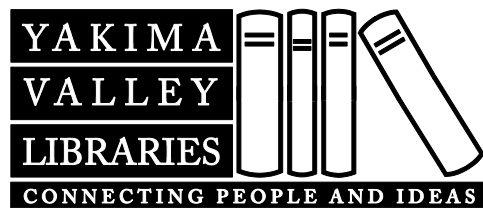


# **RFQ-106**

Request for Quote

for

2021 Network Analysis



Melissa Vickers  
*Information Technology Manager*

**Yakima Valley Libraries**

7/26/2021

**RFQ NAME:** 2021 Network Analysis

**ISSUING AGENCY:** Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Yakima Valley Libraries is seeking quotes from qualified vendors for a project to perform a network assessment including an examination of disaster recovery and backups.

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	7/26/2021
Pre-Quote Question Period	7/26/2021 – 8/12/2021
Deadline for Receipt of Quotes	8/12/2021
Evaluation of Quotes	8/12/2021 – 8/19/2021
Name Apparent Successful Vendor	8/19/2021

Upon release of this RFQ, all responding Vendors' communications must be directed to the RFQ Coordinator's email address listed below:

Melissa Vickers, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
Email: [mvickers@yvl.org](mailto:mvickers@yvl.org)

### 2. PRE-QUOTE QUESTION PERIOD

Respondents who wish to submit a quote are invited to forward any questions about the Scope of Work to the RFQ Coordinator. Questions will be accepted through August 12, 2021. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email.

### 3. CONTRACT PERIOD AND PAYMENT TERMS

The contract term will conclude at the project's completion. The start date will be determined during contract negotiation. The quote price provided will be valid for a 90 day period. Once an agreement has been executed, either party may cancel this agreement with 30 days written notice.

Billing for this contract is to be done after services are complete. Invoices will be emailed to: [itpurchasing@yvl.org](mailto:itpurchasing@yvl.org) or mailed to:

Yakima Valley Libraries  
Attn: IT Purchasing  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Terms of payment will be Net 30 days after receipt of invoice and acceptable completion of project.

#### **4. ADDITIONAL SERVICES**

Written approval must be obtained from YVL prior to performing any additional services not included in this RFQ.

#### **5. PROJECT LOCATION**

Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
Yakima County

#### **6. CERTIFICATIONS AND REQUIREMENTS**

- A. All contractors, subcontractors and vendors must be licensed and bonded.
- B. Certificate of insurance; naming Yakima Valley Libraries is required.
- C. Valid Unified Business Identifier (UBI)

#### **7. REFERENCES**

Quote submitted will include 3 commercial references for comparable work / projects.

#### **8. APPARENT SUCCESSFUL VENDOR**

An Evaluation Committee will select the Apparent Successful Vendor who most closely meets the requirements of this RFQ. Quotes received will be evaluated on the basis of the response to Quote Deliverables as outlined in the Scope of work that include price, schedule, project team qualifications, and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded the project to complete a network assessment including an evaluation of disaster recovery and backups.

The Contract will incorporate all requirements, terms, and conditions of this RFQ and the Apparent Successful Vendor's proposal as negotiated. If Yakima Valley Libraries fails to negotiate a contract with the Apparent Successful Vendor, the Library District reserves the right to negotiate a contract with the next most qualified Vendor. The award of a contract pursuant to this RFQ is expressly conditional upon the execution of a contract document deemed acceptable by Yakima Valley Libraries.

All proposals are considered confidential in nature. However, upon submission of a Public Records Request Form, in accordance with Yakima Valley Libraries' Inspection of Public Records Request Policy and Procedure, they will be made available.

#### **9. LIST OF EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES**

- A. None

## 10. SCOPE OF WORK

Yakima Valley Libraries is seeking a vendor to establish a baseline of our system health, by evaluating the architecture, security, reliability, recoverability, and performance for the system in its current operational capacity. This will establish a baseline to help prepare and plan for the future and growth of our information technology infrastructure for the next five to ten years toward a minimum one-gigabit network. The assessment will also examine disaster recovery and backups. The information collected during the assessment will be analyzed, compared against best practices, and incorporated into an assessment final report.

### 1. Network Analysis

The vendor shall perform an analysis of the network architecture and provide recommended improvements with a plan for implementation. The analysis shall include the following:

- A. Evaluation of the existing network documentation.
- B. Perform an automated network discovery and verify network map.
- C. Utilize a capture of network traffic to discover and analyze network inefficiencies.
- D. Evaluation of the existing IP addressing scheme and the DNS/DHCP configuration. This is to include examination of IP traffic routing and prioritization of routes.
- E. Evaluation of the existing network architecture to include equipment, network topology, and configuration.
- F. Network throughput analysis: Measure actual data transfer rates for WAN and Internet access connections and compare against expected results.
- G. Network design, device, and configuration analysis:
  - a. Collect device configuration information. Compare design and configuration data against best practices.
  - b. Identify devices that do not meet the needs for growth to a minimum one-gigabit throughput at each location including devices that vendors no longer support.

### 2. Security Assessment

The vendor shall perform an analysis of network security and provide recommended security modifications and upgrades. Recommendations shall include what should be monitored, what monitoring tools should be used, where said tools should be installed, and procedures that should be used for monitoring security. Recommendation should also include the development of an incident response program and any additional security policies or procedures.

- A. The vendor shall provide a vulnerability assessment and perform penetration testing upon the following devices and services, and evaluate the hardware, software, and configuration of the same to industry best practices:
  - o LANs
  - o WAN
  - o Externally Hosted Resources
  - o Routers
  - o Switches

- Security Infrastructure
  - SQL Databases
  - Site to Site VPN
  - Internal and External File Transfer Protocol Services
  - Virtual Drives
  - Active Directory
- B. Review existing IT security policies, guidelines, standards, practices, processes and procedures.
- C. Security vulnerability analysis: Basic security assessment and recommendations to include switch and interface security as well as VLAN security (e.g. public access versus staff access).
- D. Assess current network security measures as they compare to industry security best practices.
3. **Disaster Recovery and Backups**  
 The vendor shall also evaluate the disaster recovery plan and system backups documentation to ensure that the processes, procedures, tools and configurations, and retention schedule will provide planned and timely recovery of system resources in keeping with best practices and industry standards.

## DELIVERABLES

### 1. Quote Deliverables

Responses to this RFQ must include the following information:

- A. A cover letter/statement of interest indicating the firm's interest in the project and introducing the firm strengths and experience.
- B. Description of firm approach to project management and information gathering in a network assessment including an estimate of YVL staff hours in facilitating information gathering or presentations.
- C. Project Team: Identify team members along with their information technology education, qualifications, and experience.
- D. A minimum of three (3) references of the firm's experiences working with public entities, or similar, and relating to completed projects for the services being requested with full name, title, address, phone numbers, and email addresses.
- E. Quote with separate line items estimating hours onsite, hours offsite, traveling expenses, supplies/tools/materials, and miscellaneous.
- F. Proposed project schedule with key milestones and deliverable dates.

### 2. Project Deliverables

At the conclusion of the assessment, vendor will supply complete and comprehensive documentation of the assessment results, recommendations, and plans for implementation associated with this project including the identification of equipment that does not meet the baseline criteria for future growth to a minimum one-gigabit network throughput at each location. From the work performed in the project outlined above, the final report should consist, at a minimum, the following:

- A. Executive Summary
- B. Network Analysis
  - a. Results
  - b. Recommendations
  - c. Plan for implementation of any recommendations
- C. Security Assessment
  - a. Results
  - b. Recommendations
  - c. Plan for implementation of any recommendations
- D. Disaster Recovery and Backups
  - a. Recommendations
  - b. Plan for implementation of any recommendations

The vendor is to provide all parts, equipment, software, miscellaneous supplies, and permits needed to complete this project.