

February 22, 2022

**Request for Proposal development for Warren County School District
to procure Cybersecurity services**

SCOPE OF WORK

Information Gathering phase

- Gather information about services sought in the RFP
- Review network and system documentation
- Collect IP address information and relevant firewall configuration
- Collect information about servers, on premises and in the cloud, to be protected
- Review processes and procedures
- Review planned procurement timeline
- Assist with creating a scoring rubric for proposals

RFP Drafting phase

- Draft RFP to include desired services
- Review draft RFP with school district personnel
- Revise RFP to release ready state

RFP Release phase

- Participate in pre-bid meeting after the RFP is released, if needed
- Assist with reviewing and responding to questions from potential bidders

Evaluating Proposals phase

- Review received proposals
- Discuss evaluation process with scoring committee

Contact

Point of contact for this engagement is:

Roy Hoover
Hoover Technology Consulting
668 S. Kinzer Ave.
New Holland PA 17557
mobile: 717 875 7675
email: roy@hoovrtc.com

Fee

\$5,100, invoiced after the RFP release date.

Travel

Any travel expenses incurred would be billed at the travel rate of \$127.50/hour plus actual cost of meals and lodging for any overnight stays required.

Client: Warren County School District

Signature: _____

Name: _____

Title: _____

Date: _____

Hoover Technology Consulting

Signature: Roy Hoover

Name: Roy Hoover

Title: Principal/Owner

Date: February 22, 2022