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September 19, 2022

**GENERAL MANAGER**

Stephen J. Welch, P.E., S.E.

**Subject: Addendum#1 General Responses to Questions Request for Proposal #2325 - Information Technology Strategic Plan**

- 1.) Q: In regard to Attachment B. Does CCWD currently have a specific framework (e.g., NIST, ISO, CIS, etc.) under consideration for this engagement, and if so, which one?  
A: CCWD will look to the proposers to recommend a best practice framework based on industry standards and trends.
- 2.) Q: In regard to Attachment B. With what legal/regulatory (federal, state, county, local) and/or industry requirements (e.g., CCPA/CPRA, EPA, PCI DSS, etc.) relative to cyber security must CCWD currently comply?  
A: No current requirements, but will look to the proposers to recommend a best practice framework based on industry standards and trends.
- 3.) Q: In regard to Attachment B. Are there requirements pending that CCWD must comply with in the next 2 years?  
A: No requirements pending.
- 4.) Q: In regard to Attachment B. With regard to paragraph 10, which standard, if any, will audits be conducted against?  
A: CCWD will look to the proposers to recommend a best practice framework based on industry standards and trends.
- 5.) Q: In regard to Attachment B. With regard to Paragraph 10, does CCWD have a standard definition for the term "material noncompliance" as it pertains to contract specifications?  
A: CCWD's legal team would determine what would constitute material noncompliance.
- 6.) Q: If GDT should win this deal for the Advisory Services requested, would they still be able to bid on the recommended hardware and services RFP outcome in the future?  
A: No, they would not.
- 7.) Q: Does the IT Strategic Plan and our Cybersecurity plan need to encompass the SCADA PLC/RTU level of systems managed by your organization, or are those systems out of scope? If they are in scope, can you provide specific unit count (similar to what you provided for devices for your end users)?

A: Only in how the IT business systems at CCWD interface with the SCADA/PLC/RTU systems, which are separate from the business systems and are not, themselves, part of the scope of this RFP.

- 8.) Q: Will remote delivery of work during the duration of the project (aside from ad-hoc site visits) be acceptable, or is there an expectation for the delivery resources to be onsite at your head quarter location for the duration of the 120-day project length?

A: Remote work and delivery work is acceptable upon the approval of the Chief Technology Officer, based on need.

- 9.) Q: Approximately how many "key technology users" will be involved in interviews, in addition to the department leadership and IT staff noted?

A: That number would be dependent on the consultant's findings and recommendations on how to proceed with the strategic plan. There are 12 main Departments/Divisions within CCWD – plan on at least one stakeholder from each (could be more).

- 10.) Q: Could the District please confirm how many departments (outside of IT) you anticipate being interviewed as part of this assessment? Is there an expectation to interview any outside stakeholders (vendors, customers, etc.)?

A: There are 12 main Departments/Divisions within CCWD. There is the possibility to interview outside stakeholders if the need arises.

- 11.) Q: Are you willing to share this project's budget? If so, what is the budget for this project?

A: Not at this time.

- 12.) Q: Does the District have a preference as to whether services are provided fully remotely or with on-site interviews for key activities (e.g. stakeholder interviews, presentations, etc.)?

A: Preference will be based on need by the Chief Technology Officer (CTO), but remote work would be allowed upon the CTO's approval.

- 13.) Q: Section 1.7 references supplying a minimum of three references, while the Proposal Required Format references a minimum of ten references within the last 10 years. Which number of references does the District require?

A: Three.

14.)Q: Section 1 of the Proposal Required Format requests a schedule with “person hours by task” and section 2 requests “an estimated labor hour (by job title) of key staff.” Is the District requesting the same information in both these sections?

A: Person hours by task would be a breakdown of hours based on milestones and things that need to be accomplished as part of the overall plan. Estimated labor hour by key staff is a breakdown of who on the vendor’s project team would be providing work and how many hours of that person’s work is expected to be a part of the project.

15.)Q: Is the IT division responsible for the support and maintenance of operational technology (e.g., SCADA network)?

A: No, a separate group is responsible for the support and maintenance of SCADA. However, the IT Division does have systems that interface with the SCADA network, and as such, those interfaces are within the scope of the strategic plan.

16.)Q: How many software applications are current used across all departments?

A: Approximately 100.

17.)Q: Does the district use any external vendors/consultants for the support, maintenance or operation of the IT environment?

A: Yes.

18.)Q: Has the district completed a recent (< 2 years) cybersecurity and/or vulnerability assessment?

A: The District conducts an annual vulnerability assessment as part of its financial audit.

19.)Q: What aspects/components does the district expect to be included in the cybersecurity plan/roadmap?

A: The District would look to the vendor to recommend those aspects.

20.)Q: Does the district have a formal and documented disaster recovery and business continuity plan?

A: No.

21.)Q: How many network elements exist within the infrastructure (e.g., switches, routers, etc.)?

A: Approximately 100.

22.)Q: Does the district use any cloud-based services including SaaS, IaaS and/or PaaS?

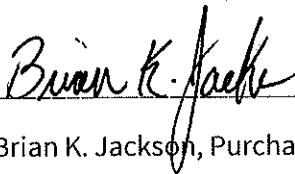
A: Yes.

23.)Q: Can you further describe the expectations for the "cost analysis of IT projects"?

A: How much an IT project is expected to cost (rough estimate).

24.)Q: Does the district follow any formal cybersecurity standards such as NIST?

A: Not at this time, but the proposal should include recommendations that may address such a framework based on best practice and trends within the industry.

A handwritten signature in cursive script that reads "Brian K. Jackson". The signature is written over a horizontal line.

Brian K. Jackson, Purchasing Officer