Request for Proposal
Information Technology Assessment and Security Evaluation

1. Introduction
The Port Authority of the Cayman Islands (Port Authority) is a government authority which is responsible for the management of the maritime activities of the Cayman Islands. This includes the management of all cargo vessels and all cruise activities on the three islands. Further information is available on our website at www.caymanport.com.

2. RFP Purpose
The Port Authority of the Cayman Islands (Port Authority) is seeking proposals from organizations experienced in performing information technology (IT) audits and assessments. The successful applicant will be responsible for assessing the Port Authority's general IT controls and performing an overall security assessment of its applications, networks and public *facing* services. A copy of this document may be downloaded from the Port Authority's website at www.caymanport.com/UserFiles/file/IT-Audit-RFP.pdf.

All applicants must be able to demonstrate broad knowledge and significant experience in IT audits and assessments for both local and overseas organizations. The specific expectations of the applicant are listed below in the **Scope of Services** and **Deliverables** sections.

While the Port Authority plans on proceeding with all items in the Scope of Services below, it does not guarantee that all items will be contracted. Depending on the proposed costs involved, the Port Authority may limit the work to what is considered most important.

3. Submissions and Selection
Any questions may be submitted up until July 10th, 2015 and responses will be given before July 14th, 2015. Final submissions must be received by July 17th, 2015. Submissions received after this date will not be considered. A final selection will be made by July 31st, 2015.

Proposals may be delivered to the Port Authority administration offices by hand or emailed to rfp@caymanport.com. All proposals and/or questions should be submitted to:

> Port Tenders Committee
> Port Authority of the Cayman Islands
> P.O. Box 1358 GT
> 45a Harbour Drive, George Town
> Cayman Islands
> Email: rfp@caymanport.com

All proposals will be evaluated by the Port Tenders Committee for suitability and completeness. Unsuitable or incomplete proposals will not be considered. The Committee will make its final selection based on the following criteria:

- Demonstrated ability, capacity and expertise of the applying company.
- Reference checks
- Merits of proposal.
- Total cost of proposal.

The Port Authority reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of the proposal, and to be the sole judge of the suitability of the proposals offered. The Port Authority is under no obligation to proceed with the project or select the lowest bid. The Port Authority is not responsible for any costs incurred by the applicant in producing the proposal.

4. Scope of Services

The proposal will be for an assessment and audit of the IT department of the Port Authority. A list of the equipment and resources to be assessed is detailed in the **IT Environment** section below. While the Port Authority operates in both Grand Cayman and Cayman Brac, this audit will only involve Grand Cayman. At a minimum, the assessment must include the following:

A. The general IT controls of the computer environment as it relates to the major applications in use.
B. The general IT controls of the hardware infrastructure of the computer environment including networks and servers.
C. The IT department's disaster recovery planning and implementation.
D. The security of the internal network.
E. The security of the internal and guest WiFi networks.
F. The security of the external network IP range.
G. The security of the Port Authority's public facing web services.
H. Analysis and assessment of IT risks reported by government audits, and recommended solutions

All assessments and audits should be compared to generally accepted industry best practices.

5. Deliverables

The deliverables shall include a complete electronic report of the findings of the above audit and assessment. The proposer will also meet with the Port Authority's executive team and IT manager to discuss the report in detail. The report should include the minimum following information:

1. An executive summary of the work performed and results found.
2. Information on the processes and tools used.
3. A detailed list of applications, equipment and services analyzed.
4. Summary of the overall state of the IT department and the Port Authority's exposure i.e. operational, financial etc., based on the risks found.
5. A detailed list of risks found along with analysis of the possible implications and recommendations for correction.
6. Next steps for implementation of the recommendations.

6. IT Environment

The Port Authority's IT environment includes the following equipment and applications that will need to be assessed:

1. Two overall locations – Cargo Distribution Centre/Billing Office in industrial park and Administration Building/Cruise Terminals on Harbour Drive. A total of 10 buildings are connected to our network.
2. Flat local area IP network consisting of 20 Cisco switches. The switches are all connected via CAT5 or fiber at gigabit speeds. Workstations are connected at 100mb speeds.
3. Approximately 370 IP addresses used on the network including 50 Windows 7 workstations.
4. A dedicated Internet access (DIA) fiber line running at 10mb with 8 dedicated IP addresses.
5. Two WiFi networks running on a Cisco WLC with 26 access points. One network is for internal use and one is for guests.
6. Palo Alto firewall.
7. 5 HP VMware 5.1 and 5.5 host servers.
8. 28 servers (23 virtual machines and 5 physical). Most are Windows Server 2008R2 with some Windows Server 2003 and a couple Linux operating systems.
9. Mitel phone system with 2 PBX nodes and 60 IP phones.
10. Ten primary applications including:
    a. SQL Server 2008R2
    b. Exchange 2010
    c. Veeam Backup and Replication
    d. Port Manager (custom written primary business application)
    e. Traverse accounting software (by Open Systems, Inc.)
    f. ADI Time time and attendance management (by Asure Software)
    g. Fleet Maintenance Pro fleet and equipment management application (by Innovative Maintenance Systems).
    h. GFI MailEssentials email management (anti-virus/anti-SPAM)
    i. Symantec Endpoint Protection antivirus
    j. Aimetis Symphony security camera management

11. Six externally accessible websites.