INFORMATION TECHNOLOGY
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August 15, 2017

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: InfoTech Security Workshop

In March of this year, Scott County Information Technology recommended and the Board of Supervisors approved a contract for an IT research and advisory membership with InfoTech Research Group.

The contract from InfoTech provides Scott County IT one (1) year access to InfoTech IT research content and advisors in addition to access to additional ad hoc services.

The research and advisory membership from InfoTech includes:

- Guided technology implementations
- Technology purchase optimization
- Technology strategy and leadership best-practice toolkits
- Technology management and governance best-practice toolkits
- Vendor evaluations
- Applications and infrastructure best-practice toolkits.

At this time, Scott County IT has solicited a proposal from InfoTech to facilitate a Security Workshop, an ad hoc service available as part our membership. The purpose of the Workshop is to evaluate existing information security practices currently implemented at the County and to define a strategic information security roadmap to address identified issues.

It is recommeded that the Board authorize the IT Director to sign a Security Workshop SoW with the InfoTech Research Group as detailed in the attached proposal in an amount not to exceed $19,058. Monies are available in the IT department budget to pay for this service.

Notes:

- This proposal is quoted quoted at GSA contract rate.
- InfoTech membership is required to access these services.

The Security Workshop proposal from InfoTech Research Group for these services is attached.

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INFO~TECH research group | Practical IT Research That Drives Measurable Results

Information Security Workshop for:

Scott County Iowa

Prepared on: May 11th, 2017

Prepared for: Matt Hirst, SCOTT COUNTY IOWA

Prepared by: Alan Neal
Sr. Product Manager, Infrastructure & Security
Info-Tech Research Group Inc.

3960 Howard Hughes Parkway
Suite 500
Las Vegas, Nevada
89169

Information Security Strategy Workshop as part of Special Item Number 132-51 – Information Technology (IT) Professional Services per GSA Schedule 70, Info-Tech Research Group Inc. Contract Number GS-35F-298GA

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A. EXECUTIVE SUMMARY

INFORMATION SECURITY OPPORTUNITIES BACKGROUND

Info-Tech Research Group Inc. provides research, advisory and professional services to IT organizations. We have over 5,000 member organizations and 30,000+ paying IT members from whom to draw insight and best practices.

Info-Tech has outlined our understanding and approach throughout this document. Based on the information provided through our discussion, and our experience of assessing and implementing information security strategies for IT organizations, our team is positioned to help facilitate a world class operations information security workshop for Scott County Iowa to establish its strategic information security roadmap.

Our proposed project approach will be leveraging our Information Security Workshop framework to protect your organization's information by building and implementing a comprehensive security strategy and roadmap.

The approach and our team focus on a practical approach to realizing the goals you have established, namely on how to:

- Understand the value of good security practices
- Define the security obligations, scope, boundaries, and current security capabilities & maturity
- Develop a target security stated based on Scott County Iowa's security risk profile and identify top security initiatives
- Assess the effort needed for security initiatives and identify Scott County Iowa's readiness to implement those initiatives to develop a feasible implementation plan
- Build a security roadmap, action plan, and communication plan to implement the security strategy
- Develop metrics and key performance indicators to measure progress and success of the security campaign

To achieve these goals, our team will work with your team during the engagement to:

- Establish Scott County Iowa's Information security strategic roadmap for the next 24-36 months
- Implement your security strategy and roadmap by providing customize strategic tools and templates
- Reflect generally accepted industry best practices and pragmatic experience from similar companies

We are confident that, combined with the high quality of the research Info-Tech performs, our proven structured approach, and experienced project team we will provide the best value to Scott County Iowa.

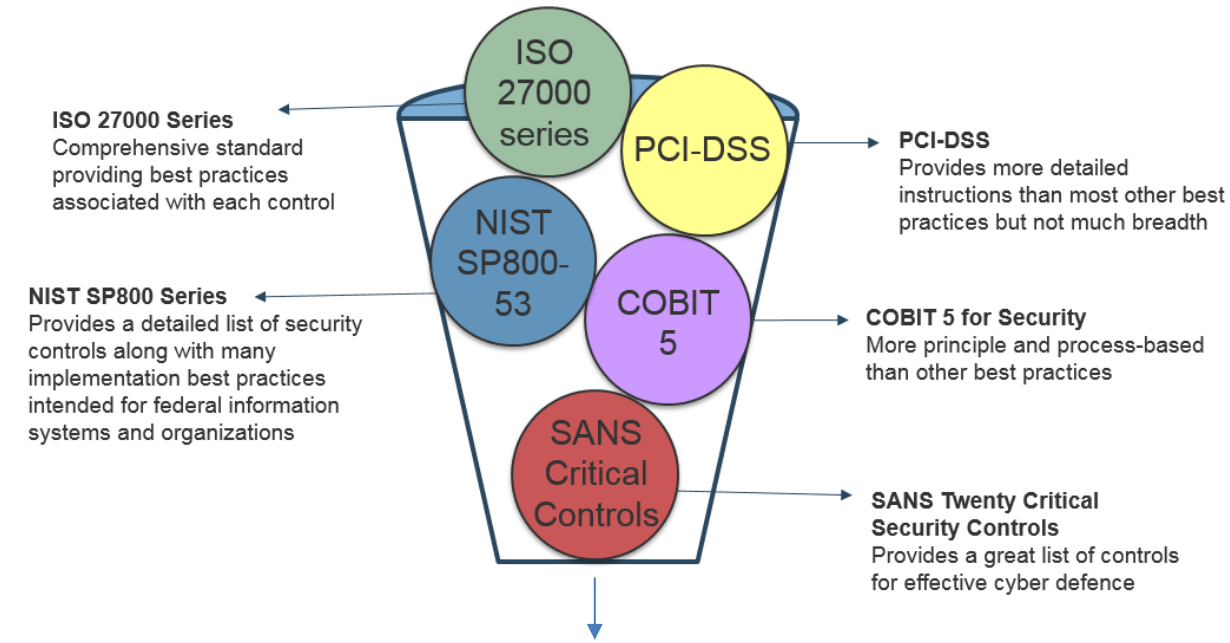
INVESTMENT SUMMARY

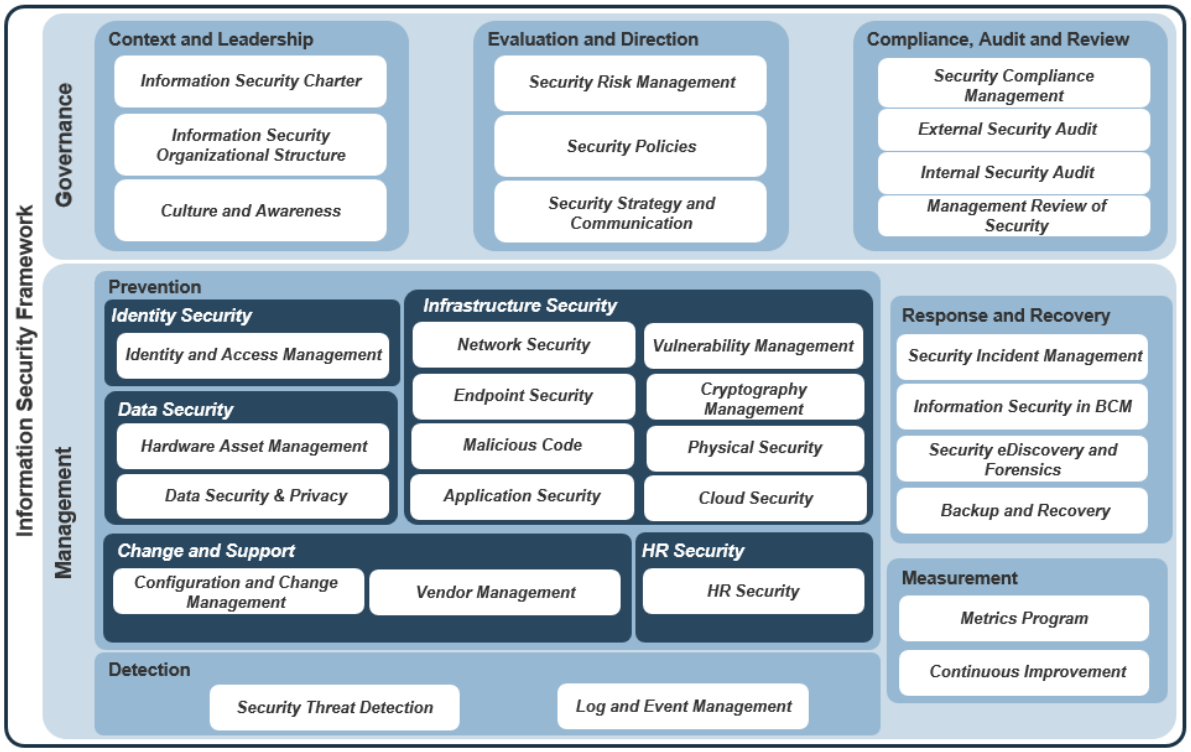
The scope and approach outlined in this Statement of Work will be delivered over **1 Week** for **$14,357.68 USD,** excluding applicable expenses. This Workshop and subsequent fees are based on GSA Schedule 70, Info-Tech Research Group SIN 132-51 IT Professional Services, GSA Contract Number GS-35F-298GA. Based on our experience with similar initiatives, we are confident that we can deliver a highly successful project for this amount and within this timeframe.

B. METHODOLOGY, TIMELINE & DELIVERABLES

INFO-TECH'S INFORMATION SECURITY FRAMEWORK

Info-Tech's Information Security framework integrates several industry standards to create a best of breed approach:





ON-SITE APPROACH OVERVIEW

Our methodology utilizes a structured, four-stage framework to enable an inclusive approach to creating an Information Security strategic plan:

Specifically, Info-Tech will work with Scott County Iowa on the following items:

Phases:	**Assess security requirements**	**Perform a gap analysis**	**Develop Gap Initiatives**	**Plan the Transition & Communicate the Security Strategy**
Duration*	1 day	1 day	1 day	1 day on-site 1 day off-site
	* *Activities across phases may overlap to ensure a timely completion of the engagement*			
Projected Activities	▪ Introduce Security Management ▪ Understand business and IT strategy and plans ▪ Define Business, Compliance, and Customer Security Obligations ▪ Define the Organizational Risk Tolerance Level ▪ Establish the Organizational Security Risk Profile	▪ Assess Current Security Capabilities ▪ Review Penetration Test Results (Optional) ▪ Analyze the Organizational Security Risk Profile ▪ Define the Target Security Governance, Management, and Measurement Future State ▪ Conduct Gap Analysis	▪ Identify Security Gaps ▪ Build Initiatives to Bridge the Gap ▪ Estimate the Resources Needed ▪ Prioritize Gap Initiatives based on Cost, Time, and Alignment with Business ▪ Build Effort map ▪ Determine Start Times and Accountability	▪ Finalize Security Roadmap and Action Plan ▪ Create a Change and Communication Plan If time permits, one or more of the following can be completed: ▪ Build a Security Charter ▪ Build the Security Program Organizational Structure ▪ Develop a Metrics Program ▪ Develop a Security Services Catalog
Projected Deliverables	▪ Security Obligations Statement ▪ Security Scope, Boundaries, and Responsibilities Statement ▪ Defined Risk Tolerance Level ▪ Defined Security Pressure Posture	▪ Security Capabilities and Performance Report ▪ Security Future State Established	▪ Future State-Current State Gap Analysis ▪ Documented Initiatives to Close Gaps ▪ Estimated Effort Needed and Documented ▪ Budget & Resource Readiness Analysis	▪ Security Roadmap ▪ Change and Communication Plan ▪ Security Strategy and Roadmap Deck Other Potential Deliverables: ▪ Security Charter ▪ Security Program Organizational Structure ▪ Metrics Program ▪ Security Services Catalog

INFORMATION SECURITY CREATION FRAMEWORK WORK PRODUCTS

The Security Roadmap and Communication Plan is the key deliverable to be produced as a result of this engagement. The engagement will build the foundational pieces to help Scott County Iowa realize their Security Strategy; however implementation and buy-in to the new process will take time and dedicated work. The framework will outline the stages, tools, and templates that will help Scott County Iowa create their Security Roadmap. The strategy will include:

- Establishment of a strategic framework for Scott County Iowa
- Customized strategic tools and templates
- New tools, templates, processes and procedures - customized from best practices- to work in the Scott County Iowa environment

The Report will include an Executive Summary/Briefing in a format to be agreed upon with Scott County Iowa.

C. SCOPE AND ASSUMPTIONS

SCOPE DEFINITIONS

In-Scope – The following activities will be delivered as part of this SOW:

- Delivery of stated deliverables and activities as outlined above

Out-of-Scope – The following activities will not be delivered as part of this SOW:

- Detailed business cases for recommendations
- Detailed work-plans for recommendations and change management/communications
- Detailed governance policies

PROJECT ASSUMPTIONS

- Scott County Iowa will provide a dedicated resource(s) for the entirety of the engagement.
- Scott County Iowa will provide designated Info-Tech personnel access to premises, systems, and documentation as required.
- Scott County Iowa will ensure stakeholders availability for meetings, interviews, or review of material(s) as required by the project.
- Project outputs and deliverables will be based on Info-Tech tools and templates. The Info-Tech tools and templates will be streamlined to ensure effective communication.
- The deliverables created under this SOW as a whole are owned by Scott County Iowa, provided that Scott County Iowa does not resell them or allow them to be resold. Pre-existing components of the deliverables are owned by Info-Tech.
- Info-Tech and its affiliates may use any portion of the deliverables at their discretion, provided that Scott County Iowa's identity and any confidential information are removed.

LOCATION, DATE & POINT OF CONTACT

The engagement will be conducted over 4 days on site at Scott County Iowa:

400 W 4th St
Davenport, Iowa 52801
United States

Info-Tech Contact:
Alan Neal
Sr. Product Manager, Infrastructure & Security
1-888-670-8889 ext. 3283
aneal@infotech.com

Scott County Iowa Contact:
Matt Hirst
IT Director
1-563-328-3261
mhirst@scottcountyiowa.com

To minimize billable expenses and to facilitate effective staff scheduling, workshop dates must be finalized, and a signed version of this SOW returned to the assigned Info-Tech contact, at least 14 days in advance of the finalized workshop dates. Once this SOW is signed, the above dates are considered final. Changes to finalized workshop dates with less than 14 days' notice are subject to a rescheduling fee of $2,500 USD.

D. FEES AND TERMS

The professional fees to complete the engagement as described in this agreement are to be **$14,357.68 USD** (plus travel expenses).

The fees and terms of the workshop are based off Info-Tech's current GSA Schedule 70 as per GSA Contract Number GS-35F-298GA, specifically Special Item Number 132-51 – Information Technology (IT) Professional Services.

Scott County Iowa will be invoiced 100% percent of the professional fees (**$14,357.68 USD**) prior to the delivery of the engagement described in this agreement.

The maximum amount for which Info-Tech or its related entities is liable to Scott County Iowa with respect to services provided under this Statement of Work, for any reason whatsoever including, without limitation, negligence, is Two Million Dollars ($2,000,000) USD.

IN WITNESS WHEREOF this agreement has been entered into by the parties hereto as of _____.

Info-Tech Research Group Inc.
("Info-Tech")

_____
Authorized signature

Name: _____

Title: _____

Date: _____

I have authority to bind the company

Scott County Iowa

_____
Authorized signature

Name: _____

Title: _____

Date: _____

I have authority to bind the company

Appendix A – Estimated Travel Cost

Travel costs will be separate from the base cost of the Add-on Workshop via Info-Tech's Schedule 70 GSA Contract. The details of those travel costs are found within Info-Tech's GSA contract and also featured below:

PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

The following costs are an estimate of the total travel-related expenses associated with the delivery of the workshop onsite at your organization. While the information is collected in good faith, the costs are only intended to provide a general scope of the potential travel-related costs of workshop delivery. While our staff will take every effort to minimize overall costs, the final travel expenses invoice may deviate from this estimate. Scott County Iowa is required to reimburse Info-Tech for actual expenses incurred for travel, accommodation, and meals for onsite workshop delivery unless otherwise agreed upon and stated in this SOW. All expenses incurred by Info-Tech staff are in accordance with Info-Tech's Corporate Travel and Business Expense Policy.

Item	**Client Location** 400 W 4th St Davenport, Iowa 52801 United States	
Flight	2 Facilitators x $700/flight	$1,400.00
Hotel	2 Facilitators x $160/night x 5 nights	$1,600.00
Car	Car Rental/Gas/Cabs/Other Ground Transportation	$1,100.00
Food/incidentals	2 Facilitators x $60/day x 5 days	$600.00
Total Estimated Costs		**~$4,700 USD**

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY THE BOARD OF SUPERVISORS ON _____.
DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

APPROVING SECURITY WORKSHOP

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The authority of the IT Director to sign an security workshop agreement with InfoTech Research Group in an amount not to exceed $19,058 is hereby approved.

Section 2. This resolution shall take effect immediately.