

## **GESHER HUMAN SERVICES**

### **REQUEST FOR PROPOSAL (RFP)**

GESHER is requesting proposals for IT Cybersecurity related analysis, reporting and consulting based on two desired outcomes:

- Cybersecurity Maturity / Risk Assessment report based on some mix of industry standard guidelines such as NIST, CIS or others. This report should include both a high-level executive summary suitable for Gesher's upper management and board of directors, as well as a more detailed list of findings for Gesher's IT department personnel.
- Consulting and analysis around helping Gesher meet the requirements of the Department of Defense's upcoming CMMC 2.0 requirements, specifically the requirements for Level 1.

### **DESCRIPTION OF ORGANIZATION**

GESHER is a 501(c)(3) not-for-profit charitable organization. The Agency was incorporated in 1941 as a private social service agency and today offers a broad spectrum of vocational, non-vocational, residential, and senior services on a non-sectarian basis to those requiring job placement, career and educational counseling, vocational rehabilitation, work activity, skill building, residential supports, and senior adult services. Among those assisted are individuals with developmental, physical and/or emotional disabilities; chronic unemployment and newly displaced workers; persons who need supportive group living; students looking for their first job; senior adults and the at-risk elderly; businesses recruiting qualified employees for a variety of occupations and skill levels; assessment, training and/or rehabilitation programs for employees; and homebuyers looking for affordable housing. Through counseling, training and supportive services, GESHER is the bridge from where a person is to where they want to be.

GESHER currently has around 500 staff members using IT resources in a hybrid environment consisting of both Microsoft Office 365 cloud services (Exchange, OneDrive, SharePoint, Teams) and On-Premise servers including Domain Controllers, File Servers, Application Servers, Database Servers, Web Servers and VOIP Phone Systems. These staff work across 10 commercial buildings, 20 residential group homes and remotely from both in the community and at home.

### **PROPOSAL PROCESS**

#### **Estimated Schedule**

Distribution of RFP	April 1, 2024
Proposal Submission Deadline	April 15, 2024
Selection of Provider	April 30, 2024
Implementation Kick-Off	May – June 2024

The contact person regarding this RFP is Justin Lunning, IT Director. Your proposal must be received no later than 5:00 p.m., April 15, 2024. Any questions arising from this RFP should be submitted to Justin Lunning no later than 5:00 p.m., April 11, 2024. Questions and answers will be provided via email or telephone, or video conference to all firms responding to this RFP.

We will make every effort to administer the proposal process in accordance with the terms and dates discussed. However, we reserve the right to modify the proposal process and dates as deemed necessary.

### **PROPOSAL SUBMISSION**

Proposals must be delivered via email directly to Justin Lunning, no later than 5:00 p.m., April 15, 2024. Late submissions after the deadline will not be accepted.

Gesher Human Services  
Attn: Justin Lunning  
29699 Southfield Road  
Southfield, Michigan 48076  
[jlunning@geshermi.org](mailto:jlunning@geshermi.org)  
248-233-4273

### **PROPRIETARY INFORMATION**

If the vendor desires that information in the proposal not be disclosed, the vendor is required to identify all proprietary information in the proposal at the same time it submits the proposal.

### **COSTS IN RESPONDING**

All costs directly or indirectly related to preparation of a response to the RFP, any oral presentations required to supplement and/or clarify a proposal, and or reasonable demonstrations which may be, at its discretion, required by GESHER shall be the sole responsibility of the vendor.

## **REJECTION**

GESHER reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

## **PROPOSAL FORMAT**

In order to facilitate the analysis of responses to this RFP, proposals should be submitted in accordance with the instructions outlined in this section. The proposal should include the following major components:

<u>Section</u>	<u>Title</u>
1.0	Executive Summary
2.0	Company Background
3.0	Proposed Methods
4.0	Sample Documents
5.0	Cost Quotations
6.0	Contract Terms and Conditions
7.0	Client References
8.0	Other Information

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

**Executive Summary:** (Section 1.0). This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

**Company Background:** (Section 2.0). Vendors must provide the following information about their company so that GESHER can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. GESHER, at its option, may require a vendor to provide additional support and/or clarify requested information.

The vendor should outline the company's background, including:

- Contacts
- Company address
- E-mail addresses and phone numbers
- Website
- Locations

- How long the company has been in business
- Doing business under other names (DBAs)
- Company ownership
- Key partnerships
- A brief description of the company size and organization

**Proposed Methods:** (Section 3.0). Please describe the methods used to deliver the requested services, including methods to gather information, analyze/measure the information, report on the information and provide consultation.

**Sample Documents:** (Section 4.0). Please provide sample reports based on the requested services. Include any other sample documents that may be helpful.

**Cost Quotations:** (Section 5.0). Please provide detailed costs related to the scope of the services desired.

**Contract Terms and Conditions:** Section 6.0). Provide a copy of the standard Terms and Conditions.

**Client References:** (Section 7.0). Please provide a list of at least 2 other clients during the past three years that have received similar services. Identify the total numbers of customers who have received such services.

## **EVALUATION CRITERIA**

Responses to this RFP will be evaluated according to the following weighted criteria:

1. Proposed methods (Weight 5/5)
2. Ease of understanding and communication (Weight 5/5)
3. Quality of sample reports (Weight 4/5)
4. Cost (Weight 4/5)
5. Company background and overall fit (3/5)
6. Client references (Weight 3/5)

Thank you for your interest in GESHER and your consideration of submitting a proposal in response to this request.

Contact Details:

Justin Lunning, IT Director

Telephone: 248-233-4273

Email: [jlunning@geshermi.org](mailto:jlunning@geshermi.org)

Dated: April 1, 2024