



STATEMENT OF WORK

HIPAA Security Project Management

OCTO Citywide Information Technology Security Program

REQUEST FOR QUOTATIONS (RFQ) <i>(THIS IS NOT AN ORDER)</i>				PAGE OF 1	PAGES 2
1. RFQ NO. RQ360455	2. DATE ISSUED October 17, 2007	3. REQUISITION NO. RQ360455	4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> Open with Subcontracting Set Aside		
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., Suite 971 North Washington, D.C. 20001			6. DELIVER BY (Date) NO LATER THAN (10) BUSINESS DAYS AFTER RECEIPT OF PURCHASE ORDER		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Quentin W. Blanchard, Contract Specialist /s/ , phone (202) 741-0832, fax (202) 727-1679			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL CERTIFIED SMALL BUSINESS ENTERPRISES (SBEs)			9. DESTINATION <i>(Consignee and address, including ZIP code)</i> Office of The Chief Technology Officer 441 4 th Street N.W. Room 930S Washington, DC 20001 Deliver to: Yusuf Acar		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: Thursday, October 29, 2007		11A. PLEASE STATE YOUR SBE CERTIFICATION NUMBER BELOW			
		11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS					
<p>Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F)(1) and (2), 14, 15, 16, 17, and 18. Please hand-deliver bids to: OCP Bid Mail Room, 441-4th Street, NW, Suite 703S, Washington, DC 20001. This is the only authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.</p> <p>Terms and Conditions: This is a Request For Quotations (RFQ). Quotations submitted are Offers that the District can accept by issuing a Purchase Order (PO), which will incorporate all the terms and conditions of this RFQ. Due to occasional technical issues with the District's PO system, Quoter agrees, by submitting a Quote, to accept a manual PO signed by a Contracting Officer if there is a delay in issuing an electronic PO to invoice against. This RFQ is <u>set-aside</u> for District Small Business Enterprises (SBEs) that are Dell-authorized resellers to the District. The District will apply a percentage preferences, as certified by the Local and Small Business Opportunity Commission, applicable to each Quoter in determining the lowest evaluated quotation for purposes of award. The District will award to the Quoter that submits the lowest evaluated responsive quotation for each line item in this RFQ. If you are unable to submit a quote, please so indicate on this form and return it. This RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation. By submitting a quote, Quoter is representing that (1) all items being requested in block 13 of this RFQ are of domestic origin unless otherwise indicated by Quoter; and (2) Quoter can meet the deadline specified in Block 6 of this RFQ. The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, http://ocp.dc.gov, and click on Solicitation Attachments.</p>					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F1)
0001	See attached list of specifications		LOT	\$	\$
TOTAL AMOUNT (F2)					\$
14. NAME, ADDRESS, FAX NUMBER AND E-MAIL ADDRESS OF QUOTER			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		18. TELEPHONE NO. <i>(Include area code)</i>



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OCTO Citywide Information Technology Security Program

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF TECHNOLOGY OFFICER

**HIPAA Security
Project Manager**

Statement of Work



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OCTO Citywide Information Technology Security Program

October 17, 2007



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HIPAA Security Project Management

OCTO Citywide Information Technology Security Program

Office of the Chief Technology Officer – Citywide IT Security (CWITS) Program

HIPAA Security Project Manager

1.1. **BACKGROUND:** The District of Columbia Office of the Chief Technology Officer (OCTO) and the Citywide Information Technology Security program (CWITS) has a requirement to create and staff a Health Insurance Portability and Accountability Act (HIPAA). HIPAA's mission is to protect health insurance coverage for workers and their families when they change or lose their jobs. This requirement is to ensure data remains private and secure. The CWITS program has identified several positions to be filled to create the centralized security team. This statement of work is for a Project Manager.

2. SCOPE OF WORK:

2.1. The contractor shall provide support to CWITS in the position of HIPAA Security Technical Specialist with experience in the network security, application security and information assurance. The contractor shall support the CWITS team, for the District CWITS's HIPAA Security Program Management Office (HSPMO). The base period of performance will be for 1000 hours and will commence immediately upon contract award. Contractors shall propose pricing for two (2) optional performance periods in increments of 1000 hours for each option period. Options will be exercised at the government's discretion.

C.3 Technical Requirements: The contractor shall provide program oversight, monitoring and deliver compliance in accordance with the HIPAA Security Rule (Part 164 – Security and Privacy) to the current HIPAA Security Rule contractor team until the completion of the Security Rule mitigation plan development. Tasks will include the following:

Task	Required Service	Desired Outcome	Performance Standard	Performance Incentive	Monitoring Method
Network Security	Assist CWITS with Planning, Implementation, Deployment, Meetings and Reports in accordance with the PWS.	Network Security that meets HIPAA Security Standards in accordance with Part 164 entitled Security and Privacy	Delineated Services shall be provided with a 98% success rate. Required services will be tallied each quarter to determine contractor success rate.	Contractor receives 100% payment if services are as required and on time. Good performance will be documented in Past Performance Ratings	Contractor's Performance will be monitored by the Contracting Officer Technical Representative.
Application Planning	Provide technical support in application planning. Assist CWITS with Planning, Implementation, Deployment, Meetings and Reports in accordance with the PWS.	Application Planning that leads to HIPAA Security in accordance with Part 164 entitled Security and Privacy	Delineated Services shall be provided with a 98% success rate. Required services will be tallied each quarter to determine contractor success rate.	Contractor receives 100% payment if services are as required and on time. Good performance will be documented in Past Performance Ratings	Contractor's Performance will be monitored by the Contracting Officer Technical Representative.
Information Assurance	Assist CWITS with Planning, Implementation, Deployment, Meetings and Reports in accordance with the PWS.	Protected Data compliant with HIPAA Security in accordance with Part 164 entitled Security and Privacy	Demonstrate to Government that all requirements have been gathered, documented received and complies with HIPAA Security Standards.	Contractor receives 100% payment if services are as required and on time. Good performance will be documented in Past Performance Ratings	Contractor's Performance will be monitored by the Contracting Officer Technical Representative.

2.2. Vendors may submit up to two candidate resumes for the required position.



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- 2.3. Vendors shall invoice on a monthly basis for work performed within the base contract or options.
- 2.4. The Contractor shall provide support to the CWITS team, for the District of Columbia as a Project Manager in the planning, implementation and deployment of CWITS' HIPAA Security Program Management Office (HSPMO). The Contractor shall support the CWITS team as an on-site Project Manager in the planning, implementation and deployment of HIPAA Security projects. Activities shall consist of the following:
- 2.4.1. Interface weekly with CWITS leadership, employees, Contractors and other stakeholders in support of CWITS' HIPAA Security mission, goals and objectives.
 - 2.4.2. Manage the output of the contractors' Assessment plan, the network vulnerability assessment and the risk assessment, the business impact analysis and the mitigation plan.
 - 2.4.3. Implement the mitigation plan tasks in all agencies for those standards and specifications that OCTO is responsible to maintain.
 - 2.4.4. Verify and coordinate agency implementation of the mitigation plan tasks for District HIPAA covered entities conducting their own implementation.
 - 2.4.5. Prepare a plan to accomplish elements of the security rule, and produce a financial plan to accomplish those standards.
 - 2.4.6. Meet weekly and as needed with Office of Healthcare Privacy & Confidentiality (OHPC) and the District HIPAA covered entities to implement the full range of HIPAA Security Standards and Specifications.
 - 2.4.7. Provide program oversight to ensure compliance with HIPAA Security Rule (Part 164 – Security and Privacy) to the current HIPAA Security Rule contractor team until the completion of the Security Rule mitigation plan development. Tasks will include the following:
 - 2.4.7.1. Assist the Agency Associate Security Official in generating the Plan of Action and Milestones (POAM) to allow the covered components under the District's Hybrid status to operate in compliance with HIPAA rules and standards.
 - 2.4.8. Provide integration of the MAA MMIS HIPAA Security Project in the District-Wide Program by doing the following tasks:
 - 2.4.8.1. Ensure that modifications, network testing, penetration testing and solutions proposed comply with HIPAA rules and standards.



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- 2.4.9. Prepare a comprehensive plan and process that will verify compliance with the HIPAA standards. Once the standards are implemented, monitor continued compliance and report monthly on the status of compliance.
- 2.4.10. Prepare and maintain detailed project plans and schedules for the infrastructure program, development of policies and procedures and track the implementation of the HIPAA Security Rule at the agency level for the term of this contract.
- 2.4.11. Prepare a monthly report on the status of the HIPAA security program and submit it to the OHPC and the CTO.
- 2.4.12. Provide the District's Security Official monthly reports, including:
 - 2.4.12.1. Monthly project status report, including schedule update using Microsoft Project.
 - 2.4.12.2. Monthly color coded dashboards that describe the progress of each agency in achieving each standard and specification of the law.
 - 2.4.12.3. Electronic versions of all procedures, policy changes and standards implemented as part of this understanding.
- 2.4.13. Provide a schedule of deliverables with target dates for inclusion of all the procedures, reports and documentation.
- 2.4.14. Prepare a detailed work plan for HIPAA Security Rule Mitigation activity as.

3. DELIVERABLES:

- 3.1. Project plans and schedules for assigned mitigation projects
- 3.2. Weekly project and activity status reports
- 3.3. Monthly risk management reports
- 3.4. Financial Plan to accomplish more costly correction
- 3.5. HIPAA Security Rule Implementation Continuity Workaround
- 3.6. HIPAA Security Rule Implementation Plan & Schedule
- 3.7. Monthly Status Report on the HIPAA Security Program
- 3.8. Monthly Dashboard

4. SELECTION CRITERIA:

- 4.1. The CWITS management will select the most qualified contractor staffing nominee based upon comparative analysis of the following qualification requirements, specialized experience, and interpersonal and technical skill criteria.
- 4.2. Specialized Skills - Functional Knowledge of:
 - 4.2.1. HIPAA Security Rule**



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- 4.2.2. *Managing, contributing and evaluation of IT project planning efforts*
 - 4.2.3. Use of Microsoft Project software to generate project management documentation
 - 4.2.4. *Federal guidance for risk assessment methodologies (NIST 800 Series)*
 - 4.2.5. *Federal guidance for information system controls (i.e., GAO-FISCAM, NIST 800 Series, OMB A-130 Appendix III)*
 - 4.2.6. *Planning, managing and performing information security risk assessments utilizing industry standard risk analysis and vulnerability assessment techniques*
 - 4.2.7. *Current information security best practices and general IT concepts*
 - 4.2.8. *Information assurance technologies and their application in a wide range of business environments*
 - 4.2.9. Disaster Recovery Planning and Business Continuity Planning
 - 4.2.10. Security Training and Awareness development process
 - 4.2.11. IT Security Policy and Procedure development process
 - 4.2.12. Incident Response planning, development and oversight
- 4.3. Technical Skills - Basic Knowledge of:
- 4.3.1. *Microsoft Office products (e.g., Word, Excel, Project, Outlook, Visio, Project)*
 - 4.3.2. *Networking and Network Operations*
 - 4.3.3. *Firewall technologies*
 - 4.3.4. *Intrusion Detection System technologies*
 - 4.3.5. *Anti-Virus technologies*
 - 4.3.6. *Virtual Private Networking (VPNs)*
 - 4.3.7. Encryption (in transmission and at rest)
 - 4.3.8. Vulnerability scanning software
- 4.4. Interpersonal Skills:
- 4.4.1. *Effective oral and written communication skills*
 - 4.4.2. *Ability to make effective presentations and develop professional reports*
 - 4.4.3. *Ability to work as team player*
 - 4.4.4. Ability to make efficient and acceptable decisions whenever there is no clear policy or guidance available and under stress or severe time constraints
 - 4.4.5. Ability to follow existing policies and procedures and participate in the development of future documentation
 - 4.4.6. Problem solving to address new situations and efficiently handle incidents
 - 4.4.7. Ability to multitask and recognize priorities
 - 4.4.8. Time management, in order to concentrate on priority work
 - 4.4.9. Seek guidance when direction is unclear
 - 4.4.10. Meet deadlines and deliver value-added deliverables
 - 4.4.11. Strong interpersonal communication skills; particularly concerning operations, budgeting and scheduling of specific phases of projects or contracts.

5. QUALIFICATION REQUIREMENTS:

- 5.1. This position requires the following skills, capabilities, and experience:
 - 5.1.1. BS degree or equivalent experience and training
 - 5.1.2. 2 to 4 years experience in HIPAA Security



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- 5.1.3. 3 to 5 years experience in Project Management of information assurance tasks
- 5.1.4. Certifications: ISACA-CISA or CISM, ISC2-CISSP, PMI-PMP (Preferred, not required)
- 5.1.5. Excellent oral and written communications skills, including strong presentation capabilities
- 5.1.6. Keen problem solving and analysis skills
- 5.1.7. Ability to be decisive as well as flexible

6. SELECTION RANKING FACTORS:

6.1. Each candidate submitted by the vendors will be ranked according to the following factors. Ranking will be performed in two phases: in phase one, all candidates will be preliminarily ranked using information presented in submitted resumes to generate a list of fully qualified candidates. In phase two, only those candidates preliminarily ranked as fully qualified will be contacted for personal interviews to determine their final ranking for selection purposes.

FACTOR	WEIGHTING PERCENTAGE
6.1.1. Specialized skills, including experience managing IT security projects and conducting risk management activities	30%
6.1.2. Technical skills, including knowledge of IT Security-related technologies	20%
6.1.3. Interpersonal skills and Qualification Requirements	20%
6.1.4. Price	30%

7. PHYSICAL DEMANDS:

7.1. The contractor is primarily seated while performing the duties of the position. Occasional walking, standing, or commuting to other departments and buildings is required. The hands are regularly used to write, type, key, file and handle or feel small controls and objects. The contractor must frequently observe, talk, and hear in fluent English. Weight of up to 50 pounds is occasionally lifted.

8. WORK SCHEDULE:

8.1. The hours required for this project are based on a 40-hour workweek. The workweek is specifically defined as 8:30AM through 5:30PM Monday through Friday. Actual hours worked will not exceed contractual hours; however, the Director, CWITS may adjust hours as required to effectively manage the project.

8.2. All work performed by the contractor must be conducted on-site at OCTO provided facilities.

9. POINTS OF CONTACT:

9.1. The District Director of Information Security shall be the principal point of contact for the contractor.



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- 9.2. The Contracting Officer’s Technical Representative (COTR) in the Office of the Chief Technology Officer shall be the principal point of contact for the District. The COTR, unless this Representative expressly assigns a Designee, is responsible for all matters pertaining to the contract performance. All invoices shall be submitted for certification to the COTR. The COTR shall not supervise contractor employees nor take actions or make decisions reserved to the authority of the Contracting Officer.
- 9.3. The Contracting Officer shall be responsible for any contractual actions including those affecting modifications of the terms and conditions of the contract, issuance of preliminary termination notices (show cause letters or cure notices), or actions to terminate the contract.

10. EVALUATION FACTORS

10.1. The District intends, but is not obligated, to make a single award to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified in the solicitation. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria. The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

10.2. MINIMUM REQUIREMENTS (Candidates must meet all minimum requirements to be eligible to be considered for award)



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(a) The contractor shall have at least five (3) years of experience as a Information Security Officer, or Security Project Manager. With one (1) year directly responsible for HIPAA Security Mitigation on a state or local level.

(b) The contractor shall be able to utilize the following technologies:

Microsoft – PowerPoint, Project, Word, Outlook,
Vulnerability Scanning tools

(c) The contractor shall be a Project Management Professional (PMP) or have served in the capacity as a Project Manager for the full life cycle of a Security related project.

10.3. TECHNICAL CRITERIA (70 points)

10.3.1 KNOWLEDGE AND EXPERIENCE (35 Points)

(a) The contractor shall be knowledgeable or supported an initiative similar to the Office of the City Administrator and Mayor Fenty’s CapStat initiative. Experience as an analyst or a project manager in this type of project is required.

(b) The contractor shall understand project/scope/timeframes and, under direction of the Program Direct or, construct a corresponding project plan with activities, schedules, milestones, deliverables and resources across teams.

(c) The contractor shall establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.

(d) The contractor shall have proven experience to be able to ensure that all security policies, procedures and related plans are in line with the District, industry best practices and meet the full intent of the HIPAA Security Rule.

10.3.2 ANALYTICAL AND TROUBLESHOOTING SKILLS, AND

COMMUNICATION SKILLS (10 points; to be evaluated in interview for those Offerors that make the competitive range.)

10.3.3 PAST PERFORMANCE OF CANDIDATE (15 points)

Please provide name, title and current phone number or e-mail address of at least three (3) references that can address each proposed candidates’ past performance providing the same services, including an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the candidate’s performance.

10.3.4 PAST PERFORMANCE OF OFFEROR (10 points)

Please provide name, title and current phone number or e-mail address of at least three (3) references that can address the Offeror’s past performance in providing quality candidates for similar services, as well as an examination of the quality of



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services provided, timeliness in service delivery, business practices, and overall satisfaction of the Offeror’s performance. Offerors who have no relevant past performance will receive a neutral score (i.e. 5 out of 10).

10.4. PRICE CRITERIA (30 Points)

The price evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror’s evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base period. Evaluation of options shall not obligate the District to exercise them. The District’s requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

10.5. PREFERENCE POINTS (12 Points)

10.6. TOTAL (112 Points)

Contracting Officer’s Technical Representative

Yusuf Acar
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Washington, DC 20005
Telephone Number: 202-727-8699
E-Mail: Yusuf.Acar@dc.gov

Contracting Officer

Mr. William Sharp
441 4th Street, NW, Suite 930
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