



# REQUEST FOR PROPOSAL

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Maine Township  
1700 Ballard Road  
Park Ridge, IL 60068  
847-297-2510  
mainetown.com

## **PROFESSIONAL CYBERSECURITY AUDITING SERVICES**

**PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 PM CST, JANUARY 19, 2022**

**By Order Of:  
Karen J. Dimond  
Maine Township Supervisor**

**REQUEST FOR PROPOSAL  
CYBERSECURITY AUDIT  
MAINE TOWNSHIP**

Maine Township is currently seeking submissions for professional cybersecurity auditing services from qualified vendors or firms (hereinafter “Company”) to provide these items for Maine Township (hereinafter “Township”).

Please read each section carefully for information regarding the Request for Proposal (“RFP”) and submittal instructions.

Please know that Township shall accept proposals for a Cybersecurity Audit in accordance with this RFP. Township requires all contractors and vendors doing business with Township not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, veteran status, and non-job-related disabilities.

# TABLE OF CONTENTS

Section A:	General Information
Section B:	Specifications
Section C:	Qualifications and Experience
Section D:	Submission Information
Section E:	Proposal and Contract

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## **SECTION A: GENERAL INFORMATION**

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### **A. About Maine Township**

Maine Township is proud to serve residents in parts of Des Plaines, Park Ridge, Niles, Glenview, Morton Grove and Rosemont. We aim to improve the quality of life for everyone in the township by offering services and events with the needs of our residents in mind.

### **B. General Information**

As a result of responses to this RFP, Township plans to review submissions and may conduct interviews with selected companies it determines can best meet the requirements outlined herein. Negotiations will be held on both the scope and the cost to select the company that Township believes can best satisfy its requirements at rates it perceives are reasonable for the professional services provided.

There is no expressed or implied obligation for Township to reimburse responding Companies for any expenses incurred in preparing proposals in response to this request. During the evaluation process, Township reserves the right to request additional information or clarification from Company, or to allow corrections of errors or omissions. At the discretion of Township, Companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

All information, prices and content submitted to Township will be public and Company has no right to privacy, as all submissions are subject to the Illinois Freedom of Information Act. All information may be posted on our website and discussed openly at Board of Trustees meetings.

### **C. Reservation of Rights**

Township reserves the following rights if using them will be more advantageous to Township:

1. Withdraw this RFP at any time without prior notice
2. Accept or reject any and all submissions, or any item or part thereof
3. Postpone qualifications due date
4. Not award a contract to any submitter responding to this RFP
5. Award a contract without negotiations or discussions

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## SECTION B: SPECIFICATIONS

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### A. Statement of Purpose

Township is requesting proposals for a Professional Cybersecurity Audit in accordance with this RFP. Based on the requirements presented in the scope of services, Company should propose a solution that will best suit Township's needs and conform to industry best practices.

### B. Scope of Services

Company will provide professional services to the Township, and will be required to provide to the Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Township property. Company guarantees to hold Township, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which Company is not the patentee, assignee, or licensee.

Furthermore, Company hereby agrees to save and hold harmless and indemnify Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Company, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the Company's employees or others.

The scope of the professional services provided by the Cybersecurity Audit shall include but not be limited to the following:

#### 1. Cybersecurity Audit – **REQUIRED ITEMS**

##### a. **Internal/External Penetration Testing**

- i. Attempt to gain access to internet facing systems and attempt exfiltration of data
- ii. Attempt to enumerate, acquire, and exploit plaintext user credentials in order to perform privilege escalation
- iii. Assess if it is possible to disrupt data integrity and availability
- iv. Include testing of firewall, servers, routers, switches, wireless equipment, printers/copiers, etc.
- v. Produce report(s) with details of potential vulnerabilities as well as the risk and severity levels

##### b. **Internal/External Network Vulnerability Assessment**

- i. Assess, identify, and provide evidence of potential vulnerabilities with network end points
- ii. Identify remote users, devices and 3rd party resources

- iii. Assess, identify, and provide evidence of potential vulnerabilities with remote users, devices, infrastructure (such as application, host or network, etc.)
- iv. Include both wireless and wired networks, firewall, servers, routers, switches, wireless equipment, printers/copiers, etc.
- v. Send email phishing test to approximately 40 employees
- vi. Produce report(s) with details of potential vulnerabilities as well as the risk and severity levels

**c. Internal Control Review**

- i. Perform an analysis of current IT/security policies and procedures, patch management, etc.
- ii. Identify deficiencies in existing policies and procedures
- iii. Provide samples of, and assist with the creation of, policies and procedures that are needed to conform to industry best practices

**d. Disaster Recovery/Backup Review**

- i. Identify deficiencies in existing data backup and recovery plan
- ii. Suggest improvements to ensure preservation of critical data

**e. Remediation**

- i. Identify process to remediate the items found
- ii. Define short- and long-term measurements for remediation
- iii. Work with Township to develop list of priorities for improvements, including cost estimates and expected timelines for implementation
- iv. Provide executive summary of the findings

**2. Cybersecurity Audit – OPTIONAL ITEMS**

- a. Physical security review onsite – review of physical network security
- b. Web application testing – identify any potential security issues with Township website
- c. Mitigation retest – assess for successful implementation of mitigation efforts

**C. Devices**

1. There are approximately 40 devices used by Township employees.
2. Township currently has 2 servers, wireless routers throughout facility, multiple desktop switches at workstations, 2 Cisco switches with patch panels, and Watchguard firewall.
3. Other Internet-connected devices include 4 networked copiers/printers, fishing license printer, postage machine, and VOIP phone system.

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## SECTION C: QUALIFICATIONS AND EXPERIENCE

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Responses should be submitted in the order presented:

1. Introduction. A general description of Company's organization, experience, services and staff. Please include a brief history of your company, including how long you have been in business, financial standing, insurance coverage, how many clients you serve, what types of clients you serve, and the scope of services you provide.
2. Narrative Proposal. Describe what approach Company will use to complete the scope of services. Summarize the major points of the RFP and demonstrate an understanding of the services. Describe how the proposer will perform the required and optional services and how the assigned team will fulfill the services, including whether services will be performed remotely or in person.
3. Qualifications. Discuss the qualifications of the proposer to satisfy the specific requirements as stated above. Be specific with regard to the following:
  - Indication of general experience and ability to satisfy the specification requirements as stated above
  - Describe your experience working with government or non-profit organizations
4. References. Provide at least three (3) references for which Company recently provided the same or similar services. All references should include a point of contact, telephone number, email address, and a brief description of the services which were provided.
5. Pricing. Submit proposed pricing for this project. Specify all expenses in the estimation of cost. Describe the scope of services it entails and any services which would not be covered or which would be provided for an additional charge. Please ensure if you are only submitting on certain aspects of this proposal, to clearly indicate which services you are submitting on.

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## SECTION D: SUBMISSION INFORMATION

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This RFP will be posted and/or advertised on or about 10/27/21. Company may ask clarifying questions by emailing Richard Lyon at rlyon@mainetown.com.

All questions are due by 1/14/22. Answers to Company's questions will be posted on mainetown.com on 1/14/22. Questions and inquiries received after 1/14/22 will not be answered.

All proposals must be submitted in a sealed envelope. Any proposal that is not sealed shall be rejected from consideration by Township. Township will not accept for consideration any proposals transmitted by facsimile or email. Submission shall include one (1) hard copy and (1) digital copy saved to USB.

***The deadline for responding to the RFP is 12:00 PM CST on January 19, 2022. All proposals that are not received prior to the deadline shall be rejected from consideration.***

Proposals must be submitted in person or by mail in a sealed envelope addressed to:

Clerk's Office  
Maine Township  
1700 Ballard Road  
Park Ridge, IL 60068

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## **SECTION E: PROPOSAL AND CONTRACT**

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The contract for professional services, if any, shall be awarded by the Maine Township Board at a date of their choosing.

The Township reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which Company can propose. Submitters must be prepared to accept a contract resulting from this RFP.

If accepted, Company shall enter into a written contract, which will be submitted to the Township's lawyers for approval. Final acceptance of the proposal by the Township shall only be complete under Corporate Authorities' acceptance of a contract executed by Company.

The cost of preparation of proposals shall be the sole obligation of the respondent Company. All submitted proposals, whether accepted or rejected, are the property of the Township. Any information provided as part of this RFP and any contract may be shared outside of the Township as and if required by the Freedom of Information Act (FOIA). This RFP is not a contract or offer of employment.

By submitting a proposal, Company agrees to the following:

- In preparing this proposal, I/we have not been assisted by any current or former employee of the Township whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances must be described in full detail on a separate page and attached to the proposal.)
- I/we understand that the Township will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Township, and I/we claim no proprietary right to the ideas, writings, items, or samples.
- I/we warrant that, in connection with this procurement:
  - The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
  - Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor.
  - No attempt has been made or will be made by Company to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.