

**REQUEST FOR PROPOSAL**

**Comprehensive IT Assessment**

**PROPOSALS MUST BE RECEIVED**

**NO LATER THAN 4:30 P.M., CST, February 15, 2019**

**GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION  
P.O. BOX 9  
72682 MAPLE STREET  
ODANAH, WI 54861**



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## I. Solicitation

The Great Lakes Indian Fish & Wildlife Commission is requesting proposals for a comprehensive information technology assessment. We would like our existing IT infrastructure evaluated to assess risk and security. In addition, we would also require recommendations on improving processes, implementing efficiencies, identifying IT staffing and required training and addressing performance capability for the present and future with regard to standard business practice. It is desired that the assessment meets the minimum requirements as stated in the RFP. Proposals are required to follow the exact order as provided in the RFP document so that all proposals can be evaluated on an equal and timely basis.

GLIFWC reserves the right to reject, in whole or in part, any and all proposals; to waive any technical deficiencies in the proposals; to accept the proposal and award final contract to the responsible offeror determined to be the most advantageous to GLIFWC. This solicitation may be canceled if doing so is determined to be in the best interests of GLIFWC.

All Proposals **must be received by 4:30 p.m. CST February 15, 2019**. Actual receipt is required by that time, deposit in the mail is not sufficient.

Proposals shall remain firm once submitted and may not be withdrawn for a period of ninety (90) days.

Timeframe for completion of assessment to be no later than 45 days from date of signed contract.

The use of brand names is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

## II. Instructions

### A. Responsibility

It is the responsibility of all proposers to carefully read the entire Request for Proposal (RFP) which contains provisions applicable to successful submission and completion of a proposal. If you discover any ambiguity, inconsistency or error in the RFP, you must notify Marcene Jennings, Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861 in writing. Only interpretations or corrections of the RFP made in writing by GLIFWC are binding. You shall not rely on interpretations or corrections made in any other way. All requests for interpretations or corrections must be received by GLIFWC no later than ten days prior to the deadline for submitting proposals. Request for interpretations and responses will be sent to all vendors obtaining the proposal documents.

B. Submission of Proposals

1. Each firm is required to provide their proposal in the following manner:
  - a. One (1) clearly marked hardcopy "original" in 8.5" x 11" double-sided, non-binding form. No metal or plastic binding – may use binder clips, folder or clip for easy removal of proposal OR
  - b. One (1) electronic copy of the proposal, that is PC readable, labeled and is not password protected.
2. The proposal must be received by GLIFWC by 4:30 p.m. CST on February 15, 2019. Actual receipt is required by that time. Deposit in the mail is not sufficient. Submittals by FAX are not acceptable and will be rejected.
3. Hardcopies must be addressed to:

Marcene Jennings  
Great Lakes Indian Fish & Wildlife Commission  
P.O. Box 9  
72682 Maple Street  
Odanah, WI 54861
4. The following notation must appear in the lower left-hand corner of the envelope or other container: **GLIFWC IT Assessment.**
5. Electronic copies must be sent to:

Marcene.Jennings@glifwc.org

C. Format Requirements

Proposals must follow the format shown in Section VI and contain:

1. Information requested in Section III and V of this RFP. (Responses must be labeled by section and subsection to correspond with the related area of the RFP.)
2. A complete description of the services being proposed. Provide itemized and total cost of those services.
3. The proposal shall be typewritten, double-sided and submitted on 8 ½" x 11" paper. If oversized sheets must be used, they shall be folded to conform to the 8 ½" x 11" size requirements. Please do not submit preprinted brochures or pamphlets which exceed the 8 ½" x 11" format.

D. Content Screening

Proposals will be screened to ensure that format and content requirements have been complied with and that proposer references have been included.

E. Oral Presentations

Based on our initial evaluation of the proposals received GLIFWC reserves the right to request an oral presentation and demonstration by the proposer. Proposers shall be prepared to discuss/demonstrate all aspects of their proposal in detail.

F. Cost Liability

GLIFWC assumes no responsibility and bears no liability for any costs incurred in responding to this RFP or in any presentation.

G. Acceptance and Rejection of Proposals

GLIFWC reserves the right to accept any or all proposals, to accept or reject any or all the items in the proposal and to award the Contract, in whole or in part, as deemed to be in the best interest of GLIFWC. GLIFWC reserves the right to negotiate with any Consultant if such action is deemed to be in the best interest of GLIFWC.

H. Restrictions of Proposals

Any restrictions on the use of the information in the proposal based upon confidentiality of information, proprietary interests, trade secrets, copyrighted information, or similar basis shall be clearly stated in the proposal. All proposals become the property of GLIFWC.

I. Sample Products

1. Any samples or demonstrations of products available or completed in previous projects may be submitted on hard copy, CD or DVD.
2. Delivered samples may be used to evaluate requirements of the expected product.
3. All sample products will become the property of GLIFWC and will not be returned.

III. Proposal Requirements

A. Management Summary

Provide a synopsis of the proposal. The synopsis shall contain a brief statement of the features of the proposal. It should include an overall cost summary and general recommendations and conclusions.

B. Corporate Data

1. Furnish a detailed background of your company's experience providing these services.
2. Provide a brief description of your company's (the "Respondent") history. Indicate the number of years the entity has been in business, the ownership of the company, number of employees and locations. Identify other software and hardware businesses or managed services with the same ownership.
3. Provide a detailed overview of any products you are recommending to address this RFP. Include links to demo videos and screen captures that may be accessible on the Internet.

C. Contact Person

Provide the name and phone number of the person to whom GLIFWC staff should address questions about the proposal.

D. References

Provide at least three (3) customer references with whom you have contracted or for whom you have performed similar services.

#### E. Proposer Terms and Costs

1. Offeror will state the expiration date of their proposal.
2. Billing procedures and effective terms will be mutually arranged upon acceptance of the proposal of the successful offeror.
3. Respondents must provide itemized and total cost of proposed services.

#### IV. Current Situation

##### A. Organizational Background

Formed in 1984, Great Lakes Indian Fish & Wildlife Commission is an agency of eleven Ojibwe nations in Minnesota, Wisconsin, and Michigan, who retain off-reservation treaty rights to hunt, fish, and gather in treaty-ceded lands. It exercises powers delegated by its member tribes.

GLIFWC assists its member bands in implementing off-reservation treaty seasons and in the protection of treaty rights and natural resources. GLIFWC provides natural resource management expertise, conservation enforcement, legal and policy analysis, and public information services.

All member tribes retained hunting, fishing and gathering rights in treaties with the U.S. government, including the 1836, 1837, 1842, and 1854 Treaties.

GLIFWC's Board of Commissioners, comprised of a representative from each member tribe, provides the direction and policy for the organization. GLIFWC has two standing committees the Voigt Intertribal Task Force (VITF) and the Great Lakes Indian Fisheries Committee. The VITF was formed following the 1983 Voigt decision and makes recommendations regarding the management of the fishery in inland lakes and wild game and wild plants in the 1837 and 1842 treaty-ceded territories. The Lakes Committee addresses matters pertaining to the management of the Lake Superior fishery and related issues.

GLIFWC's main office is located on the Bad River reservation, just east of Ashland, Wisconsin. Satellite offices include a fiber optic connected Planning & Development Office in Odanah in addition to two staff who work in Madison, and enforcement personnel stationed throughout the ceded territory. GLIFWC's work is divided among the divisions of Administration, Biological Management, Enforcement, Intergovernmental Affairs, Development and Planning, and Public Information.

GLIFWC maintains about 75 full time staff, adding temporary personnel based on the season's demands, such as during the spring spearing and netting season.

##### B. Host Systems

GLIFWC currently supports the following Host systems:

1. 3802 Dell PowerEdge 2900 III, Windows 2008, SP2
2. 3803 Dell PowerEdge T610, Windows 2008, SP2
3. 3411 Dell PowerEdge T110, Windows 2012
4. 3969 Dell Precision T3600 Desktop, Windows 2012
5. 3800 Dell PowerEdge R420, Windows 2012
6. SAN/NAS Buffalo TeraStation (2)

C. Network Systems

GLIFWC currently supports the following Network environment:

1. SonicWALL NSA 2600
2. Cisco Switch, Cisco Switch Stack
3. Wireless Access Points

D. Application Software

1. GLIFWC currently supports the following major third-party application software products:

- a. OnBase by Hyland
- b. Abila MIP Fund Accounting
- c. Sage Fixed Asset/Tracking
- d. NetMotion
- e. Information Management Corp (IMC)
- f. Adobe Acrobat XI Pro and Suite
- g. Word Perfect Office X7
- h. Microsoft Office Suite
- i. Cobain Backup
- j. Google Drive, Docs, Sheets and Calendars

E. Network Client

GLIFWC currently supports the following network client:

1. 136 networked PCs (desktops and laptops) using various OS versions
2. 9 MacBook's or iMac's using various OS versions

V. Desired Outcome and Requirements

A. Objective

GLIFWC is requesting proposals for an independent and non-product affiliated information technology security consultant to perform a comprehensive and thorough review of GLIFWC's environment and technology systems as stated in this RFP.

B. Project Scope

Evaluation to include analyzing the following areas with recommendations to align our organization with industry standards and best practices. Indicate work involved, methods, procedures or partners to be used to successfully complete each numbered item.

1. Risk identification and analysis of both current internal network and external network, including vulnerability scanning and analysis
2. Network infrastructure, administration and security
3. Server infrastructure, administration and security
4. Maintenance and upgrades, logging and monitoring
5. System access control, including but not limited to end user access and privileges, password policies and practices, file sharing, remote access by employees and third parties

6. Cloud services; inventory and evaluate current use for cost, compliance, availability, accessibility, cybersecurity, data management and service delivery
7. Web hosting; analyze all current and orphaned web pages and make cost effective recommendations to improve long term strategy, usability, style and content
8. E-mail; evaluate current hosting solution for cost efficiency, security, availability, archiving and storage, ease of administration and compatibility
9. Electronic transmission of information; data loss prevention, mobile devices, email and web filtering
10. Review business services/applications and processes and provide industry standards for common technologies in similarly sized organizations
11. IT support and staffing models for organizations of similar size
12. Data storage and security, disaster recovery and business continuity
13. Cybersecurity and IT policies and procedures, system and operations documentation, asset inventory and management, including license management
14. Employee IT awareness and training; social engineering testing, training to include risks and best practices
15. Gap analysis and prioritized recommendations, including a 3 to 5-year strategic technology roadmap

## VI. Response Format

### A. All proposals should be in this format:

1. Management Summary
2. Corporate Data
3. Contact Person
4. References
5. Proposer Terms and Costs
6. Response to Section V