

# REQUEST FOR PROPOSALS

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PROPOSAL DUE DATE : 3:00 p.m. MDST February 27, 2018

DESCRIPTION : The Navajo Nation Department of Information Technology under the Division of General Services is requesting proposals for Vulnerability Assessment & Penetration Testing located in Window Rock, AZ

BID NUMBER : 18-02-1779VJ

CONTACT PERSON : Alex Largie  
Network Manager  
Phone Number: (928) 871-6520  
Email: [alexl@navajo-nsn.gov](mailto:alexl@navajo-nsn.gov)  
Fax Number: (928) 871-7737

DELIVER TO : The Navajo Nation  
Department of Information  
Technology  
P.O. Box 5970  
Tribal Hill Drive, Building No. W008-076  
Window Rock, AZ 86515  
Attn: Alex Largie  
Bid No. 18-02-1779VJ  
Addendum: 18-02-1779VJ  
Date:2/20/2018

**Please Submit Three (3) sets of your Proposal**

**REQUEST FOR PROPOSAL**  
**Vulnerability Assessment & Penetration Testing**  
**BID NO. 18-02-1779VJ**

**SECTION I**

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Navajo Nation Department of Information Technology (NNDIT), Division of General Services, Navajo Nation, P.O. Box 5970, Window Rock, Arizona. The contact person for this RFP is Mr. Alex Largie, Network Manager, NNDIT.
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit a proposal for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. **PROCUREMENT OF RFP:**  
This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP, and may request a copy of Navajo Nation procurement regulations from the NNDIT Network Manager at any time up to the Deadline for Proposals.

E. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**

1.	Public Advertisement	February 15, 2018
2.	Inquiry deadline	February 23, 2018
3.	Due date for proposal	February 27, 2018
4.	Opening of proposals and evaluation by	February 28, 2018
5.	Review Team or Program Manager	March 2, 2018
6.	Award date for contract	March 5, 2018

- F. **INQUIRIES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Alex Largie, Network Manager, NNDIT at [alexl@navajo-nsn.gov](mailto:alexl@navajo-nsn.gov) No inquiries will be accepted after the inquiry deadline listed in section E.

NOTE: Please Mark on the outside of the envelope- Vulnerability Assessment & Penetration Testing Proposal, Bid Number No. 18-02-1779VJ.

- G. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 3:00 p.m., February 27, 2018 (MDST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. Late proposal will not be accepted.

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- I. **FOUR SETS OF PROPOSAL ARE REQUIRED:** Four sets of the proposal must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name- “Vulnerability Assessment & Penetration Testing Proposal Bid No. 18-02-1779VJ” –and the name and address of the firm submitting the proposal.
- J. **REJECTION OF PROPOSALS:** NNDIT reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NNDIT Department Director determines it is in the best interest of the Navajo Nation.
- K. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word “proprietary”.
- L. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by NNDIT and may be reviewed by any person after final selection has been made, subject to paragraph I above. NNDIT has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph I above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- M. **INCURRING COSTS:** NNDIT is not liable for any cost by the respondents prior to issuance of a contract.
- N. **ACCEPTANCE TIME:** NNDIT intends to make a vendor selection within four (4) working days after the closing date for receipt of proposals.
- O. **SUFFICIENT APPROPRIATION:**  
A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written a notice to the Vendor shall effect such termination or reduction in scope. The NNDIT Department Director decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- P. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.

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**Q. EVALUATION PROCEDURES AND CRITERIA.**

1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NNDIT. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NNDIT Department Director may elect to evaluate RFP solely.
4. Each bid must be accompanied by a letter of transmittal. The letter of transmittal must:
  1. Provide background on the company.
  2. Identify the name of the person responding to the RFP.
  3. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization;
  4. Identify the names, files, and telephone numbers of person to be contacted for clarification;
  5. Navajo Preference, Certificate of Eligibility issued by the Navajo Business Regulatory Department
  6. Required insurance documents, i.e. Certificate of Liability Insurance
  7. Completed and signed W-9 Form
  8. Completed and Signed Navajo Nation Certification Regarding Debarment and Suspension
  9. Subcontractors List if any.
  10. Explicitly indicate acceptance of the conditions governing this procurement;
  11. Be signed by the person responding to the RFP; and
  12. Acknowledge receipt of any and all amendments to the RFP.

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5. Evaluation Criteria: The following criteria will be used by an ad-hoc committee in the selection process for contract award. Vendors and proposals will be evaluated to determine the best opportunity for NNDIT.

Initial Point Criteria:

Evaluation Criteria	
Priority 1 or 2 vendor a. Priority One vendor (10 pts.) b. Priority Two vendor ( 5 pts.) c. Non-Priority vendor ( 0 pts.)	10
Bid Organization a. Typed written on 8-1/2" X 11" paper b. Binding and indexing c. One original bid and 3 copies	20
Letter of Transmittal a. Provide background on company. b. Identifying individual(s) as specified above. c. List of similar services provided to other business customers on Navajo Nation in proportion to requested Scope of work	10
Proposed Cost a. Provide detailed cost of services. b. Provide cost for delivery. c. Provide warranty, if applicable.	60
	100

- R. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP.
- S. **TAX:**  
All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 5% (24 N.N.C. Section 601 et. seq.).
- T. **TERM:** The term of this contract will be for a period of 2 years from the date of award.
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.
- V. **COMPLIANCE WITH LAWS AND REGULATIONS:**  
The successful Vendor shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.
- W. **INDEMNIFICATION:**  
To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials,

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employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

## SECTION II

### A. BACKGROUND

The Navajo Nation Department of Information Technology (NNDIT) within the Division of General Services is responsible for Data Center located in Window Rock, AZ. NNDIT administering, managing, and planning for the Information Technology and activities for the Navajo Nation governmental offices.

### B. FORMAT AND RESPONSE REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein and the bid proposals submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities. At a minimum consultant, the response shall include the following, which will be the basis of evaluation and selection of most responsive bid:

- a. Statement of Qualifications of service provider in providing the requirement of Request for Proposal
- b. Total Cost Break down on project
- c. List of similar services provided to other business customers on Navajo Nation in proportion to requested Scope of work.

### C. SCOPE OF WORK:

NNDIT would like to have a third party Information Technology Security Assessment delivered on Navajo Nation IT Environment which will provide a point-in-time assessment of the current security posture from an internal network and external network perspective.

The Information Technology Security Assessment will include the following, but not be limited to:

**1. Perform an external port scan, and penetration test of NNDIT network perimeter**

This should include all public facing systems (web, email, Firewall, VPN, etc).

**2. Scan network systems and virtual environment for potential vulnerabilities**

- There will be a total of about 70 virtual machine's hosted on Dell 1000 chassis with 8 host blade servers which are in scope for this project.
- 100 workstations internal at various location within the internal network in the scope of the project. Most of the servers and workstation are Microsoft operation system and server applications (SQL, SharePoint, Skype).
- network scans all subnet with the network for visibility how many IP devices.
- Vendors are expected to perform this portion of the testing onsite 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. NNDIT 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 NNDIT 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”, EMAIL’s screenshots, files, etc.) of successful penetration as opposed to a canned list of open ports, missing patches, or possible vulnerabilities can network systems and virtual environment for potential vulnerabilities. All work performed must have tracking log. Include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this engagement.

4. **Recommendation Identify, analyze, and confirm vulnerabilities solutions**

The vendor will supply solutions and recommendation vulnerabilities identified. The solutions and recommendations will utilize the best practices from security implementation and configuration. Provide all solutions in a phased approached and considering Industry Compliance approach will include HIPPA Compliance, ISO security standard, etc.

5. **Fixed Fee to include all Travel and Out-of-Pocket Expenses**

Bidder must include all travel, living, meals, materials, incidentals, out-of-pocket, and other expenses as part of its price proposal. Bidder is to provide documentation substantiating the amount of the fixed fee attributable to travel, out-of-pocket and other expenses, including the estimated number of flights, hotel stay nights or other accommodations used by Bidder to develop the fixed fee.

6. **Phase approached cost for scope of work**

Cost break down for phase one to include; 1, 2, 3 and 5.

Cost break down for phase two to include 4, and 5



# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**NAVAJO NATION CERTIFICATION  
Regarding Debarment and  
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

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Name & Signature of Applicant

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Type or Print Name

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Signature Date