

**REQUEST FOR PROPOSAL (RFP) FOR  
INFORMATION TECHNOLOGY SECURITY SERVICES**

**Specification No. AA7835**

Required for use by:

**BRITISH VIRGIN ISLANDS AIRPORT AUTHORITY**

**Department of Finance**

**BRITISH VIRGIN ISLANDS**

All Qualifications and other communications must be addressed and returned to:

Bevis Sylvester, Chairman

Telephone: 1 284-394-8000

Email: [bsylvester@bviala.com](mailto:bsylvester@bviala.com)

Department of Finance  
British Virgin Islands Airport Authority  
Terrance B. Lettsome International Airport  
British Virgin Islands VG1110

Submit written questions by **Tuesday, March 24, 2020, 4:00 pm**

**PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 PM, EASTERN STANDARD TIME,  
ON TUESDAY, MARCH 31, 2020**

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**REQUEST FOR PROPOSAL (“RFP”) for  
CYBER SECURITY AUDIT OF BVI AIRPORT AUTHORITY  
Specification No. AA7835**

## I. GENERAL INVITATION

### I.1 Purpose of the Request for Proposal

BVI Airport Authority (hereafter abbreviated as “Authority”), through this Request for Proposal (hereafter abbreviated as “RFP”), extends an invitation to qualified **IT Security Consulting** firms to submit a proposal to conduct a **Cyber Security Audit** of the Airport Authority’s computer network systems.

The BVI Airports Authority (the Authority) is an autonomous entity which was given a mandate by the Government of the British Virgin Islands to manage all airports in the British Virgin Islands. The Airports Act, 2003, was signed into law on the 2nd day of March 2004, to make provision for operating airports in the British Virgin Islands as commercial undertakings and other matters connected therewith. The Authority currently falls under the portfolio and directive of the Premier’s Office through an appointed Board of Directors who are elected on the basis of a commitment to the programs and purposes of the Authority. The Board establishes the broad guidelines of philosophy and institutional purpose and names the Managing Director to execute those guidelines.

The Authority requires a cyber security audit with the intent of providing a high-level cyber review of the Authority’s IT estate. The audit should identify the threats, vulnerabilities and risks the Authority faces, and the impact and likelihood of such risks.

Consulting Firms/Individuals with demonstrated experience in these areas, and with an interest in making their services available to the Authority, are invited to respond to this RFP. There is no expressed or implied obligation for the Authority to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The selected Respondent(s) (hereinafter “Contractor”) awarded a Professional Services Contract shall perform all tasks and functions associated with the Services as required in this RFP. It is the intent of the BVI Airport Authority to award a contract based on their qualifications and specialized experience as a result of this RFP.

The work contemplated is professional in nature. It is understood that the Respondent acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship to the Authority. It is also understood that all reports, information, or data prepared or assembled by the Respondent under a contract awarded pursuant to this RFP are confidential in nature and will not be made available to any individual or organization, except the Authority, without prior written approval from the Authority. Any contract resulting from this document will require the Respondent to execute a statement of confidentiality.

The Contractor shall be financially solvent and each of its members if a joint venture, its employees, agents or subcontractors of any tier shall be competent to perform the services required under this RFP document.

## **I.2 Access to this RFP**

All materials related to the RFP will be available via media outlets in the British Virgin Islands.

Respondents will be responsible for checking media outlets for Clarifications and/or Addenda, if any. Failure to obtain Clarifications and/or Addenda shall not relieve Respondent from being bound by any additional terms and conditions in the Clarifications and/or Addenda, or from considering additional information contained therein in preparing your response. Note, there may be multiple Clarifications and/or Addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

The Authority accepts no responsibility for the timely delivery of materials or for alerting Respondents on additional posting of information related to this RFP.

## **II. DEFINITIONS**

**“Authority”** means BVI Airport Authority.

**“Contract” or “Agreement”** means a binding written agreement for the solicited Work and/or Services required by the Authority, including purchase orders, containing terms and obligations governing the relationship between the Authority and the Contractor.

**“Addendum”** means a revision of the RFP Documents issued by the Director of Finance prior to the due date for submitting Proposals.

**“Contractor”** means the Proposer or Respondent that receives an award of Contract or Agreement from the Authority as a result of this Solicitation.

**“Proposal”** means the documents timely remitted by Proposer or Respondent, in response to this Solicitation.

**“Proposer” or “Respondent”** means all Contractors, Consultants, Organizations, or other entities submitting a response to this RFP.

**“Scope of Services” or “Scope of Work”** means section III of this Solicitation, which details the work to be performed by the Contractor or Consultant.

**“Solicitation”** means this Request for Proposal (RFP) document, and all associated addenda and attachments.

**“Work”** or **“Professional Services”** means the provision of professional cyber security auditing services, including all other labour, materials, equipment and services provided or to be provided by the Contractor in fulfilling its obligations to the Authority, as more specifically detailed in the Scope of Services.

### III. SCOPE OF SERVICES

This RFP is for services related to a cyber security audit of the BVI Airport Authority. A consultant will be awarded an agreement for Professional Services, whereby an estimated maximum compensation limit will be established for the duration of the contract term and adjusted by amendment, if necessary. **The term of the engagement must not exceed three months. Respondent in their response, must demonstrate their ability to complete the scope of work within that time frame.**

1. **Architecture Review:** Identify existing security flaws in the Authority’s overall architecture.
2. **Advanced Penetration Test:** Perform penetration testing involving the emulation of advanced persistent threat groups, including tools, tactics, and procedures.
  - a. The penetration test must be comprehensive, testing all devices accessible on the entire network, not a sample or subset of hosts. The Authority is mindful of the total cost of this project and will entertain alternate proposals which may not test all devices but do test enough to provide an adequate evaluation of the Authority’s environment.
  - b. Testing should determine the impact of vulnerabilities identified through the exploitation of vulnerable systems, leveraging those systems to gain control of other systems on the network, and testing for the ability to exfiltrate sensitive data.
  - c. The network is composed of systems and software that are unique to this environment. The penetration test provider must have experience in finding previously unknown vulnerabilities in non-mainstream IT software.
  - d. The penetration testing provider must provide 24/7 availability in case of an emergency during the test.
  - e. The penetration testing provider must perform testing of specified mission-critical systems at predetermined time windows specified by and scheduled with the Authority IT staff.
3. **Wireless Scanning:** Identify rogue wireless devices and additional security architecture weaknesses related to the wireless networks.
4. **Social Engineering:** Assess the security posture and employee adherence to established security policies and practices. Testing should not be designed to target a specific person, but rather target the Authority culture.

5. **APT Assessment:** Perform a holistic assessment and identify weaknesses that could be used in a targeted and/or advanced attack. Assess the current environment for indications of an existing breach.
6. **Final Report:** Provide a written report presenting verified findings and the impact of the vulnerabilities identified on the organization (if exploited by malicious attackers), with enough detail that IT staff can reproduce the findings and remediate them.

Additionally, an oral overview and written executive summary of the report must be given to the appropriate Authority officials.

The final report should include a ranking of the severity of risks based on likelihood and impact levels.

Finally, the report should include suggested mitigation strategies.

## IV. GENERAL INFORMATION AND GUIDELINES

### IV.1 Communication Between the Authority and Respondents

#### Submission of Questions or Requests for Clarifications

**Respondents must communicate only with the Department of Finance of the BVI Airport Authority regarding this RFP.** All questions or requests for clarification must be submitted to the following e-mail address: [bsylvester@bviala.com](mailto:bsylvester@bviala.com). The subject line of the email must clearly indicate that the contents are “Questions and Requests for Clarification” about the RFP, and must refer to “Request for Proposal (RFP) for the cyber security services, **Specification No. AA7835.**” The specification number must appear in the subject line of the e-mail. No telephone calls will be accepted.

All questions and requests for clarifications must be submitted no later than **4:00 pm, Eastern Standard Time, on Tuesday, March 24, 2020, 4:00 pm**, or no response will be provided. A Respondent that deviates from any of these requirements is subject to immediate disqualification from this RFP process.

#### Deadline and Procedures for Submitting Proposals

To be assured of consideration, proposal responses must be received by the Authority **no later than 4:00 pm Eastern Standard Time on TUESDAY, MARCH 31, 2020.**

The Authority will not accept responses delivered after the established deadline, stated above. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.

#### **Proposals must be delivered via email only.**

Respondent is required to submit an electronic copy in PDF format sent to the point of contact on this email [bsylvester@bviala.com](mailto:bsylvester@bviala.com). The subject line must be marked as follows:

**“Request for Proposal (RFP) - Cyber Security - Specification No. AA7835”**

The Authority is within its rights to consider a proposal non-responsive and disqualify a prospective Respondent if it does not follow this format or if the proposal fails to include all of the requirements of this RFP.

The Authority is within its rights to consider a proposal non-responsive and disqualify a prospective Respondent if it does not follow this format or if the proposal fails to include all of the requirements of this RFP.

**IV.2 Procurement Timetable**

The timetable for the RFP solicitation is summarized below. Note that these are target dates and are subject to change by the Authority.

Questions and Clarification Deadline	<b>Tuesday, March 24, 2020, 4:00 pm</b>
Proposal Submission Deadline	<b>Tuesday, March 31, 2020   4:00 pm</b>

## V. PREPARING PROPOSALS: REQUIRED INFORMATION

Each Proposal response must contain all of the following documents and must conform to the following requirements.

### V.1 Format of Proposals

Proposal response must be prepared on 8 ½" X 11" letter size format.

Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposal response must be clear, concise and well organized.

### V.2 Proposal Document Instructions

The submitted proposal must utilize the following format and content detail. Proposals shall be prepared so that responses are specifically identified in the same order as the requested information identified below. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant proposal.

#### A. Cover Letter – (Mandatory)

Respondent must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

1. Indicate the number of years the company has been in business and provide an overview of the experience and background of the company and its key personnel committed to providing Services.
2. Identify the legal name of the company, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited liability company or partnership, etc.), and the names of its principals or partners and authority to do business in British Virgin Islands.
3. Indicate the name, telephone number(s) and e-mail address of the principal contact for this submittal, oral presentation or negotiations.

## **B. Executive Summary**

Respondent must provide an executive summary which explains its understanding of the Authority's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully conducting the cyber security audit for the Authority; capacity to perform, and approach to project management, satisfying the scope of services in the RFP and any additional factors for the Authority's consideration.

## **C. Company Profile Information**

Respondent must provide a brief history and description of their firm's business organization and its performance audits, cyber security audits, best practice and compliance assessments, as well as specialized services practice and experiences. Within the profile, Respondent is required elaborate the specific expertise and services that distinguish their firm.

### *Professional Qualifications & Experience*

Respondent must provide a summary of individuals who will be dedicated to the Services. For each key person identified, Respondent must provide the following information:

- Summary of the key personnel who will be dedicated to the Services as proposed for the master agreement.
- Key personnel areas of expertise and areas for prime responsibility for various tasks or aspects of the Services.

Respondent must provide the following information:

## **D. Cyber Security Audit Approach**

Respondent must describe the policies and procedures, strategies and methodology for providing the Cyber Security Auditing services solicited by this Request for Proposals. Respondent should set forth a work plan, including an explanation of the methodology to be followed, to perform the services required in Section III of this request for proposals.

## **E. Cost Proposal/ Compensation of Schedule**

The Respondent must provide pricing information in the format and content outlined in **Exhibit 1** in order for the Respondent's Proposal to be considered responsive to this section and to facilitate equitable cost comparisons. Proposals that fail to include cost proposal information will be rejected as incomplete and deemed non – responsive. For purposes of comparing costs among Respondents, Respondent must not

deviate from the cost table outlined in **Exhibit 1**. The Authority reserves the right to negotiate a final fixed price, terms and conditions with selected Respondent(s).

## VI. EVALUATING PROPOSALS

An Evaluation Committee, which will include representatives from the Airport Authority and its Department of Finance will review and evaluate the Proposals, as described below. The Proposal evaluation process is organized into two phases:

- Phase I - Preliminary Proposal Assessment
- Phase II - Proposal Evaluation

### **Phase I - Preliminary Proposal Assessment**

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements requested in Section V. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the Evaluation Committee, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II of Proposal Evaluation process.

### **Phase II - Proposal Evaluation**

In Phase II, the Evaluation Committee will review the Respondent's Proposal to determine overall responsibility of the Respondent and responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance) as applicable:

- A. Professional and Technical Competence: [Evaluation points: 30]
  1. Ability to provide the Services described in the RFP, including capacity to perform the Scope of Services described in Section III (Scope of Services) of this RFP.
  2. Professional Qualifications and Specialized Experience of Respondent and its Team on projects of similar scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).
  3. Professional Qualifications and Specialized Experience of Respondent's Key Personnel (and Team Members).
- B. Quality, Comprehensiveness and Adequacy of the proposed Approach, Strategy and Methodology for Implementing Engagements: [Evaluation points: 30]

The Evaluation Committee will review each Proposal response for the Respondent's understanding of the objectives of the Services. Each Respondent will be evaluated on their overall strategy, methodology and approach to implementing engagements.

C. Cost Proposal/ Compensation Table: [Evaluation points: 40]

The Authority will consider the degree to which Respondent adheres to the Compensation Table in **Exhibit 1**.

The Evaluation Committee will carefully evaluate all proposals received by calculating the evaluation points to rank, and select a limited number of Respondents to present additional details via an on-site evaluation. The evaluation committee will select the capable Respondent for further negotiation pursuant to this Request for Proposal.

## VII. ADDITIONAL DETAILS OF THE RFP PROCESS

### VII.1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent (electronically or by mail) to all of the prospective Respondents. A copy of addenda associated with this RFP specification number will also be sent to media in the British Virgin Islands. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent should acknowledge receipt.

An addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the Department of Finance – Airport Authority;

### VII.2 Authority's Rights to Reject Proposals

The Authority reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP; or that do not contain at least the information required by this RFP.

### **VII.3 No Liability for Costs**

The Authority is not responsible for costs or damages incurred by Respondents in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, oral presentations or negotiations.

### **VII.4 False Statements**

#### **(a) False Statements**

Any person who knowingly makes a false statement of a material fact to the Authority in violation of any statute, ordinance or regulation, or who knowingly falsified any statement of a material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of a material fact made in connection with a bid, or proposal, is liable to the Authority for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the Authority sustains because of the person's violation of this section.

#### **(b) Aiding and Abetting.**

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited shall be liable to the Authority for the same penalties for the violation.

### **VII.5 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as an acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Respondents shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The Authority makes no representation, warranty, assurance, guarantee or endorsements to Respondent concerning the RFP, whether with regard to its accuracy, completeness or otherwise, and the Authority shall have no liability towards the Respondent or any other party in connection therewith.



**REIMBURSABLE EXPENSES\***

**3. Air Travel: (Full Economy Class or Equivalent)**

Routing	Air Fare	No. of Flights	Total
<b>Total Air Travel</b>			

**4. Local Travel: (Rental Vehicle or Taxi)**

Journey	Cost	No. of Journeys	Total
<b>Total Local Travel</b>			

**5. Miscellaneous**

Item	Description, number etc	Total
Printing and Binding		
Communications		
Equipment Purchase		
Accommodation (not listed in Per Diem) for long term experts		
Other Miscellaneous Expenses (to be specified)		
<b>Miscellaneous Total</b>		

<b>6. Contingencies:</b> (utilization only after prior approval in writing by the Authority)	[contingency]
<b>Total Amount of Financial Proposal</b>	