Request for Proposals
Cyber Security Posture Assessment
Village of Martin’s Additions

**INTRODUCTION**
The Village of Martin’s Additions (Village or VMA) hereby solicits proposals from individuals or firms with experience in assessing an organization’s cyber security posture. The successful proposer should be prepared to meet with the VMA Council and staff as needed throughout the engagement. VMA expects that the successful proposer would begin work immediately following contract award.

**BACKGROUND**
Due to recent attacks on other municipalities (e.g., ransomware attack on Baltimore City in August 2019), the Village Council desires to ensure that the Village is appropriately mitigating cyber security risks like those identified by the U.S. Department of Commerce’s National Institute of Standards and Technology and the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency.

VMA staff is small, a Manager and a part-time Assistant Manager, and they primarily use commercial, off-the-shelf software and hardware for their administrative office duties. They are supported on a daily basis by professional contractors who, on occasion, access certain Village systems. For example, the contract accountant accesses Quickbooks and the contract building administrator accesses the geographic information system. Some of the five elected Council members may also access some of these systems while preforming their duties.

Current Village governing documents, including its Charter; Code of Ordinances; Regulations; and Polices, including the VMA State-mandated data security policy (Policy No. 2-16-1) may be found on the Village website at [https://www.martinsadditions.org/](https://www.martinsadditions.org/).

**SCOPE OF WORK**
Within 45 days of contract award, the successful proposer would:

- Conduct and complete a thorough cyber security posture assessment, including that of contract technical support, taking into account all applicable laws, regulations, ordinances, policies, and best practices;
- Provide a written report
  - documenting all current processes and detailing all findings and conclusions of the assessment and
  - recommending mitigation strategies (e.g., changes to governing texts, hardware, software, processes, etc.) to address areas of concern, where appropriate, as well as areas for general improvement or clarification from the VMA Council;
• Present the report and an appropriate summary of its findings and their recommendations to the Council at a regularly scheduled monthly Council meeting; and
• Create, document, and assist with the implementation of any standard operating procedures the Council adopts following delivery of the report.

**SUBMITTAL REQUIREMENTS**
Proposals must include the following.

• A transmittal letter introducing you or your firm and general approach to this work.
• The qualifications of your company to perform the scope of work and any equipment or software that would be used, especially if it is required to interact with Village systems.
• Copy of certificate of liability insurance.
• The name(s) of the designated project manager(s) or auditor(s) with contact number(s) and email address(es) as well as a brief summary of their qualifications.
• Estimated cost information, including billable rates, materials, and any additional expenses for undertaking this work.
• Two (2) references with contact information, including phone numbers and emails.
• Proof of registration to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201), typically a certificate of good standing or screen shot of your SDAT information page.
• Submission of non-collusion, non-conviction, and non-suspension/disbarment affidavits (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)). (See attached Appendices A and B.)

The successful proposer will be required to execute a written contract in a form approved by the Village.

The successful proposer must be an equal opportunity employer and all qualified applicants for employment with the proposer must receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**QUESTIONS AND SUBMITTING PROPOSALS**
If you have any questions or wish to respond to this request for proposals, please submit to one of the below addresses:

Village of Martin’s Additions  
Attn: Cyber Security Posture Assessment  
7013 Brookville Road,  
Second Floor, Suite B  
Chevy Chase, MD 20815-3263

Or

vmarfp@martinsadditions.org
Proposals must be received no later than 5:00 PM, Monday, February 24, 2020. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.
Appendix A

Non-Collusion Affidavit

I hereby affirm that:

I am the___________________________ (title) and duly authorized representative of the firm of_____________________________ (name of Corporation) whose address is_________________________ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Martin’s Additions or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: ____________________________________________

Signature and Title: ________________________________________

Printed Name: _____________________________________________

Date: ________________________________
Appendix B

Affidavit of Non-Conviction

I hereby affirm that:

I am the ______________________ (title) and duly authorized representative of ______________________ (name of business entity) whose address is ______________________ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

   A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

   B. pled nolo contendere to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

   C. has been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

   D. during the course of an official investigation or other proceedings, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State “none” or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with Section 3 of the Village of Chevy Chase under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly,
supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Section 3 of the Village of Chevy Chase may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with Section 3 of the Village of Chevy Chase.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: __________________________________________

Signature and Title: ________________________________________________

Printed Name: _____________________________________________________

Date: ____________________________________________________________