



Campbell County Fiscal Court

Request for Proposals

I. Bid Information

- A. Proposal Request:** Cybersecurity Vulnerability Assessment and Penetration Testing
RFP Posted November 1, 2024
- B. Department:** Information Technology Department
- C. Additional Information**
Request Deadline: November 12, 2024 at 2:00 PM – County will provide information by
November 14, 2024 at 5:00 PM
- D. Proposal Opening:** November 21, 2024 at 10AM
- E. Location of Open:** Campbell County Administration Building, Fiscal Court Chambers,
1st Floor, 1098 Monmouth Street, Newport, KY 41071
- F. Bidder Information:**

Bidders Name _____

Signature _____

Firm/Company _____

Firm/Co. Address _____

Firm/Co. Phone _____

Firm/Co. Email _____

II. Instructions to Proposers – Terms and Conditions

The Campbell County Fiscal Court will accept sealed proposals to provide cybersecurity vulnerability assessment and penetration testing.

A. Authority

1. This Request for Proposals is issued in accordance with applicable provisions of the Campbell County Administrative Code Chapter 4 Purchasing and Contracts.
2. This is not an order. Please read all instructions, terms, and conditions carefully.



B. Transmission

1. Proposals should be submitted in a sealed envelope addressed to **Campbell County Finance Department**, 1098 Monmouth Street, Suite 322, Newport, KY 41071.
2. The envelope must be clearly marked with the bid title, "Cybersecurity Vulnerability Assessment and Penetration Testing".
3. Proposals will be received at the CCFC Finance department until the date specified.
4. Late proposals, those not clearly marked, or those that do not follow the instructions will not be accepted.
5. Campbell County Fiscal Court will not be held responsible for any premature opening or failure to open any proposal not properly addressed and identified as stated above.

C. Instructions

1. Proposal forms must be signed in blue ink.
2. One original and one copy of the proposal must be submitted. Keep a copy of the proposal for your records.
3. Proposers should verify their proposal before submission. Errors in preparing the submission confers no right of withdrawal or modification after open.
4. Proposers are responsible for all costs associated with the preparation of response to the invitation for proposals. Campbell County is not liable for any costs incurred by proposers in their response to this request.

D. Pricing

1. Firm prices are required.
2. All prices quoted must be F.O.B. destination shown in shipping instructions on specification.
3. Insert time discounts, if any. Time discounts will not be a factor in award determination.
4. Quotations must be submitted on the bid price sheet indicating unit price, total extension of each item, and grand total of bid.
5. Unit prices should be based on the bid specification instructions. Please direct questions to the County at 859-547-1827 prior to submitting a bid.
6. Trade discounts must be deducted by the vendor in calculating the unit price. The unit price must be net.

E. Warranty

The selected proposer shall provide warranty on any services and materials found to be defective or faulty due to imperfect or bad workmanship/materials within one year from the date of completion at no additional cost to the County. This warranty does not change or void any warranties expressed or implied to which the purchase is subject.

F. Regulatory Compliance

1. Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to Campbell County Fiscal Court any final determination of a violation of KRS Chapters 136, 139, 141, 337, 338 and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341, and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with the statutory requirements, is considered grounds



for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any Campbell County Fiscal Court contracts for a period of two (2) years.

2. All proposers must possess all federal, state, and local qualifications licenses to provide products or services in Campbell County, the Commonwealth of Kentucky, and the United States.
 - a. Including, but not limited to
 - i. Business license issued by the Occupational License Department of Campbell County (see County website for application)
 - ii. Hazardous Communication Program (OSHA)
 - iii. Workers' Compensation Certificate
 - iv. Liability Insurance
 - v. Vendors will be expected to comply with federal uniform guidance 2 CFR 200 standards as required by the County.
 1. This project may be wholly or partially funded with state or federally awarded funds and the contractor will be required to comply with the regulations included in Appendix II of the 2 CFR 200 uniform grant guidance as recorded.
 2. Federal SAM.gov User Entity Registration will be required and a Unique Entity Identifier (UEI) number will need to be provided.
3. Successful proposer shall comply with the Kentucky Human Rights Act, HRA 344.150-344.270 as amended and any rules and regulations promulgated therewith, including, but not limited to the Equal Employment Opportunity EEO 45.550 – 45.640 which is incorporated herein by reference. Furthermore, the successful proposer shall comply with the Employment Discrimination Act, EDA 344.040, 344.050 as amended. The Campbell County Fiscal Court will not discriminate on the grounds of race, color, national origin, sex, age, or disability when issuing or awarding proposals. Per Title VI of the Civil Rights Act of 1964, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise be subjected to discrimination under any program or activity for which a project, contractor/vendor or the county may receive federal financial assistance.
4. Acknowledgement of Federal Funding from the Department of Homeland Security (DHS)/Homeland Security Grant Program (HSGP).
 - a. Federal grant funding from the Homeland Security Grant Program will be used to fund all or a portion of this project. Awarded proposers must comply with federal compliance as advised by the county.

G. Bonds

1. Bid bonds, performance bonds, and payment bonds as prescribed by KRS 45A.430, 435, 440 are required for any bids/proposals that exceed \$99,999. Each bid, or the combination of submitted bids, over \$99,999 must be accompanied by a 5% bid bond of the grand total of the bid. The bid bond of the successful bidder will be retained until a performance bond has been executed and approved, after which the bid bond will be returned. The successful bidder will be required to post a performance bond in the amount of 100% of the bid if awarded a contract over \$99,999. Bonding and surety requirements may vary by project/commodity. Please contact Owner for more information.



H. Reserved Rights

1. Campbell County Fiscal Court reserves the right to reject any or all bids, including without limitations the right to reject any or all nonconforming, non-responsive, incomplete, unbalanced, or conditional bids, to waive formalities, and to reject the bid of any Bidder if CCFC believes that it would not be in the best interest of Campbell County Fiscal Court to make an award to that Bidder. CCFC also reserves the right to negotiate with the apparent qualified Bidder to such an extent as may be determined by Campbell County Fiscal Court.
2. CCFC reserves the right of renewal for any service and maintenance contracts that may be needed for a minimum of two (2) one (1) year periods.
3. In the event the successful bidder fails to commence substantial work on the project within thirty (30) days and the County does not waive this requirement, the County shall have the option to reject the bid and to void the contract, and in such event to either accept the next lowest and best proposer or to negotiate with the best qualified proposer.
4. In the event the successful proposer fails to complete the project by the completion date and the County has not waived this requirement in writing, the County shall receive from the proposer (or withhold from the bidder, at its option) liquidated damages of 1% per project per calendar day.
5. All the terms and conditions of these instructions to bidders and the specifications for this project shall constitute, the part of, and incorporate into, the contract between the County and the successful proposer.

I. Award

It is the intent of Campbell County Fiscal Court to award a contract to the lowest responsible bidder meeting specifications. CCFC reserves the right to determine the lowest responsible bid/offer in any way determined to be in the best interests of Campbell County. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid/proposal specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.



III. Proposal Specifications

A. General Information

- a. Campbell County Fiscal Court is seeking proposals from bidders to provide vulnerability assessments and penetration testing against Campbell County Fiscal Court's internal and external network.
- b. The attempts will be to identify as many security weaknesses as possible during the allocated timeframes.
- c. Proposals should be for 4-year agreements paid up front.
 - i. Testing should include 1 Penetration test per year
 - ii. Testing should include 4 Vulnerability scans per year.
 - iii. Work to be performed consecutively until project completion. There will be no breaks in service other than weekends and/or recognized holidays.
 - iv. Deliverables will be presented to Campbell County Fiscal Court for review and comments within two weeks or 10 business days within the completion of each test or scan.

B. Project Overview/Desired Scope

- a. The County expects the bidder to perform penetration testing and vulnerability scans to determine vulnerabilities and compromises on the network. At minimum the testing will include the following:
 - i. External Network Vulnerability Assessment and Penetration Testing (Up to 30 External IPs)
 1. Security Testing against the public IP addresses to identify any systems with security issues.
 - a. User Profiling and Reputational Threats
 - b. Information Gathering
 - c. Vulnerability Discovery and Validation
 - ii. Internal Network Vulnerability Assessment and Penetration Testing (Up to 1300 internal IPs)
 1. Security testing against Campbell County Fiscal Court's private IP addresses to identify any systems with security issues.
 - a. Information Gathering
 - b. Vulnerability Discovery and Validation
 - c. Controlled Penetration Testing
 - iii. Web Application Penetration scanning (Up to 30 sites)
- b. All testing will be coordinated with Campbell County Fiscal Court's Information Technology Department and should occur during normal business hours (M-F 8am-5pm EST).
 - i. Testing should include 1 Penetration test per year.
 - ii. Testing should include 4 Vulnerability scans per year.
 - iii. Testing should include 1 Web application penetration test per year.
 - iv. Work to be performed consecutively until project completion. There will be no breaks in service other than weekends and/or recognized holidays.
 - v. Deliverables will be presented to Campbell County Fiscal Court for review and comments within two weeks or 10 business days within the completion of the project.



- vi. Testing from US region is preferred. Any testing outside of this region should be listed with regions as well as any pricing difference for US based versus outside of the region.
 - c. Interested bidders may be asked to provide a formal presentation to the Campbell County Fiscal Court or selection committee highlighting the bidder's ability to meet the goals and objectives of the project as well as any additional information relevant to consideration.
 - d. The bidder with the proposal judged to be most qualified will be engaged in negotiation to define the scope of work and terms for project implementation.
- C. Evaluation Team and RFP Scoring Criteria**
 - a. The Project Team will evaluate the responses submitted on the following criteria to determine the finalist(s):
 - i. Relevant Experience and qualifications (20 points)
 - ii. Ability to Meet/Exceed Project Goals (25 points)
 - iii. Proposed project timeline for design, implementation, and end user subscription/warranty (20 points)
 - iv. Customization and feature options (25 points)
 - v. References (10 points)
 - b. The Project Team may, at their discretion, request any or all respondents to clarify information presented in the submittal.
 - c. Final contract or agreement shall be subject to approval by Campbell County Fiscal Court.
 - d. The County may in whole or part accept or reject for any reason all proposals; re-advertise the request for proposals (RFP); postpone or cancel at any time the RFP process, waive any informalities or irregularities in the process; and negotiate with any party or request additional information if desired.
- D. Intellectual Property, Confidentiality and Open Records**
 - a. Campbell County Fiscal Court will not pay for any information requested and all responses submitted become the property of Campbell County Fiscal Court. Responses will not be returned and may be subject to state open records statutes.
 - b. Proprietary or confidential information in responses must be clearly labeled "CONFIDENTIAL INFORMATION" and the bidder must state the basis for the claim to be handled as confidential.
 - i. To the extent permitted by law, the county will treat such information as confidential and will not disclose it to a third party without prior notice and authorization.
- E. Questions/Contact Information**
 - a. All inquiries concerning this Request for Proposals should be submitted in writing via email by 2:00 PM on Tuesday, November 12, 2024 to:
 - i. Greg Fassler, Business Analyst, gfassler@campbellcountky.gov
 - b. Answers to any questions submitted will be posted on the CampbellCountyKY.gov website under Business-Opportunities & Bids by 5:00PM on November 14, 2024.
 - c. Questions must include the requestor's name, address, email address, telephone number, and the bidder being represented.
- F. Addenda**
 - a. Responses to questions will be issued in the form of an Addendum by Business Analyst, Greg Fassler. It is the responsibility of the bidder to ensure that their proposal is



inclusive of all Addenda. Failure to acknowledge all Addenda may result in rejection of a proposal.

NOTE:

Any reference to brand names is for clarification purposes for the item under consideration.

IV. Bid Form

Campbell County Fiscal Court
Vulnerability Assessment and Penetration Testing

Bidders Name _____

Signature _____

Firm/Co Company _____

Firm/Co address _____

Firm/Co Address _____

Firm/Co Phone _____

Firm/Co email _____

Total Cost for Four-Year Agreement: _____



V. Authentication of Bid and Affidavit of Non-collusion and Non-conflict of Interest

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170: That I am the bidder (if the bidder is an individual, a partner (if the bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

That the attached bid or bids covering Campbell County Fiscal Court, has been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor or materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

That the bidder is legally entitled to enter into the contracts with the Campbell County Fiscal Court and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 16.092, 61,096 and 42.990; and

(Applicable to corporations only) That as a foreign corporation we are registered with the Secretary of State, Commonwealth of Kentucky, and authorized to do business in the State _____ or, That as a domestic corporation we are in good standing with the Secretary of State, Commonwealth of Kentucky _____. (Check the statement applicable.

That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

NOTICE

Any agreement of collusion among bidders or prospective bidders which restrains, tend to restrain, or is reasonably calculated to restrain completion by agreement to bid at a fixed price, or to refrain from bidding or otherwise, is prohibited. The provision of KRS 355.080 and 305.000 which permit the regulation of resale price by contract do not apply to sales to the State, no sales to Local Governments.

Any person who violates any provisions of Kentucky Revised Statue 42.076 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year no more than five years, or both such fine and imprisonment. Any firm, Corporation or association which violates any of the provision of KRS 42.076 shall, upon conviction, be fined not less than ten thousand dollars no more than twenty thousand dollars.

In submitting this bid on the Bid Price Sheet, it is expressly agreed that upon proper acceptance by the Campbell County Fiscal Court of any or all items bid, a contract shall hereby be created with respect to the items accepted.

Signed by: _____ Date _____

Firm/Company _____ Phone _____

Address _____



VI. Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status

For Bids and Contracts in General:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

- 1. Is authorized to transact business in the Commonwealth;
- 2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY (Campbell County Fiscal Court) reserves the right to request documentation supporting a bidder's claim of resident bidder statue. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature

Printed Name

Title

Date

Company Name: _____

Address: _____

Subscribed and sworn to before me by: _____
Affiant Title

of _____ this _____ day of _____, 20____.
(Company Name)

Notary Public

____/____/____
My commission expires



VII. References Worksheet

1. Attach additional sheets if necessary

Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	
Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	
Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	