

REQUEST FOR QUOTES

CYBERSECURITY POLICY AND PROCEDURES

The Berkshire County Retirement Board (“Board”) is seeking quotes from qualified firms to provide written Cybersecurity Policy and Procedures on behalf of the Berkshire County Retirement System (“System”). The firm serving in this capacity must have a broad range of experience providing Cybersecurity Policy and Procedures to both government and private entities. The firm serving in this capacity should have knowledge of M.G.L. c. 32, and PERAC, the Public Employee Retirement Administration Commission in Massachusetts, and its regulations and guidelines.

I. General Information and Quote Submission Requirements

- The Berkshire County Retirement Board at 29 Dunham Mall, Pittsfield, MA 01201, must receive quotes no later than 3:00 pm EST on or before **July 26, 2024**. (“Quote Deadline”)
- The Board intends to review quotes by **July 31, 2024**. The Board may cancel this Request for Quote (“RFQ”), or reject in whole or in part all quotes, if the Board determines that cancellation or rejection serves the best interests of the System. The term of agreement will include the full scope of services in this Request for Quote and the term of the contract shall be negotiated at the time of vendor selection. The Board reserves the right to terminate the contract for any reason on thirty (30) days written notice.
- Questions concerning this RFQ must be submitted in writing to: Sheila LaBarbera, Executive Director, Berkshire County Retirement Board, 29 Dunham Mall, Pittsfield, MA 01201 on or before **July 17, 2024**. Questions may be hand-delivered, mailed, or emailed. Written responses will be mailed or emailed to all individuals or firms on record.
- After the Quote Deadline, provisions of the quotes may not be changed in a manner prejudicial to the interests of the System or fair competition. The submission cost quote must remain firm for 90 days after the Submission Deadline.

RESPONSE TO REQUEST FOR QUOTE

PRICE SUBMITTED BY _____

- The quote must be signed by the authorized individual(s).
- Quotes shall be opened in the presence of one (1) or more witnesses in the Berkshire County Retirement Board Offices, 29 Dunham Mall, Pittsfield, MA 01201 on **July 26, 2024** at 3:30pm EST.

II. Candidate Questionnaire

- List the name of your firm, address and telephone number of the home office, and address of the office(s) providing services under the contract.
- Provide a general description of the firm including size, number of employees, primary business, other businesses or services, and type of organization (franchise, partnership, corporation, etc.)
- Identify the staff that will render services under the contract.

III. Scope of Services to be inclusive in Quote

The System is a Massachusetts Retirement System created pursuant to M.G.L. c. 32, §§ 1-28 inclusive, and governed by the rules and regulations promulgated by the Public Employee Retirement Administration Commission (“Commission”). The System is comprised of 44 member units with a total membership of 2596 as of 12/31/2023 including 1670 members and 926 retirees or survivors. The System is directed by five Board members and employs three staff members.

SCOPE OF WORK COVERED BY QUOTE

The Proposer is expected to provide the following to the Board:

1. Written Cybersecurity Policy and Procedures manual that conforms to the National Institute of Standards and Technology’s (NIST) Cybersecurity Framework (CSF) 2.0 and utilizes the Centre for Internet Security (CIS) Controls to mitigate and protect our system against the most common Cyber Attacks and Threats.
2. The policy should implement a risk-based cybersecurity strategy to protect the changing infrastructure, manage cyber risks, and effectively respond to cyber threats or attacks. It should provide a security policy, incident response plan, and any other documentation or procedures to provide efficient oversight on the security status of our IT infrastructure. The policy should include the tools and methodology required to identify, protect, detect, respond, and recover from a cybersecurity incident for both internal and cloud-based resources.
3. Proposer should include the cost of a cybersecurity assessment if required to develop cybersecurity strategy.

IV. EVALUATION OF QUOTES

- The contract will only be awarded if grant funds (available through insurance carrier) to cover the cost of development and implementation of the cybersecurity policy and procedures is approved in FY25.

- The Quotes shall be evaluated by the Berkshire County Retirement Board and staff based on the criteria contained herein and is deemed most advantageous to the Berkshire County Retirement Board.
- The Berkshire County Retirement Board reserves the right to request additional information or clarifications to any quote. The Berkshire County Retirement Board reserves the right to reject any and all quotes and to award a contract as determined to be in the best interests of the Berkshire County Retirement System. The determination as to whether or not to make an award as a result of this RFQ shall be at the sole and absolute discretion of the Berkshire County Retirement Board.
- All proposals shall remain firm for sixty (60) calendar days after the quote opening.
- Any quote designated as the apparent winning quote shall be subject to a vote of the Berkshire County Retirement Board and the execution of a written agreement.

Any proposer submitting a quote must satisfy the following minimum qualifications. Quotes that do not demonstrate compliance with the minimum qualifications will not be considered.

The minimum qualifications necessary to be considered under this RFQ are the following:

1. At least five (5) years of computer systems support services.
2. The Proposer must maintain liability coverage and that such coverage will be applicable to the Proposer's actions under this RFQ and Agreement.

All Finalists may be required to appear for an interview at the Board's discretion.

V. Quote

"RFQ Pension Administration Software Services"

Name of Firm and individual(s) submitting bid: _____
(Please Print)

Contact Person _____

Address: _____

Telephone / FAX#: _____ / _____

E-mail address: _____

VI. REFERENCES

Provide a minimum of (2) references that can be contacted and include the contact information.

Certification

An individual or entity responding to this RFQ must certify in writing as follows:

“The undersigned certifies under the pains and penalties of perjury that this proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean a natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

(Signature of individual submitting quote)

(Name of business)