

Addison County Solid Waste

Management District

# Request for Proposals: Firewall & Internet Security

# REQUEST FOR PROPOSALS

# FOR

# FIREWALL & INTERNET SECURITY

**Issued By:**  Addison County Solid Waste Management District

 1223 Route 7 South

 Middlebury, VT 05753

**Contacts:** Patti Johnson, Business Manager

 **Or** Teresa A. Kuczynski, District Manager

 Tel: (802) 388-2333

 Fax: (802) 388-0271

 E-mail: patti@acswmd.org

 teri@acswmd.org

**Issue Date:**  January 21, 2020

**Proposal Due Date:** 4:00 p.m. (EST), Wednesday, February 5, 2020

Proposals should be sent via mail, hand-delivery, fax or e-mail to:

 Teresa A. Kuczynski

 District Manager

 Addison County Solid Waste Management District

 1223 Route 7 South

 Middlebury, VT 05753

 Fax: (802) 388-0271

 E-mail: teri@acswmd.org

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## Objective

The Addison County Solid Waste Management District (District) is soliciting proposals from qualified Contractors to provide the District Office and Transfer Station with the following upgrades to improve their overall security posture:

(1) E-mail security - the critical first line of defense against phishing attacks. This solution will scan all e-mails sent to and from ACSWMD’s systems for suspicious content and block it. This also will provide ACSWMD with message encryption – allowing on-demand encryption of e-mails for secure transmission of sensitive data.

(2) A robust firewall to defend against malicious attacks against the network, and to provide secure remote access.

(3) Next-generation endpoint protection on all Windows desktops and laptops to protect against ransomware and other attacks that may make their way onto the system.

(4) Web content filtering to stop attempted access to potentially malicious websites (whether intentional or accidental). Properly segmented wireless connectivity in the office. The wireless network will be configured to isolate guest wireless traffic from the business systems.

(5) Support/maintenance contract, including emergency support and upgrades

This RFP is available online at www.AddisonCountyRecycles.org.

**DISTRICT BACKGROUND**

The **Addison County Solid Waste Management District** (ACSWMD) is a tax-exempt, 501(C)(1) union municipal district that exists to cooperatively and comprehensively address the solid waste management interests of its 21 member towns (pop. 36,200). The mission of the ACSWMD is to: promote waste reduction; maximize diversion of wastes through reuse, recycling and composting; and provide for the disposal of remaining wastes.  The District operates a solid waste Transfer Station and HazWaste Center co-located with the District Office at 1223 Route 7 South, Middlebury, Vermont.

**SPECIFICATIONS FOR PROPOSALS**

* The ACSWMD has only one site location – 1233 Rt. 7 South in Middlebury, VT;
* The ACSWMD Office Building currently houses 1 Server, 6 PCs, and 3 Laptops;
* The Transfer Station Scalehouse Building houses 1 PC, and a Camera System Server;
* All PC’s and laptops are running Microsoft 365 and Windows 10;
* The ACSWMD uses Outlook for all email;
* The ACSWMD maintains a website at [www.AddisonCountyRecycles.org](http://www.AddisonCountyRecycles.org);
* The ACSWMD maintains a Facebook page and utilizes other forms of Social Media such as Front Porch Forum and surveys in order to reach the general public;
* The ACSWMD utilizes WasteWORKS software for the Transfer Station Scale Operations; and
* The ACSWMD utilizes LOGMEIN for remote use and would like to establish a more secure VPN link.

**PROPOSAL SUBMITTAL REQUIREMENTS**

## RFP Timeline

RFP Issue Date: January 21

Responses Due: February 5

Finalists Selected & Contacted: February 6-7

Vendor Selected & Contacted: February 12

Project Contract and Kickoff: February 13-20

Project Completion: March 2

1. Sealed proposals must be received by **4:00 p.m. (EST), Wednesday, February 5, 2020.** Proposals marked “Firewall & Internet Security RFP” may either be hand-delivered, e-mailed, faxed or mailed to:

 Teresa A. Kuczynski

 District Manager

 Addison County Solid Waste Management District

 1223 Route 7 South

 Middlebury, VT 05753

 Fax: (802) 388-0271

 E-mail: teri@acswmd.org

1. Responses must include the following elements:
	1. Cover letter or company brochure with name, address, telephone/ cellphone number, fax number and e-mail address of contact person;
	2. Product overview and company qualifications;
	3. List of three client references;
	4. Line-item pricing, including installation, and training costs;
	5. Training package details;
	6. Service/maintenance contract, including emergency support and upgrades;
	7. Terms and Conditions, including payment schedule;
	8. Warranty;
	9. Timeframe for project completion;
	10. Proof of insurance;
	11. Proposed options, if any, and prices listed separately;
	12. Information regarding the degree to which this application can be customized to meet our needs.

(3) All Proposal documents should be double-sided and, where possible, printed on recycled paper. Proposals are to be submitted on the attached RFP Response Sheet. Software marketing materials and demos in support of the RFP may be submitted electronically, or website links may be listed in the RFP for demonstration purposes.

**Pricing**

All costs are to be stated in exact amounts. All costs must be detailed specifically in the vendor cost summary section of the Proposal; no additional charges (e.g., for sales tax, transportation, out-of-pocket expenses, etc.) will be allowed unless so specified in the Proposal.

**EVALUATION OF PROPOSALS**

Each Proposal will be opened and reviewed by District staff at the District office located at 1223 Rt. 7 South, Middlebury, VT, at 10 a.m. on Thursday, February 6, 2020.

Price will be a significant, but not the only, criteria in evaluating the Proposals. Consideration will also be given to the following:

* Proposed product meets or exceeds the minimum specifications;
* Responses to requests for additional information submitted to the respondents;
* Positive references from other clients;
* Experience and reputability of vendor and product; and
* Proposed timeline for completion.

While we prefer the most cost-effective solution, all Proposals that fall within the scope and parameters of this RFP will be considered by the ACSWMD Executive Board based on the value they provide. All responding vendors will be notified in writing regarding results of the selection process.

**REVISIONS TO RFP**

If it becomes necessary to revise any portion of this RFP, the addenda will be sent to all providers who were mailed the original request and any parties who were provided copies of this request. The ACSWMD also reserves the right to negotiate with the Contractors to modify or amend certain portions of their respective Proposals.

**ACSWMD REQUESTS FOR CLARIFICATION**

It is the responsibility of the Contractor to provide accurate and complete information to the ACSWMD. The ACSWMD may, at its sole discretion, request clarifications and/or supplemental information from the Contractor during the Proposal evaluation. The ACSWMD may waive technical irregularities of a Contractor’s Proposal if they do not alter the quality or quantity of the services offered.

**CONTRACTOR SELECTION**

There is no obligation on the part of the ACSWMD to award a Contract to the Contractor submitting the lowest price. Selection for the requested services will be awarded to the most responsive and responsible Contractor offering the best price and deemed to be in the best interests of the ACSWMD. The ACSWMD reserves the right to negotiate sections of the Proposal from any or all Contractors.

**REJECTION OF PROPOSALS**

The ACSWMD reserves the right to reject any and all proposals in the best interests of the ACSWMD.

**LIMITATION OF LIABILITY**

Contractors shall bear the full cost of proposal preparation, and negotiation of the final Contract if selected by the ACSWMD. There may be no claims whatsoever for reimbursement from the ACSWMD for costs and expenses associated with this RFP process.

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**

**RFP Response Form**

**Firewall & Internet Security**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Company Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cost Summary**

(Attach Detailed Cost Breakdown of Each Category Listed)

**Capital Outlay & Implementation Cost**

Software & Licenses $\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Services $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Services (onsite, web-based) $\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Costs $\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total Installation & Training Cost** $\_\_\_\_\_\_\_\_\_\_

**Recurring Annual Cost**

Software Maintenance & Support $\_\_\_\_\_\_\_\_\_\_\_\_

Other (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

 **Total Recurring Cost** $\_\_\_\_\_\_\_\_\_\_\_\_

**Other**

(Include details of any other items that may not fit the categories above, or optional modules that may not be specifically requested in this RFP):

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 **Total Proposal Cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**