



**REQUEST FOR PROPOSALS**  
**RFP No: C P O 1 / 1 7 1 8**  
**FFA ICT INFRASTRUCTURE REVIEW**

**TERMS OF REFERENCE**

**FFA'S REQUIREMENTS**

**Background**

Information technology plays an increasingly important role in any modern day business. The systems and processes behind any organisation, from large multinationals to tiny startups, depend on the quality of the technology that drives them.

FFA follow high standards of quality for its ICT operations and takes steps to ensure these standards are met. In this regard, FFA ICT established a set of procedures through its ISMS policy as a guide to support the Secretariat work Programmes. FFA operates and maintains an ICT infrastructure that employs a wide range of technologies. As the pace with which technology is evolving shows little sign of abating, it's vital that the FFA ICT infrastructure is up to the task. Without accurate detailed information, opportunities to improve efficiency will be hard to identify and planning for change will be difficult and potentially risky for the Agency. Adopting the right technology at the right time can be key to future proofing the systems within FFA.

**Objectives**

To review and assess the current FFA ICT network infrastructure and its suitability to continue to deliver modern, accessible and secure ICT services and systems to the FFA and its members. The review will involve conducting a detailed examination of the procedures and process involved with ICT operations including the design of the DRS, the data backup processes, the network security and the storage systems infrastructure. The review will also produce recommendations on opportunities on how to improve the efficiency, reliability and security of the FFA infrastructure. In addition, the review will also assess and evaluate the relevance, cost-effectiveness and sustainability of the design of the FFA infrastructure systems.

## **Scope**

The successful consultant will be required to perform the following tasks;

### **Disaster Recovery Site**

*Review, validate and test the FFA Disaster Recovery Site (DRS).*

- Carry out a thorough review of the FFA DRS considering the technical aspects of its relevance, cost-effectiveness and the sustainability of the design.
- Identify and reveal any weakness of the DRS design
- Run a comprehensive validation check to determine the performance of the DRS by examining the DRS operation procedures
- Examine and test the production to DRS replication process using Veeam software
- Identify all the weaknesses of the replication process
- Review Veeam configuration and setup
- Review and examine the DRS high availability design
- Review and examine the DRS shared storage design
- Review the compliance of the existing DRS design and setup in meeting FFA requirements

### **Data Backup and Replication**

*Review, validate, and test data backup and replication processes.*

- Review the design of the data backup system including the setup
- Review the relevance, cost-effectiveness and sustainability of the data backup design
- Review existing data backup procedures
- Validate the backup processes and backup media
- Test data backup replication to the DRS using (Veeam)
- Identify any weaknesses of the data backup replication process
- Review and test the existing disk to disk and the disk to tape backup design
- Review the existing backup software (Veeam)
- Review and validate the existing RTO and RPO statistics

## **Network Security**

*Review, validate and test the network security design.*

- Carry out a thorough review of the existing network security design including WAN, LAN and WLANs
- Review each component of the existing network security design including the Firewall, Proxy, DMZ, IPS, IDS and Network segmentation
- Review the relevance, cost-effectiveness and sustainability of the network security design
- Review the security rules and policies implemented on each of the Network security components and determine their effectiveness
- Review and identify any weaknesses and loopholes in the Network security design based on the rules and policies implemented on the Firewall, DMZ, IPS and IDS
- Review and identify any weakness and loopholes in the Network segmentation
- Review and run tests to validate the network security rules and policies
- Review and determine whether the existing network security design protects FFA interest with regards to confidentiality, integrity and availability.

## **Storage Area Network**

*Review, validate and assess the storage systems infrastructure design.*

- Review the relevance, cost effectiveness and sustainability of the storage system design
- Review the existing virtualization platforms
- Review the design of the existing virtualization platforms
- Review the existing shared storage design and identify any weaknesses with the existing shared storage design
- Review the system infrastructure High Availability (HA) design
- Review the existing system infrastructure and determine whether the design meet and comply with FFA requirements

## Deliverables

<b>Review Plan</b>
Review and Assessment Work Plan
<b>Recommendations</b>
Based on the Disaster Recovery Site scope
Based on the Data Backup and Replication scope
Based on the Network Security (Internal and Edge) scope
Based on the Storage Area Network (SAN) scope

## Special Note

Contractor will have to sign separate non-disclosure agreements with the FFA considering data/information sensitivity.

## Tender Evaluation Criteria

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared. The financial proposal will only be reviewed for submissions that have passed the minimum technical score of 70% of the total obtainable score in the technical proposals.

Bidders are required to submit their financial proposal as a separate document

## Technical Proposal

*The criteria against which proposals will be assessed include the following:*

Selection Criteria	Percentage
Experience <ul style="list-style-type: none"><li>Evidence of relevant qualifications and experience of key personnel to be involved</li><li>Proven capability in undertaking similar type of assignment (reference or testimonial required).</li></ul>	30 %
Methodology <ul style="list-style-type: none"><li>Coverage of scope and deliverables</li></ul>	40 %

Timeframes <ul style="list-style-type: none"> <li>Bidders should include details regarding expected visits, time required to complete the review and produce recommendations and reports</li> </ul>	30 %
<b>Total</b>	<b>100%</b>
<b>Qualification score</b>	<b>70%</b>

### **Financial Proposal**

Price is to be submitted as a separate document and may be quoted in United States Dollars (USD) or Solomon Dollars (SBD)

### **References**

All submissions are required to provide evidence of professional or technical capacity such as educational or professional qualifications, details of experience on similar assignments.

### **CLOSING DATE OF PROPOSAL**

Tenders must be received by the 29<sup>th</sup> September 2017

Tenders should be addressed to:

FFA Tender Committee Forum  
Fisheries Agency (FFA)  
CPO1 / 1718 FFA ICT Infrastructure Review  
PO Box 629  
Honiara

OR

Emailed to: [procurement@ffa.int](mailto:procurement@ffa.int) please note in the subject line:

**CPO1 /1718 FFA ICT Infrastructure Review.**

### **Place of performance**

The review and assessment of the FFA Infrastructure is expected to be done on site at the FFA Headquarter in Honiara, Solomon Islands.

### **Request for further information**

For additional information regarding the tender or to arrange an on-site visit please contact Senior Technician ICT Projects on email: [sakaio.manoa@ffa.int](mailto:sakaio.manoa@ffa.int)

## **Award of Contract**

FFA reserves the right to accept any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

## **Notification**

The names of winning bidders shall be advertised on the FFA website;  
[www.ffa.int/employment/tenders/tender\\_results](http://www.ffa.int/employment/tenders/tender_results)