

CITY OF PADUCAH, KY

# Request for Proposals

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2024 Cyber Risk Assessment & Vulnerability  
Scan

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## I. Introduction

The City of Paducah (KY) is requesting proposals from qualified firms to provide a cyber risk assessment and vulnerability scan in order to meet the objectives of the Kentucky Office of Homeland Security's State and Local Cybersecurity Grant Program Objective 2.

The City of Paducah has a resident population of approximately 25,000, but serves an expanding daytime population of close to 100,000. The City serves as a regional hub for healthcare, shopping and entertainment.

The City of Paducah Technology Department's mission is to provide quality, cost-effective services while advancing the use of technology in city government to increase excellence in operational efficiency and responsiveness.

The Technology Department consists of four divisions:

**Support** The support division provides both hardware and software support to all users of technology in the City of Paducah as well as Joint Sewer Agency. This division currently provides support to over 315 users and 475 endpoints.

**Infrastructure** The Technology Department administers and maintains the City network operations center providing voice and data communications and network resources to all City departments, and the Joint Sewer Agency. Paducah's voice and data network reaches over 20 locations throughout the City interconnected via Paducah Power's high-speed fiber optic network. The Paducah Police and Fire Departments' wireless mobile network, hardware, software, and network infrastructure for 911 operations is administered and maintained by the Technology Department.

**Software** The Software division is responsible for implementation, deployment, process improvement analysis, business intelligence and training for all software used by the City of Paducah and Joint Sewer Agency. This division acts as a liaison between software as service providers and end users; most notably Tyler Technologies.

**Geographic Information Systems** The GIS division is responsible for the administration and maintenance of the City's geographic information systems and plays the lead role in the continued operation of the McCracken and Paducah GIS Consortium (MAP~GIS). This division oversees all GIS software and hardware upgrades, new data acquisition, web publishing, and mobile app development along with maintenance and updates to existing geospatial data. Support and training are provided for all City departments using GIS. This division provides contractual GIS services to McCracken County and E911. Technical assistance is also shared with Paducah Power, Paducah Water, and Joint Sewer Agency.

## **II. Current Environment**

Details of the City of Paducah's technology environment will be disclosed during the mandatory pre-submission meeting. All attendees will be required to sign a confidentiality agreement prior to details being disclosed.

## **III. Scope of Work/Services**

The City of Paducah has been awarded funds from the Kentucky Office of Homeland Security for the State and Local Cybersecurity Grant Program Objective 2.

Objective 2 states that, "participants should understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments."

In order to meet the requirements of Objective 2, the City requires the following services to be performed by qualified firms:

### **Cyber Risk Assessment**

Qualified firms shall provide a systematic process aimed at identifying vulnerabilities and threats within the City of Paducah's technology environment in order to assess the likelihood of a security event, and determine potential impact of such occurrence.

The assessment shall also provide recommendations for additional security controls to address the City of Paducah's specific challenges and mitigate risks of breaches or other disruptive incidents.

### **Vulnerability Scan**

Qualified firms shall use computer programs designed to assess computers, networks, systems, and applications for known weaknesses.

The scan results shall also provide the City of Paducah with insights into corrective actions, compliance with regulatory frameworks, and recommendations for a strong cybersecurity posture.

### **Considerations**

The City of Paducah supports public safety departments. All services performed shall not impact Police, Fire, nor E911 services outside of scheduled maintenance windows.

## **IV. Project Approach**

The Bidder must provide a detailed but concise description of your approach to this project. This must include a description of the tasks required for each objective and the

time required for their completion. This description should address but is not limited to the following:

- Provide deliverable dates for each of the major aspects of this project
- Identify any needs from the City to complete the project
- Identify any needs you have to subcontract services

## **V. Pricing**

The City seeks a clear and comprehensive understanding of all costs associated with this effort. The City will evaluate proposals based on the "Total Cost". The Proposer's pricing should, by line item, identify all costs on a single sheet, with a clearly identified "Total Cost". The contract "not to exceed" amount will be based on this "Total Cost".

## **VI. Proposal Contents**

Proposals, together with letters of transmittal, should include the Bidder's description of the work that will be performed and the following information:

- Names, addresses and descriptions of key subcontractors, if any, that your company would employ and a description of their relevant experience and past performance.
- Any subcontractors must be identified in the bid. The City must know if work is being done outside of the firm. Please remember that after contract signing the City reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by the City will NOT absolve the bidder from getting the work done for the contracted price.
- The name of the person in your firm who would be the official contact person for any contractual relationship.
- At least two comparable previous projects in which the bidder has engaged, with names and telephone number of contacts with whom the bidder's previous performance can be discussed.
- Examples from past projects that reflect the scope that is listed in the scope of work
- A schedule for the work, including the range of start dates to which your firm is prepared to commit and anticipated completion dates.
- A letter stating that the bidder will supply general liability insurance with the City of Paducah as an additional insured.
- Completed Bid Sheet including costs of all materials and related installation costs
- Written description and explanation of items listed on the Bid Sheet

Bidders cannot bid on selected scopes of work/services.

## **Proposal Submission and Evaluation**

### **Pre-submission meeting:**

In order to not inadvertently disclose potential vulnerabilities to would-be attackers, prospective bidders shall attend a mandatory pre-bid meeting where additional information can be given.

Failure to attend this meeting will disqualify you as a potential bidder.

The meeting will be held **14 days** prior to the bid opening, at **2:00 p.m. on November 18, 2024**, at the City Hall, 2<sup>nd</sup> Floor Commission Chambers, 300 S. Fifth Street, Paducah, KY. Questions made in writing (email) will be responded to up to 72 hours prior to the bid opening. If questions are submitted, the question(s) and answer(s) are forwarded to all potential bidders in order to maintain a fair and competitive process.

### **Submission Procedure:**

Three copies of sealed Proposals conforming to the requirements set out below must be received via U.S. Mail or Courier no later than **2:00 p.m., December 2, 2024**. Submittals shall be submitted to:

Paducah City Clerk  
300 South Fifth Street  
PO Box 2267  
Paducah, KY 42002

Physical proposals must be submitted in sealed envelopes and marked, "City of Paducah 2024 Cyber Risk Assessment". The name and address of the bidder must also appear on the envelope.

Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline.

The City of Paducah reserves the right to waive irregularities and to reject any or all bids. The City also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

The City of Paducah may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

### **Modification of Bids:**

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the RFP. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids. Modifications shall follow submission requirements.

**Opening, Evaluation and Contracting:**

Proposals will be opened by the City of Paducah at City Hall located at 300 South 5<sup>th</sup> Street on **December 2, 2024 at 2:00 pm**. All proposals must be submitted to the Paducah City Clerk’s office in a sealed envelope and marked “City of Paducah 2024 Cyber Risk Assessment.” All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the bidder’s best fulfills the needs of the City and this project.

The City of Paducah will select the most qualified firm based on the following criteria:

**Criteria Points:**

1. Specialized experience or technical expertise of the bidder (0-30)	
2. Past record of performance on similar contract(s) with other clients, including quality of work, timeliness, and cost control. (0-30)	
3. Quality of services to be provided. (0-20)	
4. Value and Price of services performed (0-20)	

TOTAL POSSIBLE POINTS: 100

The city anticipates entering into a contract with one bidder to provide the scope of work/services provided herein. This RFP, however, does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified bidders or to cancel this RFP, if it is in the best interests of the City to do so. If an award is made, the best evaluated bidder will be awarded the bid. The decision of the City shall be final.

After the selection of a Company, the schedule should include a period of collaboration between the City and the Company to better define, elaborate upon and fix the Company’s exact and final scope of work/services (the “Final Scope”). The Final Scope will be attached to the executed contract. The Company warrants to the City that the scope of work/services reflected therein can be completed by the Company, in a form substantially similar to the preliminary scope, for the amount of the compensation set forth in the Proposal Content.

**Compliance:**

Any applicant awarded the contract for this project must comply with the FY 2023 DHS Standard Terms and Condition. Please see the DHS Standard Terms and Conditions housed on dhs.gov at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

**Non-Discrimination:**

The City of Paducah does not discriminate on the grounds of race, color, national origin, sex, age, or disability when issuing Invitations to Bid.