from disclosure of confidential information, or other professional services.

\$1,000,000 per occurrence

**The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*



Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**

- b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an “Additional Insured” on the General Liability policy, including Products and Completed Operations coverage.***

Special Requirements:

1. An appropriate “Indemnification” clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.