



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

April 22, 2025

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

RE: RFP 25-033, Cyber Security and Incident Planning
Contract #2504469

Gentlemen,

On February 27, 2025, submittals were opened for RFP 25-033, Cyber Security and Incident Planning. Thirty-five (35) submittals were received from the following companies:

- 360 Cyberx
- Alchemy Technology Group, LLC
- ALINEDS, LLC
- Archer Energy Services
- Aspire Cyber, LLC
- Berry, Dunn, McNeil & Parker, LLC
- Bluebery Hawaii Technology Solutions, LLC
- Chirag Dobariya dba ClevrOne, LLC
- Clifton Larson Allen, LLP
- CyRoot, LLC
- DataVox, Inc.
- Eyes on Security, LLC
- Global Information Intelligence, LLC
- Global Solutions Group, Inc.
- Interactive Terminal Consultants, Inc.
- Kevin Mitch Group, Inc.
- MGT Impact Solutions. LLC
- Mission Critical Partners, LLC
- Mvation Worldwide, Inc.
- Omnisees, LLC
- DigiDoc, Inc. dba Pubic Sector Solutions Group
- Securance Consulting, LLC
- Secutor Consulting, LLC
- Sentinel Technologies, Inc.
- SteelToad Consulting
- Dallas, TX
- Houston, TX
- Austin, TX
- Clackamas, OR
- Dallas, TX
- Portland, ME
- Cypress, TX
- Sterling, VA
- Minneapolis, MN
- Henderson, NV
- Houston, TX
- San Antonio, TX
- Austin, TX
- Oak Park, MI
- Tampa, FL
- Katy, TX
- Houston, TX
- Port Matilda, PA
- Glen Cove, NY
- Asheville, NC
- Washington, DC
- Tampa, FL
- Fort Worth, TX
- Downers Grove, IL
- Baltimore, MD

- SysAudits.com. LLC
- TBD Cyber, LLC
- The Econsortium Group, Inc.
- Trivigil, Inc.
- True North Consulting Group, LLC
- Corvid Cyberdefense, LLC
- Uhy Advisors Midwest, Inc.
- United Data Technologies, Inc.
- Urbego, Inc.
- Weaver and Tidwell, LLP

Williamsburg, VA
San Diego, CA
Houston, TX
Austin, TX
Carrollton, TX
Mooresville, NC
St. Louis, MO
Miramar, FL
Grapevine, TX
Dallas, TX

After a thorough review of the submittal by the Evaluation Committee, Berry, Dunn, McNeil & Parker, LLC was deemed to have submitted a satisfactory proposal and is recommended for award.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston



GCOIT

Galveston County Office of Information Technology

Integrated | Informative | Innovative

DATE: 4/16/2025

TO: Rufus Crowder, Purchasing Agent

FROM: Brian Brownson, Information Security Manager

SUBJECT: RFP 25-033 Cybersecurity and Incident Planning

MEMO:

After review and scoring of RFP 25-033 Cybersecurity and Incident Planning, the committee recommends awarding the proposal to Berry, Dunn, McNeil & Parker.

Thank you for assisting us in the process and we look forward to this next phase of implementation.

722 Moody Ave.
Galveston, TX 77550
409-766-2220

Galveston County - Purchasing Department Proposal Tabulation Worksheet

Cyber Security and Incident Planning - RFP #25-033, Opened Thursday, March 17, 2022; 2:30 P.M.

Information Technology Department

Grading:									
	Proposer	Proposal Bond (if required)	Insurance	Addenda (if any)	Ranking	30%	30%	10%	100.00%
						Cost: The Proposer shall provide pricing information relative to providing the proposed services as outlined herein.	Experience: Preference given to vendors who have performed similar work with local government entities in Texas.	Methodology: References:	Total Score
Lowest Proposal Cost \$ 46,750.00									
Alchemy Technology Group, LLC	✓					Cost \$ 182,420.00 Grading Score 0.26 Score 7.67%	15.00% 0.50 20.00%	20.00% 0.67 10.00%	52.67%
ALINEDS	✓					Cost \$1,667,200.00 Grading Score 0.03 Score 0.84%	15.00% 0.50 20.00%	20.00% 0.67 10.00%	45.84%
Archer Energy Services	✓					Cost \$ 194,220.00 Grading Score 0.24 Score 7.22%	10.00% 0.33 20.00%	20.00% 0.67 10.00%	47.22%
Asper Cyber	✓					Cost \$ 46,750.00 Grading Score 1.00 Score 30.00%	25.00% 0.83 20.00%	20.00% 0.67 10.00%	85.00%
Berry, Dunn, McNeil, & Parker	✓					Cost \$ 86,505.00 Grading Score 0.54 Score 16.21%	27.00% 0.90 25.00%	25.00% 0.83 10.00%	78.21%
Blueberry Hawaii Technology Services	✓					Cost \$ 91,800.00 Grading Score 0.51 Score 15.28%	27.00% 0.90 25.00%	25.00% 0.83 10.00%	77.28%
ClevOne, LLC	✓					Cost \$ 210,367.50 Grading Score 0.22 Score 6.67%	25.00% 0.83 20.00%	20.00% 0.67 10.00%	61.67%

Evaluator Name (printed):	Rebecca Gilliam	Evaluator Signature:	Rebecca Gilliam	Date:	04/11/2025
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Information Technology Department

Evaluator Name (printed): Rebecca Gilliam	Evaluator Signature: <i>Rebecca Gilliam</i>	Date: 04/11/2025
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The Base Proposal Cost rating is from lowest dollar to highest dollar. The scoring for the Base Proposal Costs is accomplished by dividing the lowest proposed cost by the individual proposer cost to obtain the grading and multiplying that fraction by the 20 points possible. Therefore the proposal cost proposal will receive 20 points.

Instructions: Enter Base dollars proposed in lines L16, L18, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost. Row 7 represents the predetermined rating scale for the project. This has to be approved by Galveston County prior to the Bid/Proposal date and possibly acted upon by Commissioners' Court. An Example: If price is 25% of what is important then enter 25 in cell L7, etc. Once again these values should be predetermined and published.

Enter lowest proposed dollar in lines L16, L18, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost. Enter a value in cells L16 through L18 as a portion of the values in M7 through T7. We recommend that everyone use the same language for evaluation and agree to it before evaluations begin.

Cyber Security and Incident Planning - RFP #25-033, Opened Thursday, March 17, 2022, 2:30 P.M.

Information Technology Department

Grading:									
									
Proposal Bond (if required)				Insurance		Addenda (if any)		Ranking	

Evaluator Name (printed):

Rebecca Gilliam

Evaluator Signature:

Date: 04/11/2025

The Base Proposal Cost minus is from lowest dollar to highest dollar. The scoring for the Base Proposal Costs is accomplished by dividing the lowest proposed cost by the individual proposer cost to obtain the grading and multiplying that fraction by the 20 points possible. Therefore the proposal cost proposal will receive 20 points.

Instructions: Enter Base dollars proposed in lines L15, L16, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost. Row 7 represents the predetermined rating scale for the project. This has to be approved by Galveston County prior to the Bid/Proposal date and possibly acted upon by Commissioners' Court. An Example: if price is 25% of what is important then enter 25 in cell L7, etc. Once again these values should be predetermined and published. Enter base dollars proposed in lines L15, L16, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost. Enter a value in cells L13 through L15 as a portion of the values in L17 through L17. We recommend that everyone use the same language for evaluation and agree to it before evaluations begin.

Information Technology Department

Evaluator Name (Printed): Rebecca Gilliam Evaluator Signature:  Rebecca Gilliam Date: 04/11/2025
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Instructions: Enter Base dollars proposed in lines L15, L16, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost.
Row 7 represents the predetermined rating scale for the project. This has to be approved by Galveston County prior to the Bid/Proposal date and possibly relied upon by Commissioners' Court. An Example: If price is 25% of what is important then enter 25 in cell L7, etc. Once again these values should be predetermined and published.
Enter Base dollars proposed in lines L15, L16, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost.
Enter a value in cells L16 through L18 as a portion of the values in M7 through T7. We recommend that everyone use the same language for evaluation and agree to it before evaluations begin.

Information Technology Department

Evaluator Name: Rebecca Gilliam Evaluator Signature: Rebecca Gilliam Date: 04/11/2025

Instructions: Enter Base dollars proposed in lines L15, L16, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost. Row 7 represents the predetermined rating score for the project. This has to be approved by Galveston County prior to the BID/Proposal date and possibly acted upon by Commissioners' Court. An Example: If price is 25% of what is important then enter .25 in cell L17, etc. Once again these values should be predetermined and published.

Enter Base dollars proposed in lines L15, L16, L21, L24, etc. Enter lowest proposed dollar in L13. This apportions the points awarded for low dollar bid base upon a percentage of the lowest cost. Enter a value in cells L15 through L16 as a portion of the values in M7 through T7. We recommend that everyone use the same language for evaluation and agree to it before evaluations begin.

Galveston County - Purchasing Department Proposal Tabulation Worksheet

Cyber Security and Incident Planning - RFP #25-033, Opened Thursday, March 17, 2022; 2:30 P.M.

Information Technology Department

Grading:											100.00%		
											Total Score		
Lowest Proposal Cost													
Proposer													
Alchemy Technology Group, LLC	✓							\$ 182,920.00	0.30	0.60	0.70	0.00	48.00%
ALINEDS	✓							Cost	9.00%	18.00%	21.00%	0.00%	
								Grading Score					
Archer Energy Services	✓							Cost	0.00%	0.80	0.90	0.80	
								Grading Score					
Asper Cyber	✓							Cost	7.50%	0.50	0.70	0.50	
								Grading Score					
Berry, Dunn, McNeil, & Parker	✓							Cost	27.00%	6.00%	15.00%	0.20	
								Grading Score					
Blueberry Hawaii Technology Services	✓							Cost	0.70	1.00	1.00	0.50	
								Grading Score					
ClevrOne, LLC	✓							Cost	18.00%	0.80	0.80	0.00	
								Grading Score					
								Cost	0.15	0.30	0.60	0.00	
								Grading Score	4.50%	9.00%	18.00%	0.00%	

Evaluator Name (printed):

Evaluator Signature:

Date:

Galveston County - Purchasing Department
Proposal Tabulation Worksheet

Cyber Security and Incident Planning - RFP #25-033, Opened Thursday, March 17, 2022; 2:30 P.M.

Information Technology Department

Grading:		30%		30%		30%		10%		100.00%	
		Proposal Bond (if required)		Insurance		Addenda (if any)		Ranking		Total Score	
Cost: The Proposer shall provide pricing information relative to providing the proposed services as outlined herein, Texas.		Experience: Preference given to vendors who have performed similar work with local government entities in Texas.		Methodology:		References:					
Lowest Proposal Cost \$ 46,750.00											
Proposer											
Alchemy Technology Group, LLC	✓	Cost	\$ 182,920.00	20.00	0.67	0.33	1.00	10.00			47.67%
		Grading Score	7.67%	20.00%	10.00%	10.00%	10.00%	10.00%			
ALINEDS	✓	Cost	\$1,667,200.00	20.00	0.67	1.00	1.00	10.00%			60.64%
		Grading Score	0.64%	20.00%	30.00%	15.00%	10.00%	10.00%			
Archer Energy Services	✓	Cost	\$ 194,220.00	10.00	0.33	0.50	1.00	10.00%			42.22%
		Grading Score	7.22%	10.00%	15.00%	10.00%	10.00%	10.00%			
Aspire Cyber	✓	Cost	\$ 46,750.00	30.00	1.00	0.67	1.00	10.00%			90.00%
		Grading Score	30.00%	30.00%	20.00%	30.00%	10.00%	10.00%			
Berry, Dunn, McNeil, & Parker	✓	Cost	\$ 86,505.00	30.00	1.00	1.00	1.00	10.00%			86.21%
		Grading Score	16.21%	30.00%	30.00%	30.00%	10.00%	10.00%			
Blueberry Hawaii Technology Services	✓	Cost	\$ 91,800.00	30.00	1.00	0.67	1.00	10.00%			75.28%
		Grading Score	0.51	30.00%	20.00%	30.00%	10.00%	10.00%			
ClevoOne, LLC	✓	Cost	\$ 210,367.50	30.00	1.00	1.00	1.00	10.00%			76.67%
		Grading Score	0.22	30.00%	30.00%	30.00%	10.00%	10.00%			
Evaluator Name (printed):		Robert Chase		Evaluator Signature:		Date: 4/21/25					

Information Technology Department

The seal of the State of Texas, County of Galveston, is a circular emblem. It features a five-pointed star in the center, surrounded by a wreath. The words "THE STATE OF TEXAS" are inscribed along the top inner border, and "COUNTY OF GALVESTON" is inscribed along the bottom inner border. The outermost border consists of a series of small dots.

Information Technology Department

[illegible]

Score	25.50%	21.00%	15.00%	6.00%	67.50%

Evaluator Name (printed):	Evaluator Signature:	Date:
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The Base Proposal Cost rating is from lowest dollar to highest dollar. The scoring for the Base Proposal Costs is accomplished by dividing the lowest proposed cost by the individual proposer cost to obtain the grading and multiplying that fraction by the 20 points possible. Therefore the proposal cost proposal will receive 20 points.

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Information Technology Department

[illegible]

Information Technology Department

[illegible]

SPECIAL PROVISIONS

**REQUEST FOR PROPOSAL
CYBER SECURITY AND INCIDENT PLANNING
GALVESTON COUNTY, TEXAS**

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SPECIAL PROVISIONS

REQUEST FOR PROPOSAL CYBER SECURITY AND INCIDENT PLANNING GALVESTON COUNTY, TEXAS

The General Provisions and the Special Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

****The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.

“Walk-in” or “mailed-in” proposal submittals are still allowed, however, Bidders are strongly encouraged to submit their proposals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>. Please see Item E, SUBMISSION INSTRUCTIONS, for further details.

A. PURPOSE

Galveston County TX wishes to establish a security management governance structure including roles, responsibilities, policies, authority, and accountability in both the Office of Information Technology (OIT) and the County’s user community that align with the County’s business goals. The County also wishes to establish plans, procedures and testing to provide both continuity of operations and disaster recovery for OIT and County departments.

B. EXCEPTIONS

Any exceptions to these solicitation conditions should be listed on a separate sheet of paper, attached to respondent’s submittal, and submitted with response at the specified date and time of the solicitation opening.

C. BACKGROUND

Galveston County TX has invested significant resources into staffing and enhancing its security posture by procuring and deploying multiple levels of security prevention, detection and mitigation. As with any organization, the number one threat to an entity’s cybersecurity health is the end user community. The County desires to establish a governance and management structure to provide a vehicle for best utilizing all of the County’s available cyber protection resources and educate the end user community on how to securely utilize the County’s technology resources.

The County also wishes to formulate documented incident, response and test plans for OIT and county departmental continued operations and disaster recover during and after the face of a manmade or natural disaster.

This project should utilize governance, policy and plans around the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF) 2.0 and/or Center for Internet Security (CIS) Critical Security Controls.

Galveston County TX currently has approximately 1,300 employees and a technology staff of roughly 40 employees with a Security Operations Center.

D. PROCUREMENT TIMELINE

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Respondents of any changes:

Advertise Solicitation (first date of publication)
Advertise Solicitation (second date of publication)
Deadline for Questions & Inquiries
Submission Deadline / RFP Opening

Thursday, January 23, 2025
Thursday, January 30, 2025
Thursday, February 06, 2025, by 5:00 PM CST
Thursday, February 20, 2025, at 2:00 PM CST

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL CYBER SECURITY AND INCIDENT PLANNING GALVESTON COUNTY, TEXAS

Interested parties may attend the Thursday, February 20, 2025, 2:00 PM CST bid opening virtually by using the following link:

Join from the meeting link

<https://galvestoncountytexas.webex.com/join?MTID=md08e1c64b5c78972832dec50e0f0c494>

Join by meeting number

Meeting number (access code): 2495 778 9467

Meeting password: 25-033 (250033 when dialing from a video system)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24957789467## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24957789467@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

E. SUBMISSION INSTRUCTIONS:

Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:
<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

There is no cost to register as a vendor.

INSTRUCTIONS FOR "WALK-IN" SUBMITTALS ONLY

One (1) unbound original proposal and two (2) proposal copies must be submitted no later than **2:00 PM CST**, on **Thursday, February 20, 2025**:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550

The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any proposals received after **2:00 PM CST** on the specified date will be returned unopened.

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL CYBER SECURITY AND INCIDENT PLANNING GALVESTON COUNTY, TEXAS

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <https://www.galvestoncountytexas.gov/county-offices/purchasing>

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550

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E. PROPOSAL SURETY

A surety/bid bond is not a requirement of this solicitation.

F. PERFORMANCE AND PAYMENT BONDS

Performance and Payment Bonds are not requirements of this solicitation.

G. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process is applicable to this solicitation.

H. DAVIS-BACON WAGE RATES

Davis-Bacon Wage Rates are not requirements for this bid.

I. PERSONNEL TO CONTACT

Respondents desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Respondent, which in the opinion of the County affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all Respondents as an addendum to the solicitation. Respondents **must** direct all inquiries to the following:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody)
Galveston, Texas 77550
e-mail: purchasing.bids@co.galveston.tx.us

Respondents must e-mail their requests (with the subject line "Cyber Security and Incident Planning – RFP 25-033, Questions") for additional information and/or clarification to the address listed above. The request must include the Responder's name and the solicitation number and title.

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL CYBER SECURITY AND INCIDENT PLANNING GALVESTON COUNTY, TEXAS

Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date. Late requests or those not delivered to the proper address may not receive a reply. Respondents shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Respondents should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County's procurement web page. **It is the Responder's sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Respondents should check the County's procurement web page for all addenda prior to submitting a response. The County's procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>

The Respondent must acknowledge the receipt of all addenda on the forms provided. In the event a Responder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgment of one or more addenda.

Respondents who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Responder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Responder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

Misty Witmer
Chief Information Officer
Galveston County Office of Information Technology
722 21st St
Galveston, TX 77550

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL CYBER SECURITY AND INCIDENT PLANNING GALVESTON COUNTY, TEXAS

K. REQUIREMENTS OF REQUEST FOR PROPOSAL.

Respondent shall provide one (1) single-sided original and two (2) single-sided hard copies of its response to the Purchasing Agent on or before the submission deadline specified herein. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.

Respondents shall clearly indicate which project or projects are being submitted for consideration in their cover letter.

L. INSURANCE

Responder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

Workers' Compensation Insurance. Respondent shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

Commercial General Liability. Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

Business Automobile Liability. Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

Subrogation Waiver. Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

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M. REQUIREMENTS & DELIVERABLES:

The following are minimum acceptable requirements and deliverables for this proposal. Proposals must include:

- Objectives
- Milestones
- Deliverables
- Number of included revisions for each deliverable, if applicable.
- Project team members with qualifications
- Methodology, providing detailed information on the approach in defining the project deliverables
- References

Proposals **must review** current and proposed cyber security and incident policies, procedures, and plans for accuracy, alignment with standard practices and ease of use.

It **must include** a formal documented cyber security governance framework and policies designed to specifically for use in Galveston County, TX, utilizing standards provided by NIST and/or SANS Institute. They must include maintenance, review, and update procedures and compliance and exception recommendations. To be included, but not limited to:

- o Governance
- o Security Awareness and Training
- o Mobile Device Management
- o IT Risk Management
- o Software Installation
- o Data Retention, Backup and Archive
- o Data Protection and Classification
- o Acceptable Use including Internet and Email
- o Access Control
- o Account Management
- o Password Protection and Construction
- o Cloud and Third-Party Service Providers
- o AI and Machine Learning
- o Email
- o Encryption
- o Remote Access
- o Removable Media
- o Antivirus and Malware
- o Multi-factor Authentication

Recommended documented and defined roles and responsibilities for both OIT employees and County employees for continued engagement in cyber security best practices. This is to be included but not limited to:

- o Chief Information Officer
- o Deputy Chief Information Officer
- o Information Security Officer(s)
- o Users

Continuity of operations, disaster recovery, incident response plans and playbooks/runbooks including documented processes, procedures, roles and responsibilities for various manmade and natural disasters. Clear steps should be outlined including the initial assessment, employee safety, communication strategies, operation plans, asset protection,

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and post-disaster procedures. Plans should include stipulations for being both onsite and remote. To be included but not limited to:

- Cyber Security, including malware, phishing, ransomware, data theft, and denial of service
- Manmade such as natural gas leaks or explosions
- Natural disasters such as hurricanes, floods and tornados

N. COST

Any unit prices submitted by the proposer shall include all costs to the County, including the material, delivery, current freight rate, state tax, or any other cost.

O. INVOICES:

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

**Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553**

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 3, item 11, Procurement Card Program.

Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.

P. EVALUATION AND SELECTION PROCESS

The award(s) will be made to the responsible proposer(s) whose proposal is determined to be the best-evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. In awarding the contract, the Evaluation Committee may take into consideration the proposer's skill, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors considered relevant.

The requested services will be awarded primarily based on the evaluation criteria listed below as well as complying with the provisions as stated in the General Provisions, Item 18, Award of Proposals – Evaluation Criteria and Factors.

The County will evaluate qualifications according to factors which include, but may not be limited to the following:

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- **References-** **10%**
- **Experience-** **30%**
With preference given to vendors who have performed similar work with local government entities in Texas.
- **Methodology-** **30%**
- **Cost-** **30%**

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Q. REQUIRED DOCUMENTS CHECKLIST

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: _____

ADDRESS: _____

FEIN (TAX ID): _____

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of qualification submittal as non-responsive. It is the responsibility of the Proposer to ensure that Respondent has received all addenda.

Items:

Confirmed (X):

- | | |
|---|-------------------------------------|
| 1. Required Documents Checklist (this page) | _____ |
| 2. Addenda Acknowledgement (if any) | #1 _____ #2 _____ #3 _____ #4 _____ |
| 3. One (1) original, two (2) copies of submittal, | _____ |
| 4. ATTACHMENT A - Vendor Qualification Packet | _____ |
| 5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility | _____ |
| 6. ATTACHMENT C - Certification Regarding Lobbying Form | _____ |
| 7. ATTACHMENT D - Non-Collusion Affidavit | _____ |
| 8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel | _____ |
| 9. ATTACHMENT F - Prohibition on Contracts with Certain Companies | _____ |
| 8. ATTACHMENT G - Information for Notice | _____ |
| 10. ATTACHMENT H - References | _____ |

Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____