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Craig P. Orgeron, CPM, Ph.D., Executive Director

Memorandum

To: ITS Customers Requesting Security Assessment Services from RFP 4350

From: Craig P. Orgeron, CPM, Ph.D.

Date: December 31, 2024

Re: Instructions for Use: Security Assessment Services RFP 4350

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1. Introduction

In the 2017 Legislative Session, the Mississippi Legislature passed House Bill 999 that created a new section of Mississippi Code (25-53-201) for the advancement of the state government enterprise approach to cybersecurity. To fulfill the statutory requirements in Mississippi Code Ann. 25-53-201 for cybersecurity, the State of Mississippi shall have a comprehensive cybersecurity program (the Enterprise Security Program) to provide coordinated oversight of the cybersecurity efforts across all state agencies, including cybersecurity systems, services, and development of policies, standards, and guidelines. ITS is responsible for administering the Enterprise Security Program to execute the duties and responsibilities of Mississippi Code Ann. 25-53-201.

To comply with the State of Mississippi Enterprise Security Policy (ESP), each State Agency must have a comprehensive, third-party security assessment performed on their network infrastructure at least once every three years. You may find the latest version of the ESP posted on the ITS website at: https://www.its.ms.gov/Services/Pages/ENTERPRISE-SECURITY-POLICY.aspx. Your State ID will be required to access the web page.

Agencies must submit an executive summary and a remediation plan addressing any issues identified in this assessment to ITS. As recommended by ITS, agencies may perform regular security assessments on their network more frequently, but it is not mandatory that they provide reporting for the additional security assessments. Reporting is only required for the comprehensive security assessment satisfying the ESP requirement. Please do not email or fax the information. For more details regarding agency third party assessment reporting guidelines, please visit: https://www.its.ms.gov/Services/Pages/State-Government-Resources.aspx and follow the link titled Security Assessment Information. Your State ID will be required to access the web page.

At the end of 2023, ITS issued Request for Proposals No. 4350 to create a pool of vendors to provide comprehensive security risk assessment services at prices leveraging the aggregate buying power of State government to obtain both best pricing and highest quality of services. Public entities in Mississippi wishing to benefit from this solicitation my do so by following these Instructions for Use.

2. Scope of Security and Risk Assessment Services Offered

- Category I – Cloud Compliance Services
- Category II – Penetration Testing
- Category III – Security Risk Assessment

3. Effective Dates

The Security Risk Assessment Services award from RFP No. 4350 is valid from publication date until November 30, 2029.

4. Who May Use

4.1. This award may be used by Mississippi agencies, universities, community/junior colleges and governing authorities (cities, counties, school districts, etc.).

4.2. Any entity using this award must abide by the instructions in this memorandum even if that entity is not under ITS purview.

4.3. Local governmental entities are able to use the award in lieu of conducting their own procurements, based on MS Code 31-7-13(m)(xi) that allows 'governing authorities' to do so as an exception to the bidding requirements found in Public Purchasing Code.

5. Dollar Limitations of Use

5.1. The purchase limit is $500,000 per project per fiscal year (July – June) for the use of this award without additional approval from ITS. Projects in excess of $500,000 will be subject to ITS Board approval.

5.2. For K-12 Schools, the dollar limitation is interpreted by ITS to be $500,000 per project per school or campus per fiscal year with a maximum dollar limitation of $1,000,000 per school district per fiscal year for a project that spans multiple schools within the district.

5.3. Projects costing in excess of the defined purchase limit are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the award dollar limitation is described in the ITS Procurement Handbook under the EPL Planned Purchase process, Chapter 013-080. Visit the ITS website at https://www.its.ms.gov/procurement/procurement-request-forms to submit a Project Request Form selecting "Planned Purchase Request" as the request type.

6. Solicit Quotations

6.1. Entities using this award must have well defined business objectives and technical requirements for the services being procured. You may use the RFP Specifications document posted on the ITS website at https://www.its.ms.gov/services/pages/secured/security-assessment-services to help you identify the available services that meet your needs.

6.2. Once technical specifications are developed, entities must solicit quotations from **all** Vendors awarded in the applicable categories. Contact information for the awarded Vendors by category is available in the Security Assessment Services RFP 4350 Approved Vendor List on the ITS website at https://www.its.ms.gov/services/pages/secured/security-assessment-services.

6.3. It is the Customer's responsibility to alert the Seller if the Customer is using the award from RFP No. 4350 as the purchasing mechanism. The Seller must reference "RFP 4350" on any quotation provided.

6.4. You must receive a minimum of two quotations from two approved sellers for each category of required services. If you are utilizing the EPL Planned Purchase Procedure and your purchase is over $1,000,000, you must receive quotations from a minimum of three approved sellers.

6.5. All quotations must adhere to the following:

6.5.1. A reference to "RFP 4350" must be printed on the quotation.

6.5.2. All services offered on the quotations must be available under the award from RFP No. 4350. Services that are not specifically described and authorized on the published price lists should not be included in the same purchase order as services authorized under this award. The authority for purchasing such items must come from public purchasing dollar limitations or other procurement tools.

7. Evaluate Vendor Offerings and Place Your Order

7.1. Eliminate any quotations that do not meet your technical requirements. The award must be made to the Vendor providing the lowest cost quotation that meets your technical requirements. Quotations must contain firm fixed pricing for all services requested in your request for quotations.

7.2. Check the ITS website at https://www.its.ms.gov/services/pages/secured/security-assessment-services for any changes to the Security Assessment Services RFP 4350 Approved Vendor List.

7.3. Price Verification

7.3.1. Verify that the pricing on the quotation is the same or less than the price listed on the selected Vendor's price list posted on the ITS website at https://www.its.ms.gov/services/pages/secured/security-assessment-services. Customers cannot award to a Vendor who provides pricing higher than the prices the Vendor provided in response to the RFP, if prices are provided.

7.3.2. If Vendor pricing for an item is blank or listed as N/A, Vendors cannot propose individual pricing for these items.

7.3.3. If the Vendor pricing is listed as TBD (to be determined) or includes an indication that the pricing may change based on factors identified by project

requirements, the Vendor may provide pricing in accordance with their proposal assumptions.

7.4. Place orders directly with the awarded Vendor.

7.5. Issue appropriate purchase order(s).

7.5.1. Reference “RFP Number 4350 - Security Assessment Services” on your purchase order together with the Vendor’s MAGIC Contract Number, which appears on the Security Assessment Services RFP 4350 Approved Vendor List.

7.5.2. The purchase order and quote should match in terms of services purchased and total amount.

7.6. It is not necessary to negotiate a separate contract with the awarded Vendor.

7.7. The awarded Vendor must sign a “Certification of Destruction” document and submit same to Customer at the conclusion of their consulting engagement. A copy of the “Certification of Destruction” form is attached to this document as Appendix A and a template is available on the ITS website at https://www.its.ms.gov/services/pages/secured/security-assessment-services.

8. Mississippi's Accountability System for Government Information and Collaboration (MAGIC)

8.1. State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC).

8.1.1. The MAGIC Contract Number and Supplier Number are provided in the Security Assessment Services RFP 4350 Approved Vendor List available on the ITS website at https://www.its.ms.gov/services/pages/secured/security-assessment-services.

ex. MAGIC Contract Number - 8500000xxx
ex. MAGIC Supplier Number - 3100020xxx

8.2. State agency customers will be required to use NIGP codes when purchasing through MAGIC. The following code will be used for purchasing Security Assessment Services:

NIGP Code	Description
91871	IT Professional Services

8.3. The following must be uploaded to MAGIC for Security Assessment purchases as attachments to your Purchase Order:

8.3.1. A copy of the solicitation sent to the Vendors for quotation including documentation that the entire pool was solicited.

8.3.2. A copy of all quotes received.

8.3.3. A copy of this Instructions for Use Memorandum.

8.3.4. If the purchase is related to a project that is a part of the Agency's IT Plan, a copy of the related planning form from the ITS planning system.

8.3.5. Please note that if MAGIC routes your Purchase Order to ITS for approval, ITS will vet the information provided and may have additional requirements before approving your Purchase Order. Any deviation from this Instructions for Use Memorandum may result in delays in the approval of your purchase. ITS will also vet the items being purchased to ensure that they are within the scope of the award.

9. Audit Integrity

9.1. It is the responsibility of every Customer using this award to maintain proper records to reflect that all procurements from this award are made in accordance with ITS policies and procedures.

9.2. What Goes in Your Purchase/Audit File? At a minimum, include:

9.2.1. A copy of the technical requirements sent to vendors.

9.2.2. A copy of the email indicating that the entire pool was solicited.

9.2.3. A copy of the purchase order.

9.2.4. A copy of the Security Assessment Services RFP 4350 Approved Vendor List spreadsheet concurrent with the selection of the winning vendor.

9.2.5. A copy of the awarded Vendor’s price list.

9.2.6. A copy of all responses received.

9.2.7. A copy of this Instructions for Use Memorandum.

9.2.8. If the purchase is related to a project that is a part of the Agency's IT Plan, a copy of the related planning form from the ITS planning system.

10. To Report Problems or Request Assistance

10.1. If you have any feedback that may help us to improve this process or if you have any problems with your order, please let ITS know. We suggest you notify the vendor of the problem in writing and send a copy to ITS. You may contact us in writing by one of the following ways:

10.1.1. E-mail: isshelp@its.ms.gov

10.1.2. FAX: (601) 713-6380

10.1.3. Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211

10.2. If you have questions about using this award, please contact the Procurement Help Desk at isshelp@its.ms.gov.

10.3. ITS is also available to host a "mini-class" on how to use our awards at a customer's request. Please contact the ITS Procurement Help Desk if interested.

Appendix A

CERTIFICATION OF DESTRUCTION

Letter of Certification of Destruction
of Security Related Reports

Vendors must certify that the required security reports and information gathered by their company during the process of providing security risk and assessment services has been delivered in both hard copy and electronic form to the customer. The Vendor must certify that within 30 days of the delivery of said reports and information, all subsequent copies, both hard copies and electronic copies have been properly shredded, otherwise destroyed, or deleted using procedures consistent with the State of Mississippi Enterprise Security Policy and NIST Special Publication 800-88.

I hereby certify that the reports and information gathered by our company in the execution of our responsibilities under contract no. _____ for __*{AGENCY}*__ have been properly shredded, otherwise destroyed, or deleted in accordance with the requirements stated above.

Company Name:

_____

Destruction/Sanitization Method Used (Degauss / Overwrite / Block Erase / Crypto Erase):

_____

Destruction/Sanitization Method Details:

_____

Company Representative Name (Print Name):

_____

Company Representative Title (Print Title):

_____

Company Signature:

_____

Date Submitted: _____