

**MARK T. PORTER**  
*Superintendent of Schools*



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*District # 5*  
**SUE WOLTANSKI**

**Bid No: RFP 2019912**

**Name of Bid: IT Risk Assessment**

**Post Date: 1/29/19**

**Notice Post Time: 5:00 PM**

**Q&A No.1**

1. Has a 3<sup>rd</sup> party IT Risk Assessment been completed for the District before? **No** If so, when? **N/A**
2. Has an internal IT Risk Assessment been completed for the District before? **No** If so, when? **N/A**
3. Please list any outsourced functions of the District's IT environment, i.e. data center, IT staffing, maintenance, etc. **The District does not outsource IT functions. The District's ERP and SIS is hosted by the provider, FOCUS School Software.**
4. Please include estimated # of employees for:
  - a. IT Center: **7**
  - b. IT decentralized structure: **16 (school technicians)**
5. Please list all systems in scope (**FOCUS, Frontline, and Optiview**) along with:
  - a. Estimated # of users per system: **1,386**
  - b. # of system admins per system: **FOCUS - 25, Optiview - 5, Frontline - 6**
6. In addition to the IT Department, please list any other departments in scope anticipated to participate in interviews. **Finance, Payroll, Human Resources, Student Information**
7. Will any preference be given to local firms? **The District has a Local Purchasing Policy 6450 (<http://www.neola.com/monroe-fl/>). However, due to the nature of this engagement it is doubtful the policy will apply.**
8. Will any preference be given to minority-owned firms? **In accordance with Policy 6320 (<http://www.neola.com/monroe-fl/>), this preference applies in the case of identical/tie bids.**
9. Will the use of the District's Internal Audit be utilized for this engagement? If so, at what level and what approximate # of hours? **The District does not have an Internal Audit Department.**

**INTERNAL SERVICES DEPARTMENT**  
**Purchasing | Property | Contracts | Records Management Divisions**  
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10. When is this project expected to begin and be completed? **Per Section 1 Scope of Services on page 6 of the original bid document: This contract shall begin immediately after Board approval and all work must be completed and findings submitted on or before May 1, 2019.**
11. How many systems will be reviewed? **3 (FOCUS, Frontline, Optiview)**
12. Which functions of IT are decentralized? **Tech Support, ERP, SIS, and Document Management**
13. Are any of the control objectives currently documented – how many? **No**
14. How many key IT personnel? **7 (Director, Operations Manager, Security Information Specialist, Network Admin and 3 System Administrators)**
15. How many business leaders will be interviewed? **Approximately 6**
16. Has a review like this ever been performed before? **No** How long ago? **N/A** Will we have access to the prior report? **N/A**
17. How many key personnel are in scope for interview purposes? **7 IT staff and approximately 6 data owners**
18. Is this contract being considered a Firm Fix Price or Time and Materials? **Firm Fix Price**
19. In section A. iii. It mentions the areas of change control, application development, backup and recovery and security. Are these the only areas in scope for the risk assessment? **Yes**
20. Is the IT personnel currently scanning for vulnerabilities? **Yes** If not, would scanning be in scope for this assessment and who would provide the tools? **N/A**
21. Is there more information on the amount of devices and users in scope for this project? **Yes, please see other questions and responses for more details.**
22. Is there an expected number of FTE's to work on the project? **Number of FTE's dependent on proposer.**
23. Can work other than onsite visits be performed remotely? **Yes** Is there work space available for contractors? **Yes**
24. Is the IT organization centralized or decentralized? **Primarily Centralized**
25. Has a security control framework been adopted? **No** If yes, which one? **N/A**
26. When was your last assessment of this nature performed? **Never**
27. Are there documented policies, procedures, standards, and guidelines in place? **No** If so, how many? **N/A**
28. Is there an incumbent and are they eligible to bid on this project? **No** If so, who was the incumbent and what was the value of the contract? **N/A**
29. What is the County's budget for this project? **A budget has not been established for this project.**

30. We respond to a large number of bid requests and appreciate our clients' generosity in providing references for our firm. However, we do not want to overwhelm our customers with reference requests. Will the County's accept letters of recommendation in place references with contact information? Alternatively, can we redact the contact information for our references in our proposal? If named a finalist for this RFP, we will provide full contact information upon the County's request. **A completed Reference Form (page 11 of original bid document) is required.**
31. We are a vendor on the Florida Department of Management Services Alternate Contract Source No. 252-GSA Schedule 70. Are we required to offer our ACS 252-GSA SCH 70 pricing? **No**
32. Does the County require a redacted PDF of our response if we include confidential information, such as client information or trade secrets? **If confidential information is included in your proposal, both a redacted and an original version should be submitted as a PDF.**
33. Primary Objectives, section B, lists IT application, network, and infrastructure security. Is technical testing (e.g., penetration testing, configuration reviews) in scope for any devices, applications, or networks in the County's IT environment? **No** If so, please indicate which types of devices, applications, or networks and their quantities (for networks, the amount of active IPs or wireless controllers). Please indicate if applications are web applications. **N/A**
34. Is a full review of the County's disaster recovery plan in scope? **Yes, see Section 2.B.iv. on page 7 of the original bid document.**
35. How many physical locations are within the Monroe County School District and are in scope for this assessment? **There are two physical locations that are in the scope for this assessment. The IT Department maintains staff at all schools and departmental locations to provide maintenance of equipment at those locations and provide 1<sup>st</sup> level support.**
36. Does the Monroe County School District have a centralized set of policies and procedures that govern the District? **Yes, they are available online at <http://www.neola.com/monroe-fl/>**
37. Does the Monroe County School District have a centralized IT organization that supports all IT functions within the district? **The District has a centralized IT organization that supports all IT functions with the assistance of the departments supporting the noted systems.**
38. Has the Monroe County School District previously conducted an IT Risk Assessment? **No** If yes, when was the last time and what was the budget allocated to conduct the assessment? **N/A**
39. Can the Monroe County School District provide an approximate number of systems and applications that are in scope? **3**
40. What department within the Monroe County School District will have oversight and approve deliverables of the IT Risk Assessment? **The Executive Director of Finance and Performance and the School District's Audit and Finance Committee will have oversight and approve the deliverables of the IT Risk Assessment.**
41. Is Monroe County School District (MCSD) open to the awarded vendor conducting technical services such as external network scanning (to identify network vulnerabilities) for this

assessment? Or is this a strictly governance-based assessment? **Primarily a governance-based assessment.**

42. If this is primarily a governance or process-focused assessment, please indicate the number of policies in scope. A range is would suffice. **Less than 15.**
43. Is MCSD able to divulge the budget for this assessment? **A budget has not been established for this assessment.**
44. Is this the first assessment of its kind for MCSD? **Yes**
45. How many decentralized IT functions are in scope for this assessment? **3**
46. How many of the School Board's Departments listed are in scope for this assessment? **4**
47. How many separate physical locations are in scope for this assessment? **2** If the awarded vendor must visit more than one location, how far apart are these locations (e.g. a few minutes' drive or several hours drive)? **Primarily two locations within a 5 minute drive of each other in Key West.**