



## Request for Proposal Cybersecurity Audit Services

Metropolitan Ministries, a leading local 501(c)3 not-for-profit organization serving the homeless and near homeless families in Hillsborough, Pasco and surrounding counties toward self-sufficiency, seeks a Request For Proposal for a Cybersecurity Review covering our fiscal years ending June 30, 2018.

These services include pricing proposals from a certified, independent and non-product affiliated consulting firm to perform a security risk assessment for Metropolitan Ministries, Inc. and its affiliates. Metropolitan Ministries, Inc. employs a Senior Director of Technology and Outcomes who seeks the assistance of a third party to conduct a security risk assessment and assist in developing a security master plan including implementation and potential physical security upgrade costs for recommended improvements resulting from the study.

Deliverables shall include a risk assessment, master plan and security design cost estimates for recommended improvements. Also available upon request are prior completed assessments and an IT Infrastructure Node Map.

The assessment should, at a minimum, include the following:

- A cybersecurity threat assessment which will identify security related threats from internal and external sources for during and after operating hours;
- A review of security staffing model and staffing levels at the site, including staff interviews if deemed necessary;
- Review of current cyber security related policies and procedures;
- Cyber security training for current staff and Board members;
- The delivery of a Security Risk Assessment Report Master Plan and cost estimate which will provide recommendations for:
  - Technical and physical security measures to mitigate or reduce risk to organization systems and assets;
  - Security Awareness programs intended to reduce victim assisted crimes;
  - Modifications to existing policies and procedures as appropriate
  - Initial incident response measures for security driven events;
  - Phased implementation strategies with detailed security design cost estimates for recommended measures

Providing comprehensive care for poor and homeless families in Tampa Bay  
2002 North Florida Avenue | Tampa, Florida 33602 | 3214 US Highway 19 North | Holiday, FL 34691 | [metromin.org](http://metromin.org)

In your response to this RFP, please provide us your firm's qualifications regarding each of the following:


- 1) Background of your firm, including years in business, areas of expertise, and how you distinguish your firm from other firms.
- 2) Your firm's philosophy on communications with clients throughout the year, scheduling of engagements, and continuity of staff assigned to our annual audits.
- 3) Number of local professionals, separately for each of your offices in Hillsborough County and in Pinellas County.
- 4) Number of corporate clients currently served by your local office.
- 5) Number of cyber security services your office currently provides to not-for-profit organizations.
- 6) References we may contact for five of your current clients, including at least three not-for-profit organizations.
- 7) Your standard billing rates for each staff level.
- 8) Your proposed discounted fees for the services outlined in this request.
- 9) Your availability to complete the annual review by March 31, 2019.
- 10) Your firm's most recent peer review report, related letter of comments, and your firm's response to the letter of comments if applicable.

As a not-for-profit organization we request and appreciate your serious consideration to provide your services with as affordable a discounted quote as possible, so we may continue to prudently and efficiently provide program services to our homeless clients. We will provide as much requested information as possible, including, but not limited to, prior review notes, completed scanned assessments, and a map of our current IT infrastructure.

Please respond to this Request for Proposal by Friday, April 13, 2018. We will then consider your responses, your qualifications, and supportive assistance to our mission that is reflected in the pricing of your quoted services.

You may contact me at 813.209.1021 if you have further questions.

Sincerely,



Amy Kern  
Chief Financial Officer

C: Andrew Pittman, Audit Committee Chairman  
Tim Marks, President & CEO - Metropolitan Ministries, Inc.