# REQUEST FOR PROPOSALS – ADDENDUM 1

# Information Technology Assessment and Strategic Technology Plan

**Solicitation Issue Date:** December 1, 2020
**Responses Due:** January 15, 2021, 12:00 pm (PST)
Please submit proposals electronically to vminton@sonomarcd.org
Hard copy proposals will not be accepted

## SOLICITATION QUESTIONS & ANSWERS

Section V of the RFP states the following:

> "The RCD will respond to questions and requests for clarification to the Request for Proposal in written RFP Addendum(s) as needed, to be posted on the RCD website in the same location as this solicitation. Inquiries should be directed by email to vminton@sonomarcd.org. No verbal requests will be accepted. All requests for clarification must be received by 12:00 pm (PST) on December 15, 2020.
>
> Firms interested in this RFP may email vminton@sonomarcd.org to be included on an email list to receive any RFP Addendum(s) generated."

The following is a list of questions received and corresponding answers.

**Q:** For the Strategic Technology Plan, you asked for prioritized recommendations for system improvements, including implementation process and schedule for each. This could be a significant cost driver and is also quite hard to estimate for in advance of knowing what the improvements will be. Can you confirm that this remains at the level of a strategic plan, not an operational plan?
**A:** Yes, this remains at the level of strategic plan. We would like the plan to include general considerations regarding implementation processes and schedules for each identified project, to aid in our advance planning, but do not expect that the plan will include a very detailed process for each project.

**Q:** Do you have a budget range you're trying to stay within?
**A:** No.

**Q:** What is your process for selecting a vendor? Will there be an opportunity for finalists to meet with you prior to selection?
**A:** After the proposal deadline, the RCD's Technology Committee (consisting of Board and staff members) will review all proposals received and determine which proposals best meet the RCD's needs. At this time, the Committee (or members thereof) may reach out to multiple respondents for further

discussion and consideration. If one proposal clearly meets the needs to the RCD far better than other proposals, the Committee may follow up with only that respondent for further discussion. All respondents will be notified when the selection has been made.

**Q:** I am seeking additional information / clarification on one bullet in Section IV. Proposal – specifically the bullet that requests a "Description of the Confidentiality and Security Plan for information sharing".
**A:** The requested information includes the respondent's plan for keeping information related to the contract confidential, and for notifying the RCD should a breach of confidentiality occur.

**Q:** Define short-term and long-term (are you expecting short to be under 18 months and long to be longer)?
**A:** Our fiscal year runs from July 1 through June 30. Short-term would be defined as occurring in the first fiscal year following completion of the plan (i.e., July 1, 2021 through June 30, 2022), and long-term would include anything after that period.

**Q:** Has a classification of assets (including data) been done or do you anticipate this as part of the Assessment?
**A:** IT assets are inventoried, and, if applicable, included on our capital assets schedule. However, IT assets have not been classified based on sensitivity to loss and criticality to the organization. We do desire to include this as part of the assessment.

**Q:** How many users do you have (remote and non-remote)?
**A:** 15

**Q:** How many administrators do you have (system, network, etc.)?
**A:** One, our outsourced IT provider.

**Q:** How many applications do you have?
**A:** Approximately 6.

**Q:** How many cloud application/services, besides Microsoft 365, do you use?
Organization-wide, we use Google Drive and Zoom. Staff may be using other cloud applications, such as Dropbox, on a case-by-vase basis.

**Q:** Do you have Windows 10 Pro, Linux and Mac desktop/laptops?
**A:** All RCD-issued desktops and laptops are Windows 10 Pro. Some employees use Macs to connect to their remote desktops.

**Q:** Do you have Windows and Linux servers?
**A:** Our server operates on Window Server 2019.

**Q:** Do you have a policy and method to manage BYOD or personal owned devices?
**A:** We do not currently have a comprehensive policy, though our telework policy states the following: "Employees must take reasonable precautions to ensure their devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the DISTRICT's network and must close or secure all connections to DISTRICT desktop or system resources (e.g., remote desktop, VPN connections,

etc.) when not conducting work for the DISTRICT. Employees must maintain adequate firewall and security protection on all such devices used to conduct DISTRICT work from the Alternate Worksite."

**Q:** Do you have a traditional phone system or software/cloud phone system (like RingCentral)?
**A:** We have a traditional phone system (NEC SL2100).

**Q:** Do you have up to date network and infrastructure diagrams?
**A:** No.

**Q:** Do you imagine the 5-year Strategic Technology Plan to managed by your existing staff, our MSP/MSSP or new additional staff?
**A:** We expect implementation of the Strategic Technology Plan to be overseen by our Technology Committee (made up of Board and staff members) and implemented by our outsourced IT provider.