

Memorandum

To: Mississippi Government IT Directors and Purchasing Agents
From: Craig P. Orgeron, Ph.D.
Date: June 29, 2018 (*revised June 7, 2019*)
Re: Security Awareness Training Solution RFP No. 4034 Instructions for Use
CC: ITS Project File Number 42898

1. Introduction

RFP No. 4034 was issued for the acquisition of a hosted, web-based Security Awareness Training Solution. InfoSec Institute was awarded this project based upon an evaluation of proposals received in response to this RFP. A contract was executed on May 14, 2018, and is effective for a five-year term.

The State of Mississippi Enterprise Security Policy (ESP) requires each Mississippi state agency to implement a security awareness program for all agency employees; trusted partners; and individuals authorized to operate, manage, or use state of Mississippi (SOM) assets. Security awareness programs include training to help change user behavior through a series of short tutorials that educate users on how to improve their cybersecurity posture.

The ITS Enterprise Security Program is directed to implement enterprise technology solutions and security standards capable of improving the cybersecurity posture in the function of any agency, institution or function of state government as a whole. ITS has established the awarded security awareness training solution from RFP No. 4034 as the enterprise standard for Mississippi state agencies.

State agencies can visit our web page, <http://www.its.ms.gov/Services/Pages/Security-Training-Opportunities.aspx>, for more details about the enterprise security awareness training solution. State employees will need to use their State ID, which is the userid, to access MAGIC. InfoSec Institute will provide implementation and accessibility instructions for all registered users, including governmental entities and IHLs.

1.1 Effective Dates

The Security Awareness Training Solution Award is valid from publication date until May 13, 2023, or until revised or replaced.

1.2 Who May Use

The services on the attached price sheet may be acquired by any state agency or governmental entity in the State of Mississippi desiring to utilize a computer-based security awareness training solution. Any state agency or governmental entity choosing to use this award must follow these instructions for use even if the entity is not under ITS purview.

1.2.1 Any state agency or governmental entity can register for a demo account of InfoSec Institute's awareness training solution to get more information about its functionality. Each entity should only create one demo account. After the account is created, additional administrators can be added. You can register for the account at the following link:

<https://securityiq.infosecinstitute.com/users/add>

2. **Product and Pricing Information**

2.1 The InfoSec Institute price list is attached.

2.2 Mississippi governmental entities, including Institutions for Higher Learning (IHLs), using the solution will pay the per student (user seat) fee established by InfoSec Institute to provide access to the solution for a training period of 12-months. Each 12-month training period will begin between July 1 and August 31. Before each 12-month period (for the life of the contract), entities will have the opportunity to register or renew their access to the solution, and they will be able to adjust the total number of users that they will need for the next training period.

2.2.1 The volume of students for all Mississippi governmental entities registered prior to the beginning of each 12-month cycle will determine the final per-student fee. Mississippi governmental entities will be able to register for the solution after the 12-month training period begins; however, the additional user seats acquired will have no impact on the final per-student fee for that current training period.

2.3 The prices on the attached Appendix A are not-to-exceed prices that may be lowered through negotiations, but not raised.

2.4 For services rendered to local Mississippi governmental entities, including IHLs, InfoSec Institute will invoice the local Mississippi governmental entity directly.

3. **Ordering Information**

3.1 Request Your Order

All Mississippi governmental entities and IHLs must request RFP No. 4034 orders directly with ITS. Orders should be emailed to information.security@its.ms.gov. If you have questions, please contact ITS Security Services Division at 601-432-8000.

3.2 Purchase Order & Payment

Mississippi state agencies will not issue purchase orders to InfoSec Institute. ITS will submit a single purchase order to InfoSec Institute for all state agencies. InfoSec Institute will invoice ITS for all state agency services, and then ITS pay the invoice on behalf of the state agencies.

Other Mississippi governmental entities and IHLs must submit RFP No. 4034 purchase orders directly to InfoSec Institute. Please reference RFP Number 4034 – Security Awareness Training Solution on your purchase order. All orders must be confirmed through ITS before submitting a purchase order to InfoSec Institute. InfoSec Institute will invoice all local Mississippi governmental entities directly and these entities will remit payment to InfoSec Institute.

Contact Information	Place Order To	Remit To
Carol Sun Office: 608-504-2699 E-mail: Carol.sun@infosecinstitute.com	InfoSec Institute – 7310 West North Ave. #4D Elmwood Park, IL 60707	InfoSec Institute – 7310 West North Ave. #4D Elmwood Park, IL 60707

4. Contract

4.1 A Software as a Service Agreement for RFP No. 4034 was executed by InfoSec Institute and ITS on May 14, 2018. It is not necessary for the customer to negotiate a separate contract or supplement, but ITS encourages institutions to execute a supplement to the master contract with InfoSec Institute, covering any specific terms and conditions related to a given project.

5. What Goes in Your Purchase/Audit File

- 5.1 A copy of this memorandum;
- 5.2 A copy of the attached Security Awareness Training Solutions Price List page showing the service being purchased; and
- 5.3 Any additional project-related documentation or justification.

6. To Report Problems or Request Assistance

- 6.1 If you have any problems with your RFP No. 4034 order, please contact ITS at information.security@its.ms.gov.
- 6.2 If you have any feedback that may help us improve this process, we also want to know about it. Please contact us in writing by e-mail.
- 6.3 If you have questions about using RFP No. 4034, please contact the ITS Procurement Help Desk at (601) 432-8166 or via email at isshelp@its.ms.gov.

**SECURITY AWARENESS TRAINING SOLUTIONS PRICE LIST FOR
RFP No. 4034
Prices Effective through June 30, 2023**

Description	Quantity Range	Cost Per Student	Cost Per Unit
Tier 1: One-Year Subscription to Awareness Solution	51 - 1000	\$11.00	n/a
Tier 2: One-Year Subscription to Awareness Solution	1001 – 1500	\$9.00	n/a
Tier 3: One-Year Subscription to Awareness Solution	1501 - 2000	\$8.00	n/a
Tier 4: One-Year Subscription to Awareness Solution	2001 - 3000	\$7.00	n/a
Tier 5: One-Year Subscription to Awareness Solution	3001 - 5000	\$6.00	n/a
Tier 6: One-Year Subscription to Awareness Solution	5001 – 10,000	\$4.00	n/a
Tier 7: One-Year Subscription to Awareness Solution	10,001 – 20,000	\$2.50	n/a
Tier 8: One-Year Subscription to Awareness Solution	20,001 – 30,000	\$2.10	n/a
Tier 9: One-Year Subscription to Awareness Solution	30,001 – 50,000	\$1.40	n/a
Tier 11: One-Year Subscription to Awareness Solution	1 - 50	\$500 flat fee	n/a

**InfoSec IQ is priced on a per student seat per year basis at the above pricing levels for the State of Mississippi. There are no additional unit costs that apply.

**InfoSec IQ includes a phishing simulator called PhishSim, which is offered for free to the State of Mississippi when purchasing awareness training at the above prices.