



Amendment 1
TORFP R00B7400065 – Security Engineer

MSDE is releasing this amendment to provide the pre-proposal conference notes, attendance sheet and an amendment to the requirements for submission. Please review this carefully and take all information into consideration when submitting your proposals.

An acknowledgement of the amendment is required to be submitted with your proposal.

REVISION: The addition is in red.

Section 4.4.1 TO Technical Proposal

Item #6 "A writing sample from the proposed Key Personnel of a security and privacy policy that has been created and issued with the last five (5) years **or a newly created technical writing sample for the purpose of evaluating the candidate's written communication skills.**

Thank you.



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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TORFP R00B7400065 – Security Engineer Pre-Proposal Recap

Pre-proposal conference was held on April 20, 2017 at 2:00 pm. The attendance is attached separately.

Introductions were made. There were six people present, including two MSDE staff. June Dwyer, Procurement Officer reminded attendees that this is an SBR-only solicitation and firms must be registered as an SBR and their certification current at the time of submission.

Gary Kenney, State Longitudinal Data Systems (SLDS) Project Manager gave an overview of the request. This TORFP is to have a subject matter expert in IT Security and Privacy update MSDE Security Policies to conform with DoIT requirements. This has not been done in some time, possibly prior to 2014.

The main responsibilities will be to Draft an IT Security Plan with best practices, procedures, forms, data retention policies and the handling of PII data. The resource will not be programming or accessing the system except to view the current procedures and make recommendations for updating current processes. This position is heavily document driven. Gary also mentioned that expertise in Data Suppression rules is also a very important skill for the candidate to have.

Questions were asked by the four company representatives. June Dwyer requested that since this pre-proposal was not being recorded questions should be emailed to her attention after the pre-proposal in order to adequately address them.

During the pre-proposal it was mentioned that the writing sample request may be challenging for candidates currently working in the field. The requirement to submit a sample of work within the past five years may not be reasonable due to privacy concerns. It is important that the candidate demonstrate their writing skills because they will be drafting the policy documents on behalf of MSDE. The PM will take this concern under advisement and consult with the team regarding this requirement and MSDE will release an addendum to clarify or propose an alternate submission requirement.

All attendees were thanked for taking time out of their busy schedules to attend.

The pre-proposal conference concluded at approximately 2:30 pm.

Amendment 1
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Acknowledgement

Received
By _____
(Print Name)

Company _____

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____



Amendment 2
TORFP R00B7400065 – Security Engineer

MSDE is releasing this amendment to provide questions and answers. Please review this carefully and take all information into consideration when submitting your proposals. An acknowledgement of the amendment is required to be submitted with your proposal.

Questions Submitted with Answers:

1. REF: 4.4.1 TO TECHNICAL PROPOSAL

A.5. Documentation from the Offeror demonstrating experience reviewing security and privacy policy documents and making recommendations to improve security policy and practices.

Question: We do not have experience performing this kind of work, can we provide experience of our employees/ potential employee/ subcontractor

Yes.

2. REF: F) Master Contractor and Subcontractor Experience and Capabilities 1) Provide up to three examples of engagements or contracts the Master Contractor has completed that were similar to Section 3 - Scope of Work. Include contact information for each client organization complete with the following:

Question: We do not have experience in these services, will that be grounds for disqualification? **No.** Will experience as a staffing services vendor suffice? **The preference is for work that is similar to the Section 3 – Scope of Work, and proposals including security and privacy policy work will be ranked higher than those without it.**

3 Are there any incumbents for this position? If Yes, how many? **No.**

4. What is the estimated start date for this project? **July 2017.**

5. Do you have an anticipated start date for this project? **July 2017.**

6. What is the government's budget for this position? **That information will not be disclosed.**

7. When does the government expect this position to begin? **July 2017.**

8. Is there an incumbent in this position? **No.**

9. Will the state consider the place of performance as a combination of on-site and off-site (work from home or contractor facilities)? **No, this position requires onsite work at MSDE.**

Amendment 2
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Acknowledgement

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By _____
(Print Name)

Company _____

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____



Amendment 3
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MSDE is releasing this amendment to provide questions and answers. Please review this carefully and take all information into consideration when submitting your proposals. An acknowledgement of the amendment is required to be submitted with your proposal.

Questions Submitted with Answers:

Additional Questions Submitted - TORFP R00B7400065 Security Engineer

Under 4.4.1, the State says, “Tools the Master Contractor owns and proposes for use to meet any requirements in Section 3.”

Question: Is there a tool in place that the State uses or is planning to use? If so, please identify the tool.

No tools have been evaluated or selected.

Under 4.4.1, the State says, “Documentation from the Offeror demonstrating experience reviewing security and privacy policy documents and making recommendations to improve security policy and practices.”

Question: Would the State consider an equivalent to this? The work our firm has conducted/is conducting developing policy documents cannot be shared due to security restrictions imposed by the client.

Any non-confidential technical writing samples may be substituted if security policies are not available.

Amendment 3
TORFP R00B7400065 – Security Engineer

Acknowledgement

Received
By _____
(Print Name)

Company _____

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____