



Leader Dogs for the Blind  
1039 South Rochester Road  
Rochester Hills, MI 48307

**REQUEST FOR PROPOSAL**  
Information Security Assessment/External Penetration Testing

**PROPOSALS MUST BE RECEIVED VIA EMAIL  
BEFORE:  
11:00 A.M. Eastern Time on Thursday, April 7, 2016**

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## INTRODUCTION AND BACKGROUND

### PURPOSE OF THE REQUEST FOR PROPOSAL

Leader Dogs for the Blind is issuing this Request for Proposal (“RFP”) for the purpose of:

1. Providing an independent assessment relating to the effectiveness of Leader Dogs for the Blind network perimeter security and its alignment with leading practice system network security processes and procedures.
2. Provide an evaluation of Leader Dogs for the Blind preparedness in the event of an intrusion
3. Identify any issues that affect the security of LDB’s network
4. Submit findings and recommendations in executive and technical-level reports

These activities are part of Leader Dogs for the Blind’s ongoing risk management program and are focused on identifying the risk level Leader Dogs for the Blind is currently exposed to so that an appropriate set of responses to those threats can be developed.

Leader Dogs for the Blind is seeking to identify and select an outside independent organization to perform the activities listed above. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by Leader Dogs for the Blind.

## ADMINISTRATIVE

### TECHNICAL & CONTRACTUAL CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements, contract terms and conditions or proposed format must be directed via email to:

<b>Name</b>	Terri Swaffield
<b>Address</b>	1039 South Rochester Road Rochester Hills, MI 48307
<b>Phone</b>	(248) 659-5030
<b>Email</b>	<a href="mailto:tswaffield@leaderdog.org">tswaffield@leaderdog.org</a>

### DUE DATES

All proposals are due by **11:00 am** on 04/07/2016. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and nonresponsive. Any late proposals will not be evaluated for award. All proposals must be submitted via email to [tswaffield@leaderdog.org](mailto:tswaffield@leaderdog.org).

## SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Vendors	3/25/2016
2. Questions from Vendors about scope or approach due	3/30/2016 by 4:00 p.m.
3. Responses to Vendors about scope or approach due	4/4/2016 by 4:00 p.m.
4. Proposal Due Date	4/7/2016
6. Target Date for Review of Proposals	4/12/2016
8. Anticipated decision and selection of Vendor(s)	4/12/2016
9. Anticipated commencement date of work	4/18/2016

## **GUIDELINES FOR PROPOSAL PREPARATION**

### **PROPOSAL SUBMISSION**

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to Leader Dogs for the Blind in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

Leader Dogs for the Blind reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for Leader Dogs for the Blind evaluation of the Vendor's proposal.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between Leader Dogs for the Blind and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Deliverables
4. Project Management Approach
5. Detailed and Itemized Pricing
6. Appendix: References
7. Appendix: Project Team Staffing
8. Appendix: Company Overview

The detailed requirements for each of the above-mentioned sections are outlined below.

## **DETAILED RESPONSE REQUIREMENTS**

### **EXECUTIVE SUMMARY**

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

### **SCOPE, APPROACH, AND METHODOLOGY**

Include detailed testing procedures and technical expertise by phase. This section should include a description of each major type of work being requested of the vendor. The proposal should reflect each of the sections listed below\*:

- Network Penetration Testing

- Remote Access
- Web Application Testing
- Reporting/Recommendations

\*Please note this is not a guaranteed number of reports that may or may not be required. In the vendor's price proposal, please indicate the hourly fee for additional requested services.

## **DELIVERABLES**

Include descriptions of the types of reports used to summarize and provide detailed information on security risk, vulnerabilities, and the necessary countermeasures and recommended corrective actions. Include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this engagement.

## **PROJECT MANAGEMENT APPROACH**

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

## **DETAILED AND ITEMIZED PRICING**

Include a fee breakdown by project phase and estimates of any other anticipated fees.

## **APPENDIX: REFERENCES**

Provide three current references for which you have performed similar work.

## **APPENDIX: PROJECT TEAM STAFFING**

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Affirm that no employees working on the engagement have ever been convicted of a felony.

## **APPENDIX: COMPANY OVERVIEW**

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and email address.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering Information Security Audit Testing.

## EVALUATION FACTORS FOR AWARD

### CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format. 10%
2. The extent to which Vendor's proposed solution fulfills Leader Dogs for the Blind's stated requirements as set out in this RFP. 25%
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP. 25%
4. The Vendor's stability, experiences, and record of past performance in delivering such services. 10%
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed. 15%
6. Overall cost of Vendor's proposal. 15%

Leader Dogs for the Blind may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

## SCOPE OF WORK

### REQUIREMENTS

The scope of the engagement will include the following, but not be limited to:

1. Perform an external port scan and penetration test of LDB's network perimeter. This should include all public facing systems.
2. Scan network systems for potential vulnerabilities There are a total of about 20 servers and 150 workstations on the internal network, which are in scope for this project if able to be accessed from offsite through a vulnerable system. Vendors are expected to perform this portion of the testing off site from a variety of commercial and vendor-supplied tools. Only "safe" scans not designed to cause a denial of service or other interruptions will be performed. LDB will provide the network ranges and any network/host exemptions to these scans.
3. Identify, analyze, and confirm vulnerabilities Once the scans and tests are complete, and potential systems have been identified, there will be a planning discussion between the vendor and LDB to decide which vulnerabilities will be explored further. The purpose of the discussion is to minimize the risk that the in-depth analysis of the vulnerabilities would cause an extended outage of critical systems. It is expected that qualified vendor personnel will know how to look deeper into potential vulnerabilities for other security holes, misconfigurations, and other problems in order to follow the vulnerability to its end. It is expected that the vendor will provide evidence (i.e., "trophies", screen shots, files, etc.) of successful penetration as opposed to a canned list of open ports, missing patches, or possible vulnerabilities.
4. Items out of scope include: Attempting any designed Denial of Service vulnerabilities, or exploiting vulnerabilities unless explicitly permitted in writing by LDB personnel

<p><b>Network Penetration Test</b></p> <ul style="list-style-type: none"> <li>• Evaluate the network perimeter and firewall from the perspective of an outside attacker with no inside knowledge of the network.</li> </ul>
<p><b>Remote Access</b></p> <ul style="list-style-type: none"> <li>• Evaluates methods used to provide remote access for off-campus users such as VPN, dial-in services, or other means.</li> </ul>
<p><b>Web Application Testing</b></p> <ul style="list-style-type: none"> <li>• Used to test web apps for vulnerability to the top 10 most common exploits and also evaluates network intrusion detection systems. This test is for up to 5 web applications that we choose.</li> </ul>
<p><b>Reporting/Recommendations</b></p> <ul style="list-style-type: none"> <li>• Please explain how the data collected and any resulting recommendations will be reported back to Leader Dogs for the Blind.</li> </ul>

## **DELIVERABLES**

At the conclusion of the assessment, Leader Dogs for the Blind requires written documentation of the approach, findings, and recommendations associated with this project. A formal presentation of the findings and recommendations to senior management may also be required. The documentation should consist of the following:

### **DETAILED TECHNICAL REPORT**

A document developed for the use of Leader Dogs for the Blind technical staff which discusses: the methodology employed, positive security aspects identified, detailed technical vulnerability findings, an assignment of a risk rating for each vulnerability, supporting detailed exhibits for vulnerabilities when appropriate, and detailed technical remediation steps.

### **EXECUTIVE SUMMARY REPORT**

A document developed to summarize the scope, approach, findings and recommendations, in a manner suitable for senior management.



## OFFICIAL PRICING SHEET

REPORT	HOURLY FEE	NO. OF HOURS
<b>Network Penetration Test</b>		
<b>Remote Access</b>		
<b>Web Application Testing</b>		
<b>Reporting/Recommendations</b>		

Please be sure to indicate the hourly fee for any additional reports or services that may be requested. \_\_\_\_\_

Other costs. \_\_\_\_\_

Vendor Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

**NOTE:**

1. Leader Dogs for the Blind will not be obligated to pay any cost not identified on the Official Bid Price Sheet.
  
2. Any cost not identified by the bidder but subsequently incurred in order to achieve successful operation of the equipment will be borne by the bidder.