**Request for Proposal (RFP)**

**Assessment**

**Port Gamble S'Klallam Tribe (PGST)**

**Information Technology (IT) Department**

**Assessment**

**1. Introduction**

The Port Gamble S'Klallam Tribe (PGST) is seeking proposals from qualified vendors to conduct a comprehensive assessment of PGST IT Department staffing, organization and operational systems, to include identifying areas for improvement. Additionally, PGST is seeking an assessment of the Tribal IT’s policies and practices that protect PGST’s digital assets from unauthorized access, cyberattacks, and other malicious activity.

**2. Background**

The PGST IT Department consists of nine members, including experienced staff and trainees. The department views itself in a re-building phase following the departure of key personnel. In 2020, the department conducted an assessment similar to the scope of this RFP. It involved interviews with stakeholders, document reviews, and a security assessment. The findings and recommendations from this assessment are documented in the attached report.

**3. Scope of Work**

The scope of work for this RFP includes, but is not limited to, the following tasks:

* **Stakeholder Interviews**: Conduct interviews with IT staff and stakeholders to gather insights on IT staffing and organizational strengths and challenges.
* **Document Review**: Review existing IT documentation, policies, and procedures.
* **Security Assessment**: Perform a comprehensive security assessment, including network, systems, and application security analysis, penetration testing, and vulnerability assessment.
* **Infrastructure Evaluation**: Assess the current IT infrastructure, including hardware, software, and network components.
* **Recommendations**: Provide detailed recommendations for improving IT services, security, and infrastructure.

**4. Methodology**

The selected vendor should outline their approach to conducting the IT assessment, including:

* **Information Gathering**: Methods for collecting information through interviews, document reviews, and observations.
* **Analysis**: Techniques for analyzing the collected information to identify findings and develop recommendations.
* **Reporting**: Process for documenting findings and recommendations in a comprehensive report.

**5. Deliverables**

The deliverables for this project include:

* **Assessment Report**: A detailed report summarizing the findings of the IT assessment, including strengths, challenges, and recommendations.
* **Security Assessment Report**: A separate report focusing on the security assessment, including compliance with existing security policies and recommendations for enhancements.
* **Presentation**: A presentation of the findings and recommendations to PGST leadership and stakeholders.

**6. Proposal Requirements**

Proposals should include the following information:

* **Vendor Information**: Company background, experience, and qualifications.
* **Project Team**: Names and qualifications of the team members who will be involved in the project.
* **Methodology**: Detailed description of the proposed methodology for conducting the IT assessment.
* **Timeline**: Estimated timeline for completing the project.
* **Cost**: Detailed cost proposal, including any travel or additional expenses.

**7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

* **Experience and Qualifications**: Relevant experience and qualifications of the vendor and project team.
* **Methodology**: Appropriateness and thoroughness of the proposed methodology.
* **Cost**: Cost-effectiveness of the proposal.
* **References**: Feedback from previous clients.

**8. Submission Instructions**

Proposals must be submitted no later than 4:30PM (PST) January 31, 2025 to jbidtah@pgst.nsn.us. For any questions or clarifications, please contact:

* Jimmie Bidtah
* [jbidtah@pgst.nsn.us](mailto:jbidtah@pgst.nsn.us)
* 360 297 6244

**9. Confidentiality**

All information provided in response to this RFP will be kept confidential and used solely for the purpose of evaluating the proposals.