**Oregon Manufacturing Extension Partnership (OMEP)**

**Request for Proposal (RFP) for DFARS 800-171 Compliance**

**Issued; 11/5/19**

**Table of Contents**

[1 Statement of Work 3](#_Toc23497040)

[1.1 Purpose 3](#_Toc23497041)

[2 General Information 3](#_Toc23497042)

[2.1 The Enterprise 3](#_Toc23497043)

[***Overview of Current OMEP Technical Environment*** 3](#_Toc23497044)

[2.2 Schedule of Events 3](#_Toc23497045)

[3 RFP Preparation Instructions 4](#_Toc23497046)

[3.1 Vendor’s Understanding of the RFP 4](#_Toc23497047)

[3.2 Good Faith Statement 4](#_Toc23497048)

[3.3 Communication 4](#_Toc23497049)

[3.4 RFP Submission 4](#_Toc23497050)

[3.5 Method of Award 4](#_Toc23497051)

[3.6 Selection and Notification 5](#_Toc23497052)

[4 Scope of Work, Specifications & Requirements 5](#_Toc23497053)

[4.1 Service Delivery 5](#_Toc23497054)

[5 Vendor Qualifications & References 5](#_Toc23497055)

[5.1.1 Experience, capacity and references 5](#_Toc23497056)

[6 Budget & Estimated Pricing 6](#_Toc23497057)

## Statement of Work

### Purpose

The Oregon Manufacturing Extension Partnership, Inc. (OMEP) is seeking qualified Defense Federal Acquisition Regulation Supplement (DFARS) IT contractor to assist OMEP in compliance with these regulations.

OMEP receives federal funding from the Department of Defense (DOD). The DOD has mandated that recipients of its funding must be taking steps to meet compliance with DFARS minimum security standards as outlined in NIST Special Publication (SP) 800-171. The purpose of this RFP is to invite prospective vendors to submit a RFP to assist OMEP with performing a compliance assessment, identify steps required to meet the standards and assist OMEP in implementing a compliance program.

## General Information

### The Enterprise

OMEP is a non-profit organization that exists to help Oregon manufacturers respond to the challenges of competing in an increasingly global economy.

Our process begins with a comprehensive assessment, during which we work with owners, executives, managers and operators to assess company needs in all areas. We evaluate key opportunities, isolate obstacles to growth, and move quickly into implementation to ensure immediate return on efforts.

***Overview of Current OMEP Technical Environment***

OMEP has one main office in Portland Oregon and approximately 16 remote home consultant offices where our business consultants work from when not on client sites. Each consultant has a laptop they work from. There are currently about half of our consultants working on DOD related projects. OMEP has four servers, six desktop computers (1 for Controller, the rest for conference rooms) and 27 laptops.

### Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization’s needs or unforeseen circumstances.

Issuance of RFP 11/5/19

Technical Questions/Inquiries due 11/29/19

RFP Closes 12/16/19

Reference work completed by 12/31/19

Complete Initial Evaluation 1/3/20

Final Award Notification 1/6/20

## RFP Preparation Instructions

### Vendor’s Understanding of the RFP

In responding to this RFP, the vendor fully accepts the responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to OMEP as necessary to gain such understanding. OMEP reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, OMEP reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to OMEP.

### Good Faith Statement

All information provided by OMEP in this RFP is offered in good faith. Individual items are subject to change at any time. OMEP makes no certification that any item is without error. OMEP is not responsible or liable for any use of the information or for any claims asserted therefrom.

### Communication

Verbal communication shall not be effective unless formally confirmed in writing by the specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendors’ inquiries, questions, and requests for clarification related to this RFP are to be directed in email to: Michelle Fusak, mfusak@omep.org

**Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors’ representatives in any capacity, to/from any OMEP employee or representative of any kind or capacity with the exception of Michelle Fusak for information, comments, speculation, etc.

**Formal Communications** shall include, but are not limited to questions concerning this RFP: Questions must be submitted via email and be received prior to 11/29/19.

### RFP Submission

RFPs must be emailed to Loree LePaige at;

llepaige@omep.org on or prior to 12/16/19.

### Method of Award

The purpose of this RFP is to identify those suppliers that have the interest, capability, and experience to assist OMEP with DFARS compliance identified in the Scope of Work. Decision criteria has been developed in order to have a fair and consistent approach in awarding the RFP.

**Evaluation Criteria:**

OMEP will use multiple criteria to select the most appropriate partner. The following list summarizes the major qualitative areas that will be evaluated;

|  |
| --- |
| Currently state that they can meet all the stated 'requirements' well |
| Demonstrated experience with DFARS |
| Pricing |
| Vendor strength and stability ; Growth, size, resources |
| Approach to meeting compliance standards |
| Approach to staying current with standards |

### Selection and Notification

Vendors determined by OMEP to possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to that vendor via mail. Those vendors not selected for the negotiation phase will not be notified.

## Scope of Work, Specifications & Requirements

In this section we have described the services expected under this RFP.

### Service Delivery

As part of this RFP, the following services are the current priority items for OMEP.

 *Key activities;*

* ***Assess Current OMEP Compliance State*** – Provide a detailed assessment of OMEP’s current compliance status.
* ***Propose Recommendations for Compliance to Management***– Present recommendation options to meet DFARS compliance.
* ***Develop Roadmap to Achieve Compliance***– Delineate key steps required and timing to meet regulations.
* ***Implement Compliance Steps***– Implement technical upgrades to demonstrate compliance. Assist in the creation of required compliance documents.
* ***Create System to Ensure ongoing Compliance*** – Establish measures to assess/affirm OMEP compliance with cybersecurity requirements.

## Vendor Qualifications & References

### Experience, capacity and references

* + Please list your time in business and number of customers
	+ Please proved the staff and the backgrounds of those who will perform the work
	+ Please provide 3 references and their contact information that you feel would best illustrate your ability to meet the stated requirements of OMEP

**5.2 All vendors must provide the following information in order for their RFP to be considered:**

Response to section 4.1

Response to section 5.1.1

Pricing model from section 6

Signing this document scanned and emailed

*NOTE; your response to this RFP Proposal will be an attachment to any final contract that is agreed upon.*

## 6 Budget & Estimated Pricing

All vendors must provide a cost breakdown for the implementation of their service for OMEP’s project as described in this RFP.

**7 Certification and Signatures**

Person(s) authorized to negotiate on behalf of this firm for the purposes of this RFP are:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Signature: |  | Date: |  |
| Name: |  | Title: |  |
| Signature: |  | Date: |  |

Signature of Authorized Officer:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Signature: |  | Date: |  |