

INFORMATION TECHNOLOGY NETWORK INFRASTRUCTURE ASSESSMENT

The Office of the People's Counsel ("OPC") is soliciting proposals from qualified firms to perform a Network Infrastructure Assessment to ensure efficiency of service delivery by evaluating existing computers, network infrastructure, design and WAN topology. The Office is located on the 5th floor of 1133 15th Street, N.W. Washington, D.C. 20005.

BACKGROUND:

The goal is to have an independent, comprehensive assessment of the OPC's computing Infrastructure that provides tactical recommendations for improvements. The Office of the People's Counsel is an independent agency of the District of Columbia government. By law, it is the advocate for consumers of natural gas, electric and telephone services in the District of Columbia. The Office also represents the interest of District ratepayers before federal regulatory agencies.

REQUIREMENTS:

Objectives include:

- A report providing a high-level assessment of key findings
- Recommendations to improve network infrastructure, operations and security
- Identify equipment and cost estimates for implementation of each recommendation
- Document the office network

COMPUTING ENVIRONMENT

Server Systems: OPC's infrastructure consists of Dell hardware servers, a NAS and VMware virtualization software. The virtualized server's operating systems are a combination of Windows Server 2008 R2 and Windows Server 2003 R2.

Client Systems: The OPC's computer infrastructure consists of 40 Dell series workstations running the Windows 7 Professional operating system.

Network: The OPC'S network environment consists of Cisco routers and HP switches. The OPC's wide area network (WAN) includes T1 circuits. The network infrastructure uses the TCP/IP protocol.

Support Services: The IT Department directs and coordinates the operation of all computer and telecommunication services used by the OPC. IT currently consists of two professionals in support of technology services. Responsibilities include:

- Business applications – Functional requirements, procurement, implementation, security, support and documentation.
- Technical support for software, hardware and peripheral equipment.
- Network planning, administration, architecture, security, maintenance, troubleshooting, and problem resolution.
- Help Desk functions and operational support.
- Network Backups
- Office Printers

STATEMENT OF WORK

OPC seeks an independent assessment from qualified firms of its current computing environment by evaluating the network configuration, equipment and data circuit topology. A detailed written report with executive summary is required. Also a post assessment briefing in person or via conference call will be required. The Scope of work includes:

1) Analysis of the following areas:

a) Data circuit topology and configuration for effective traffic shaping for the following services:

iii) Internet access by staff and the public

b) Network Configuration, including:

i) VLAN setup

ii) Network segmentation for public / staff access at router switch settings

iii) Juniper firewall configuration Review

iv) DMZ or Network Architecture Designs / Review v) Effective use of network monitoring tools

c) Security

i) Desktop Security Review (Staff and Public) Desktop configuration and speed

ii) External Network Vulnerability Assessment and Penetration Testing

iii) Internal Network Vulnerability Assessment and Penetration Testing

d) Web Applications Penetration Testing

e) Wireless Network Assessment and Penetration Testing

- f) VM Infrastructure Security Assessment
- g) Server Configuration Review
- h) VPN Security Configuration Review
- j) Network Backups
- k) Office Printers
- l) Virus setup and protection
- m) Review of network and computer policies
- n) Review of the network Group policy
- o) Review of the office video conference
- p) Help with creating a paperless office

SUBMISSION REQUIREMENTS

To be considered responsive, a proposal must contain the following, referenced by number and in the order below:

1. Qualifications, background and experience.
2. A general description of the techniques, approaches and methods to be used in completing the projects.
3. A description of the chronology for completing the work, including a timeline, and deadlines for each task.
4. A detailed cost proposal, for each item listed in the Statement of Work, Sections. 1, 2 and 3 as OPC may choose to do the entire project, or choose individual sections in a phased approach over a period of 1-6 months. Include travel costs and other expenditures.

All responses must provide at a minimum all requested information in this document. Any portion not included will be cause of elimination from the quote process. Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the requirements. Any portions of the submitted response, which are to be treated by the Authority as proprietary and confidential information, must be clearly marked as such.

The OPC reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the request for information, contained in this section.

Anthony Lee, Information Technology Manager will be the single point of contact for questions, suggestions, and requests. He can be reached at atlee@opc-dc.gov or at (202) 727-3071.

Please provide your response to Anthony Lee, Manager of Information Technology, 1133 15th Street, NW Suite 500, Washington, DC 20005 by close of business January 10, 2014.