

**Request for Proposal: Internal Security Risk Assessment and Vulnerability Analysis**

**RFP-IT2018-01**

**Closing August 15<sup>th</sup>, 2018**

**Alaska Electric Light and Power Company**

**5601 Tonsgard Ct**

**Juneau, AK 99801**



## **Request for Proposal: Internal Security Risk Assessment and Vulnerability Analysis**

Alaska Electric Light and Power (AELP) is seeking proposals from qualified firms to provide an internal security risk assessment and vulnerability analysis for its Juneau, Alaska operations.

Electronically submitted proposals emailed to [ITRFP@aelp.com](mailto:ITRFP@aelp.com) will be accepted until August 15<sup>th</sup>, 2018.

All questions regarding the RFP process shall be directed to Rod Ahlbrandt, Director of Information Technology at [ITRFP@aelp.com](mailto:ITRFP@aelp.com).

AELP reserves the right to reject and or all proposals to award this project.

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## Section 1: Instructions

AELP is requesting pricing proposals for a qualified security firm to perform a security assessment for its Juneau, Alaska operations.

Proposals must be written to define how the awarded firm will perform the following assessments:

- Assessment of physical access controls
- Assessment of unauthenticated access
- Assessment of security policies
- Assessment of cyber controls
- Assessment of security awareness amongst employees

The security assessment will occur in Juneau, AK.

### Timeline

August 8, 2018	– RFP due
September 1, 2018	– Winning proposal selected and respondents notified
October 1 – 15	– Security assessment performed (variable based on scheduling)
December 1	– All deliverables due

## Section 2: Background

AELP is the sole electric utility for the city of Juneau, AK. It generates, transmits and distributes electricity and is not connected to any other electric grid. AELP does not fall under NERC-CIP compliance regulations.

AELP employs 62 regular full-time employees ranging from engineers, accountants, customer service agents, linemen, electricians and mechanics. The IT staff consists of three full time members who support all physical IT assets as well as maintaining custom code for its utility billing system.

Within Juneau, there are two main facilities that are manned. The Lemon Creek Operations Center (LCOC) and Thane Substation. LCOC is where most employees operate from on a normal 5-day schedule from 7am to 5:30pm. Thane substation is where the electrical system is managed from and is manned 24/7. The bulk of IT assets reside at these two locations.

## Section 3 Definitions

The consulting firm will be referred to throughout this document as THE CONSULTANT

The scope of work defined in this RFP will be referred to as the PROJECT.

Deliverables shall include a risk assessment, master plan and a list of recommended improvements

## Section 4 Scope of work

### 4.1 Facilities included in the PROJECT

Operational assessments will be done at the Lemon Creek Operations Center (LCOC), Thane substation and one unmanned facility on the road system of Juneau.

### 4.2 Work requirements

4.2.1 The CONSULTANT must deliver a comprehensive security report that addresses the security risk based requirements of the three sites audited.

4.2.1.1 A security threat assessment which will:

- a. Identify security related threats from internal and external sources during and after operating hours.
- b. Identify critical assets and list the most likely threats and which scenarios

4.2.1.2 A review of staffing levels for AELP

4.2.1.3 Interviews with staff, this includes the 12 managers and the 3 crew foremen.

4.2.1.4 Review of current security systems, e.g. access control, video surveillance and lock and key control

4.2.1.5 A physical evaluation of areas surrounding the buildings including parking lots, service areas and loading docks

### 4.3 Reports

The CONSULTANT will deliver a security gap assessment report and provide recommendations for:

- Technical and physical security measures to mitigate or reduce risk to AELP
- Modifications or suggestions to additions of existing policies and procedures
- Implementation strategies with design recommendations to improve physical and cyber security at AELP

## Section 5 Consultant Qualifications

- The CONSULTANT must be independent and non-product affiliated
- No fewer than five years' experience in its current organizations performing security assessments.
- Minimum insurance requirements of no less than \$1 million for errors and omissions
- Properly trained and experienced personnel to carry out the assessment
- Demonstrated experience with security system design and able to provide references from previous clients

## Section 6 Selection Criteria

- Security consulting qualifications – 30 points
- Relevant experience and project methodology – 30 points
- Security system design and cost estimating experience – 20 points
- Engagement fee – 20 points

## Section 7 Required submittals and deadlines

The CONSULTANT must submit the following information with the proposal.

- Years in business
- Office locations
- Number of full time staff
- Summary of at least three projects for similar sized companies or within the utility industry
- Methodology of security assessment used
- Security system design experience

Additionally, for the sake of this proposal for following cost estimates must be provided

- Hourly rates per labor category assigned to the project
- A breakdown of tasks and estimate work-hours broken down by labor category
- An estimate of reimbursable expenses, e.g. airfare, lodging. AELP can give guidance on best methods of travel.
- Resumes of personnel to be assigned to the project
- Proof of liability insurance

### Deadline

The proposals are due no later than 5:00pm ADT on Wednesday August 15<sup>th</sup>, 2018.

Questions may be submitted via e-mail to [itrfp@aelp.com](mailto:itrfp@aelp.com)