



citycounty insurance services  
www.cisoregon.org

## Request for Proposals (RFP) Addendum

### Cyber Security Consulting Services

CIS  
1212 Court Street NE  
Salem, OR 97301  
(503) 763-3800

RFP Schedule	
Issuance of RFP:	September 10, 2018
Submission of Questions about the RFP:	September 26, 2018, 5:00 p.m. (PDT)
Proposal Due:	October 26, 2018, 5:00 p.m. (PDT)
Anticipated Contract Award:	November 2018

MAIN OFFICE • 1212 Court Street NE, Salem, OR 97301 • Phone 503-763-3800 or 800-922-2684 • Fax 503-763-3900  
CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

A membership service of:



## ADDENDUM

### A. BACKGROUND

On September 10, 2018, CIS issued a Request for Proposals (RFP) for a qualified vendor to provide cyber security risk management consulting services to CIS and its members.

CIS is issuing this Addendum to the RFP to respond to written questions we received from potential proposers. The Addendum modifies the original RFP document only to the extent indicated. All other areas of the original RFP remain in effect and can only be modified in writing by CIS. This Addendum is made an integral part of the original RFP. It is the responsibility of all proposers to conform to this Addendum. Proposers who have already submitted proposals may either: 1. submit an addendum to their proposal; or 2. withdraw the original proposal and submit a new one. Any addendum or revised proposal must be submitted no later than the **Proposal Due Date of 5:00 p.m. (PDT) on October 26, 2018.**

### B. PROPOSAL DUE DATE CHANGED

Page 2, Section III, A "RFP and Evaluation Schedule", the deadline for submitting proposals is changed from 5:00 p.m. (PDT) on October 22, 2018 to **5:00 p.m. (PDT) on October 26, 2018.**

### C. RESPONSES TO QUESTIONS

#### Question #1

The scope mentions annual site visits and provides a range of facilities. Will the NTE \$50,000 budget amount change based on the number of actual site visits?

#### CIS Response #

No. We have \$50,000 budgeted in the current fiscal year, which runs from July 2018 through June 2019. For the amount to change in subsequent fiscal years, CIS' Board of Trustees would have to authorize additional budget money in those years.

#### Question #2

Can the vendors schedule and group the site visits for cost effectiveness? If not, how does CIS plan to schedule site visits?

#### CIS Response #

Yes. CIS will schedule the member visits in coordination with the selected vendor.

#### Question #3

What is the length of the contract? If it is multiple years, is the budget per year, \$50,000?

**CIS Response #**

The contract is annual with an option to renew. At this time, it is anticipated the budget will be \$50,000 per fiscal year. As noted in CIS' response to Question #1, any change in the amount would have to be authorized by CIS' Board of Trustees.

**Question #4**

Do you have any deadlines in mind for the initial services?

**CIS Response #**

We anticipate receiving a sample cyber security plan and scheduling member visits in the first half of calendar year 2019.

**Question #5**

Is there currently an incumbent for the work described in this RFP, and if so, when were they originally awarded the contract?

**CIS Response #**

No incumbent.

**Question #6**

Does CIS currently have established criteria that dictate specific cyber security architecture and/or controls requirements for insured organizations? If such criteria does currently exist, is the RFP requirement to "develop a model cyber security plan and tools for CIS members" intended to provide additional specificity for these requirements, or to replace these requirements?

**CIS Response #**

CIS does not have established criteria for architecture and controls. CIS members vary in size and may have their own architecture and controls. We look for a model program that can be tailored to meet members needs for cyber security.

**Question #7**

Has a security control framework been adopted? If yes, which one?

**CIS Response #**

No.

**Question #8**

Has CIS previously partnered with a vendor for cyber security risk management advice, and who was the vendor?

**CIS Response #**

No

**Question #9**

For the 25-35 on-site visits, can CIS provide the addresses or the approximate distance between locations?

**CIS Response #**

We can coordinate member visits with the selected vendor. We have 340 members throughout Oregon. We desire to have a range in terms of size and location of members represented for site visits.

**Question #10**

Can CIS elaborate on what is desired for the preparation of training materials? Does CIS have specific topics in mind, or is it expected that the vendor will recommend training subjects?

**CIS Response #**

Possible trainings include the following subjects:

- Identifying cyber threats
- Protecting systems against threats
- Detecting a cyber intrusion
- Responding to an intrusion
- Recovering from an intrusion

We look for the consultant to speak at a break-out session at the annual CIS conference, scheduled for February 28 – March 1, 2019. Other webinar trainings are also possible.