

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: May 26, 2021

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RFP No. 040-T-2021 (P)

Pursuant to 31 V.I.C. 236 (i) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement, shall receive proposals for the work described below. Proposals shall be received no later than **Thursday, June 24, 2021 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

The purpose of this Statement of Work (SOW) is to describe the work entailed in conducting a securitythreat and risk assessment of the USVI Bureau of Motor Vehicles. As a minimum, the TRA will include:

- a Statement of Sensitivity (SOS) to identify and categorize relevant assets according to their confidentiality, integrity and availability values based upon the injuries that may reasonably beexpected in the event of a compromise;
- an identification of deliberate threats, accidents and natural hazards that might affect theseassets adversely with an analysis of the likelihood of occurrence and gravity of impact;
- an assessment of current vulnerabilities, based on an evaluation of existing or proposed securitymeasures and their adequacy;
- an analysis of residual risks for each asset which is vulnerable to specific threats; and
- where assessed residual risks exceed the *[Low or Medium]* level, a list of recommendationsproposing additional safeguards to achieve a *[Low or Medium]* target risk level with an assessment of their effectiveness and cost.
- This is a territorial solicitation with a contract performance period of 6 weeks from execution.

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor.

Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the “**Factors For Discussions.**” After reviewing and rating the proposals, the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

FACTORS FOR DISCUSSIONS

Selection criteria will include **(i)** Professional qualification, registration, and general reputation of principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; **(iii)** familiarity with the location (s) in which services will be performed; **(iv)** project approach and capability of meeting schedules; and **(v)** quality of performance on other similar projects. **Proposals will be evaluated according to the following criteria and weight at a minimum: (a) responsiveness of proposal (technical capability); (37 points); (b) proposer’s qualifications (22 points); (c) proposer’s experience (20 points); (d) cost proposal (bid price) (15 points); and (e) references (6 points).**

The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee’s scores from the written proposals or discussions-oral presentations if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified, or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-040-T-2021 (P)- Security Threat and Risk Assessment

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. The **price** shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to the **Assistant Commissioner of Procurement, Lisa Alejandro** at lisa.alejandro@dpp.vi.gov.

B. STATEMENT OF PURPOSE- RFP-040-T-2021 (P)- Security Threat and Risk Assessment

The Bureau of Motor Vehicles is a government agency in the United States Virgin Islands responsible for issuing driver licenses, vehicle titling, vehicle registrations, disability placards; conducting car inspections; and offering other related business transactions as it pertains to the motoring public. The BMV is interested in a security assessment that will allow it to:

- Gain better understanding of potential corporate network vulnerabilities that may be visible internally and/or externally to the organization;
- Determine if the current wireless infrastructure is securely configured and deployed;
- Evaluate the security associated with the BMAP system;
- Evaluate the security associated with the web applications used by both internal and external users;

- Determine if the current physical security is effective by conducting physical access assessments;
- Determine if the current cyber security is effective by conducting cyber access assessments;
- Determine if the current organization security is effective by conducting social engineering on users internal to the organization.

These activities are part of the Bureau of Motor Vehicles' ongoing desire to improve security and are focused on identifying the risk level the BMV is currently exposed to so an appropriate response to those threats can be developed.

C. PROPOSE SCOPE OF WORK

The scope of this engagement is for a contractor to perform a cyber and physical vulnerability assessment of the Bureau of Motor Vehicles assets. The assessment must determine vulnerabilities from both internal and external attack vectors. Those items deemed within the scope of this effort are the following:

- Web Application penetration testing to include any customer -facing, internet applications used by the Bureau of Motor Vehicles;
- Wireless Network Assessment and penetration testing to include all Bureau of Motor Vehicles access points;
- Security Assessment and penetration testing to include the Bureau of Motor Vehicles firewalls and network entry points;
- Voice over IP Assessment and penetration testing to include trying to gain access on a random number of Bureau of Motor Vehicles phone numbers;
- Physical Security Assessments and penetration testing to include physical access to all the Bureau of Motor Vehicles facilities in the USVI Territory;
- Overall information security threat and risk assessment to include an overall security gap assessment at the Bureau of Motor Vehicles following industry best practices.

The assessment report for each of the above requests shall identify the vulnerability assessment process, document the assessment results, and recommend actions on how to remediate or mitigate vulnerabilities. The key goal of the contractor in reporting the assessment results is to provide actionable information. The final assessment report shall identify the vulnerability assessment process, document the assessment results, and the recommended actions on how to remediate or mitigate vulnerabilities. The assessment report needs to show how that vulnerability can or cannot be exploited by a credible adversary.

Tasks and Deliverables

Initial Planning Deliverables - Preparation Phase

The deliverable for the Preparation Phase is a complete Security Threat Risk Assessment Work Plan which includes:

- a clearly stated **Aim** for the Security Threat Risk Assessment;
- a statement of **Scope** with a description of the Bureau of Motor Vehicles under consideration, its mission and concept of operation, as well as the boundaries of the assessment and any dependencies or interconnections with other motor vehicle agencies;
- any Limitations or restrictions on the Security Threat Risk Assessment;
- the **Target Risk Level** accepted by the responsible manager;
- a list of personnel who will participate in the Security Threat Risk Assessment process as **Team Members** or sources of information;
- all necessary **Logistic Arrangements**, including security screening and access requirements, travel arrangements, administrative support and other resource requirements;
- a list of **Input Documentation** and **Security Threat Risk Assessment Deliverables**; and
- a detailed Security Threat Risk Assessment **Schedule** listing all major activities, assigned resources, start and completion dates, and any dependencies.

Security Threat and Risk Assessment Deliverables

Once the Security Threat Risk Assessment Work Plan has been approved at the end of the Preparation Phase, the contractor shall develop four mandatory deliverables to address the four-step Security Threat Risk Assessment process

- **identifying the employees and assets** to be safeguarded in a Statement of Sensitivity;
- determining the **threats to employees and assets** in the USVI and abroad, and assessing the likelihood and impact of threat occurrence;
- assessing **risks** based on the adequacy of **existing safeguards** and **vulnerabilities**; and recommending any **supplementary safeguards** that will reduce the risk to an acceptable level.

Asset Identification and Valuation Phase

The contractor will identify and list employees, assets, and services within the scope of the assessment, and assign values for confidentiality, availability, and integrity, as appropriate, based upon the injuries that might reasonably be expected in the event of compromise. The results of this analysis shall be presented as a Statement of Sensitivity in a tabular form, the one deliverable for this portion of a Security Threat Risk Assessment project, and fully annotated to justify the findings.

Threat Assessment Phase

This phase of the Security Threat Risk Assessment project requires the contractor to identify real and potential threats that could reasonably be expected to affect employees, assets, or services adversely. Pertinent threat information should be

obtained from departmental security authorities and the responsible lead agencies. Key deliverables for this portion of the Security Threat Risk Assessment comprise:

- a tabular list of real and potential threats that could injure employees or compromise assets and services within the scope of the assessment; and
- an assessment of the likelihood and impact of their occurrence

Risk Assessment Phase

In this phase of the Security Threat Risk Assessment project, the contractor will deliver an assessment of residual risks to employees, assets and services identified in the Asset Identification and Valuation phase arising from threats analyzed in the Threat Assessment phase. The two mandatory deliverables are the Vulnerability Assessment derived from an evaluation of existing or proposed safeguards and their effectiveness, and the Risk Assessment listing all residual risks to employees, assets, and services within the scope of the assessment.

Recommendation Phase

Based upon the findings of the Risk Assessment completed in previous phase, the contractor will propose the addition, modification, or removal of safeguards to achieve an acceptable level of residual risk. The projected residual risk, that which remains after the recommendations have been approved and implemented, shall be identified explicitly, as shall the costs of the recommended changes.

D. TIMETABLE

Last Day for Written Clarification is Tuesday, June 9, 2021 at 12:00 noon Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be delivered to the Department of Property and Procurement no later than **Thursday, June 24, 2021 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must include the Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 001 – T-2020(P) – March 16, 2020.

The First Page of each electronic submission must also include Company's Name – Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: **"CONFIDENTIAL BID SUBMISSION"**

Send	To	ebids_proposals@dpp.vi.gov
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

All electronic submissions must be received at ebids_proposals@dpp.vi.gov no later than the date and time listed in each advertisement. There will be no exceptions.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals, nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that GVI has accepted proposal.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Assistant Commissioner of Procurement, Lisa Alejandro** at lisa.alejandro@dpp.vi.gov. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract or pay of any cost incurred in preparing and submitting proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP, and failure to comply with any requirement as outlined may disqualify the respondent.

1. Organization:
 - a. Introductory letter about the respondent:
 - i. Name, address, email, and telephone numbers.
 - ii. Type of service for which individual/firm is qualified.
 - b. Provide a list of staff available for the project (Local & Off-Territory)
 - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
 - d. Current trade name registration certification; if applicable
 - e. Certificate of Good Standing dated July 1, 2020, or later
 - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
 - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
2. Sub-Contractors:
 - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
 - b. Provide what percentage of work will be sub-contracted.
3. Staffing:
 - a. Provide a listing of staff available for the project.

Discuss how the Respondent would propose to staff this project. Key project team members shall be identified by name, title, and specific responsibilities

on the project. An organizational chart for the project team and resumes for key Respondent personnel shall be included. Personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal.

4. Project Experience:
 - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
 - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
5. Project Approach:
 - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
6. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
 - a. Include information about past performance on similar project from authorized representative;
 - b. Include a working telephone number; and email address to be contacted; and
 - c. Notarized.
7. Proof of Sam.Gov registration
8. **A Cost Proposal** - Prospective respondents should submit an estimate of project costs. Do NOT use "TBD" (to be determined) or similar annotations in the cost estimates. The GVI is asking prospective respondents to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Failure to fully provide cost and work effort estimates may lead to elimination. The prospective respondent's Pricing Proposal structure must be aligned with the prospective vendor's work plan. The GVI will use the prospective respondent's Pricing Proposal structure as the basis for a Payment Schedule. A prospective vendor's initial offer should be based on the most favorable terms available. The GVI may, however, have discussions with those prospective respondents that it deems, in its discretion, to fall within a competitive range. It may also request revised pricing offers from such prospective respondents and make an award and/or conduct negotiations thereafter. The Cost Proposal Should contain the following:
 1. A detailed breakdown by man-hours and duration for each task.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the respondent, is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

M. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.



List of Required
Docs.09.17.2018.pdf