

APRIL 10, 2024



ITN 2024-05 INDEPENDENT IT AUDIT SERVICES



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22+ YEARS

Securance has more than 22 years of experience providing IT security audit services similar in scope to those sought by the City of Doral (City).

EXECUTIVE-LEVEL CONSULTANTS

Our executive-level consultants have provided comprehensive vulnerability assessments and penetration tests for clients such as Volusia County, City of Vero Beach, and PoolCorp | Pinch A Penny.

EXTRA VALUE

Few firms are as dedicated to their clients as Securance will be to you. We will invest the time and effort necessary to learn the City’s IT environment and security objectives. Then, we will use that understanding to analyze the City’s access controls and perform a forensic audit of elected officials’ file shares.

This proposal contains confidential material proprietary to Securance Consulting. The material, ideas, and concepts contained herein are to be used solely and exclusively to evaluate the capabilities of Securance Consulting to provide assistance to the City of Doral (City). This proposal does not constitute an agreement between Securance Consulting and the City. Any services Securance Consulting may provide to the City will be governed by the terms of a separate written agreement signed by both parties. All offers to provide professional services are valid for 60 days.

TRANSMITTAL LETTER



April 10, 2024

City of Doral
8401 NW 53rd Terrace
Doral, FL 33166

Hello City Information and Technology Department:

Thank you for considering Securance Consulting for the City of Doral's (City's) upcoming IT security and digital forensics audit. As an IT audit firm with more than 22 years experience and deep expertise in IT security, we have the expertise to assess the City's access controls and policies, review compliance with these protocols via forensic analysis, and recommend security improvements. Most importantly, **we want to partner with you!** To facilitate long-term improvements in the City's security posture, Securance will:

- ▶ Work closely with the City's IT staff and stakeholders to understand the City's IT environment, file share structure, and access controls, permissions, and policies.
- ▶ Assign only executive-level IT consultants with more than 15 years of experience to the City's IT security audit and forensic analysis.
- ▶ Leverage our experience working with municipalities, particularly in the State of Florida.

We acknowledge that Securance may not be the lowest-priced bidder of the services required by IMSA. However, our services represent a superior value when compared to those offered at a lower cost by our competitors. From the detailed nature of our assessment to the comprehensiveness of our deliverables and the in-depth knowledge transfer we will conduct post-assessment, IMSA will not find a firm whose analyses and results are more accurate and exhaustive than ours. Discussions with our clients over the past 22 years have confirmed that our slightly higher upfront costs represent significant long-term savings.

Thank you again for including Securance in your evaluation process. If you have any questions after reviewing our proposal, please do not hesitate to contact me.

Professional regards,

A handwritten signature in blue ink, appearing to read 'Paul Ashe', is positioned above the typed name.

Paul Ashe, CPA, CISA, CISSP, CMMC-AB RP, HCISPP

President

We Want To Partner With You!

13916 Monroes Business Park, Suite 102 • Tampa, Florida 33635

877.578.0215

www.securanceconsulting.com

REQUIREMENTS MATRIX

Securance has formatted our proposal according to the City’s requirements. Below, we summarize the contents of our proposal:

RFP Section	Requirement	Page No.
Proposal Submittal Instructions	1. <u>Cover Page</u> : Show the name of Respondent’s agency/firm, date, and the subject: “Independent IT Audit Services ITN 2024-05.”	Cover
	2. <u>Table of Contents</u> : Include a Table of Contents which should follow in sequential order the sections and documents specified herein, including all documents requested in any subsections or forms. All pages should be consecutively numbered and correspond to the Table of Contents.	ToC
	3. <u>Letter of Transmittal</u> : Provide a narrative summary of the Proposal in a brief and concise manner including an overview of the Proposer’s firm in relation to the project. The letter should not exceed one page in length.	Letter
	4. <u>Qualification Statement</u> : The Qualification Statement must be written in sufficient detail to permit the City to conduct a meaningful evaluation of t	4
	a. <u>Organizational Chart</u> – organizational chart depicting the relationship and reporting hierarchy for all firms, principals and key personnel involved in the proposal. The organizational chart should include the scope of responsibility for the prime proposer, its key personnel, and any subcontractor and its personnel.	4
	b. <u>Proposer’s Experience</u> – Provide a listing of projects within the last 5 years where the Proposing entity has provided services similar to those described herein. The determination of similarity shall be solely at the City’s discretion. For each similar project, provide the following:	5
	i. Project name and scope of services provided;	
	ii. Name of individuals that worked on the referenced project	
	iii. Name of client;	
	iv. Client project manager and contact information; and	
	v. Term of the engagement.	
	c. <u>Project Team’s Experience</u> - Provide a one-page resume for each of the key personnel and proposed subcontractors, if any. Resumes should include experience pertaining directly to the scope of work contained herein.	7
	5. <u>Approach and Methodology</u> : Submit a plan that identifies the major elements of the bidder’s approach and methodology proposed to accomplish the desired goals of this solicitation as stated herein. The plan should be arranged in the following manner to facilitate review by the Evaluation Committee:	13
a. <u>Technical Approach</u> : An outline of the vendor’s technical approach to conducting the IT security audit, including the methodologies, tools, and techniques they will employ	13	
b. <u>Project Plan</u> : A detailed project plan outlining the specific tasks, milestones, and timelines for completing the audit, including any dependencies or critical path items.	25	
c. <u>Risk Management</u> : Identification of potential security risks that may arise during the audit and a plan for mitigating these risks to ensure the successful completion of the project.	28	
d. <u>Reporting</u> : An overview of how progress will be reported, communication channels, and how feedback and issues will be addressed throughout the audit process.	23	
6. <u>Required Forms</u> : Proposer shall complete and attach the forms included in Exhibit A.	29	

ABOUT SECURANCE

Two Decades of IT Audit Services

Securance is a 100-percent minority-owned limited liability company, certified as an 8(a), Small Disadvantaged Business (SDB), and Minority Business Enterprise (MBE). Since our inception in March 2002, we have performed more than 2,500 IT audits for clients in nearly every industry, including numerous municipal clients, including several across Florida, helping them to align their IT security postures with their appetites for technology risk.

Exclusively Staffed with Senior-Level IT Audit Professionals

In order to provide the highest quality services, Securance only hires IT consultants with more than 15 years of professional experience. Their expertise in IT audits and digital forensics is our foundation. We apply our team’s knowledge and experience across diverse IT environments to provide services that fit each client’s technologies, security requirements, and business objectives. Securance will work closely with the City’s staff and stakeholders to co-develop expectations, communicate progress and potential findings, and deliver actionable recommendations to mitigate risks.



THE SECURANCE DIFFERENCE

HANDS-ON EXECUTIVE LEADERSHIP ON EVERY PROJECT

A niche IT consulting firm, Securance was founded more than two decades ago by a group of executives from Big 4 accounting firms. Their vision was to provide highly specialized IT consulting services to clients in a wide range of industries, with unique advantages that only a small business could offer. Among these benefits are the caliber of our professional staff and the hands-on involvement of our executive team in client projects.

Larger firms use senior resources to lead their businesses, but often turn much of the fieldwork on client projects over to less experienced consultants. This is not the case with Securance. **Our professional staff is limited to senior IT audit consultants with at least 15 — and, often, 30 or more — years of experience. Senior staff do not just lead our projects; they execute them from cradle to grave.** In addition, members of our executive team, including founder and president Paul Ashe and consulting lead Ray Resnick, work alongside our staff consultants on every project.

We have worked with hundreds of clients over the years and understand the disconnect that can occur when IT speaks one language and business another. An assessment report filled with technical jargon may be useful to a technical resource, but it provides little, if any, value to the C-suite. **Securance's reports are written in plain English that both technical and non-technical executives can understand.** We explain the potential adverse effect of each finding on business operations. This approach extends the value of our analysis beyond the IT department, helping senior management understand the risks and making our recommendations truly actionable.

TECHNOLOGY RISK TRANSLATED TO BUSINESS RISK

Powered
by

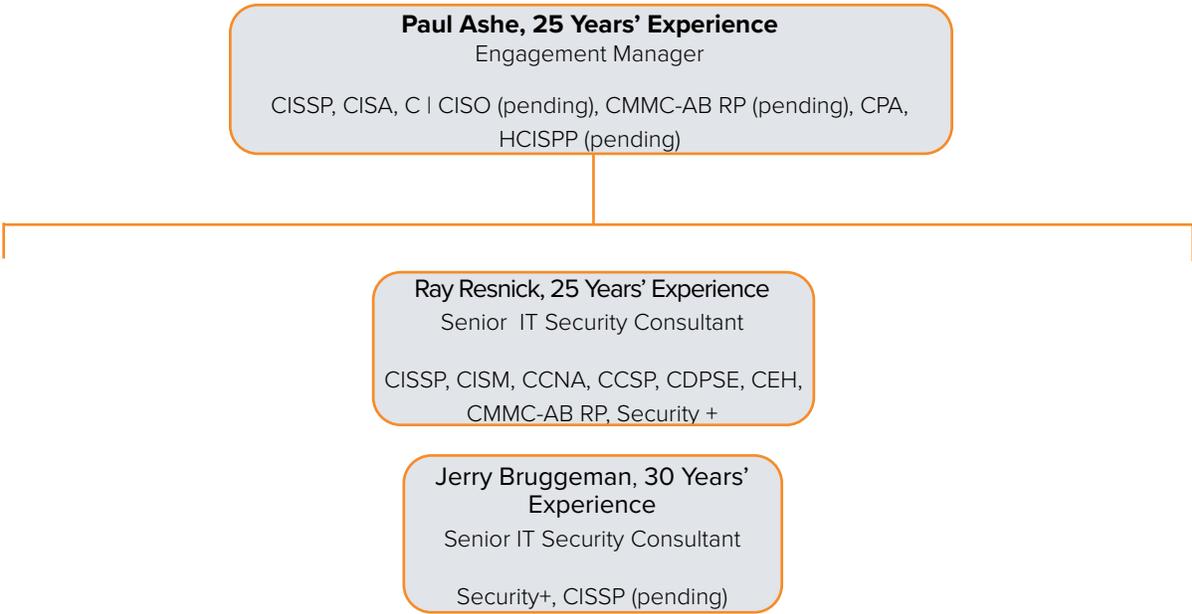


Securance is the *only* IT audit firm that uses generative artificial intelligence (GenAI) and large language models (LLMs) to enhance its approach to identifying and assessing technology risks. Our proprietary GenAI technology uses OpenAI's GPT-4 model, an LLM with 1 trillion parameters, to analyze large amounts of multimodal data, identify patterns and potential risks in a client's technology environment, and, even, predict security breaches and failures. Armed with this insight, Securance tailors its assessment approach to fit each client's organization, address industry concerns, and target technology-specific threats.

QUALIFICATIONS STATEMENT

Organization Chart

The expertise and experience of the consultants listed on the following pages align with the City’s scope of work and RFP requirements. If any of these consultants is unavailable when the project starts, Securance will propose an equally experienced substitute for approval. Securance only employs senior-level consultants; no junior-level consultants will be assigned to the City’s project.



Specific responsibilities for Securance staff will include:

- ▶ Paul Ashe, President and Engagement Manager: Paul will oversee the project’s success and will serve as the main point of contact for the City.
- ▶ Ray Resnick, Security Lead and Senior IT Audit Consultant: Ray will help delegate responsibilities, perform the policy and procedure review, and will oversee the access protocol audit.
- ▶ Jerry Bruggeman, Senior IT Audit Consultant: Montrell will conduct the digital forensic analysis of file shares.

Additional resources may be assigned, due to the complexity of the project and if additional assessments are required.

QUALIFICATIONS STATEMENT

Proposer's Experience — We Understand Governments

Government agencies have unique needs when it comes to the security of their networks and IT environments. Charged with protecting and storing highly sensitive data, including citizen and employee information, agencies must be certain that only appropriate individuals can access file shares, network resources, and critical systems. For this reason, the City needs an IT audit partner with significant experience implementing strong access controls, policies, and procedures; assessing user access across various enterprise technologies; and testing compliance with security protocols via forensic analyses and penetration tests. Securance is that partner, and our experience and expertise proves this.

Government at a Glance

- ▶ **22+** years serving small, medium, and large government agencies.
- ▶ **400+** clients.
- ▶ **2,500+** projects completed.
- ▶ Agencies served: local | city | state governments, healthcare organizations, transportation authorities, education | higher education institutions, financial | insurance organizations, utilities.

Given our experience and expertise, we will bring specific value to the City's project, including:

- ▶ Stakeholder reviews and presentations.
- ▶ Understanding of the City's access control policies, procedures, and standards.
- ▶ Understanding of municipal IT environments and needs.
- ▶ Awareness of IT issues facing the City, including unauthorized users accessing information to which they did not have permission.
- ▶ General understanding of the City's IT security systems.

QUALIFICATIONS STATEMENT

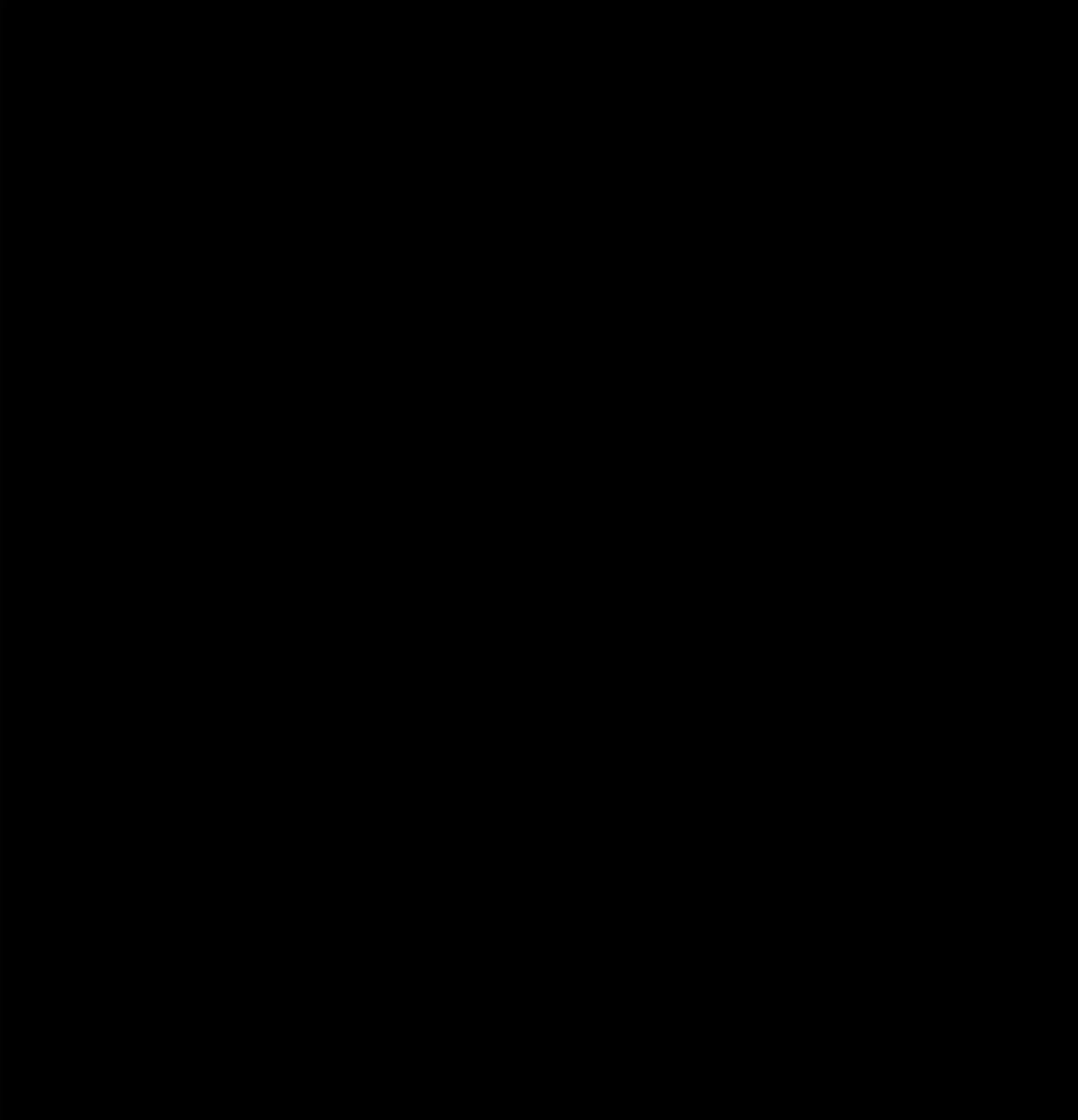
Proposer's Experience (continued) — Similar Clients

Below is a sample list of the clients we have worked with scopes of work and requirements similar to the City's. Case studies for similar projects that we have completed within the last five years can be found on the following pages.



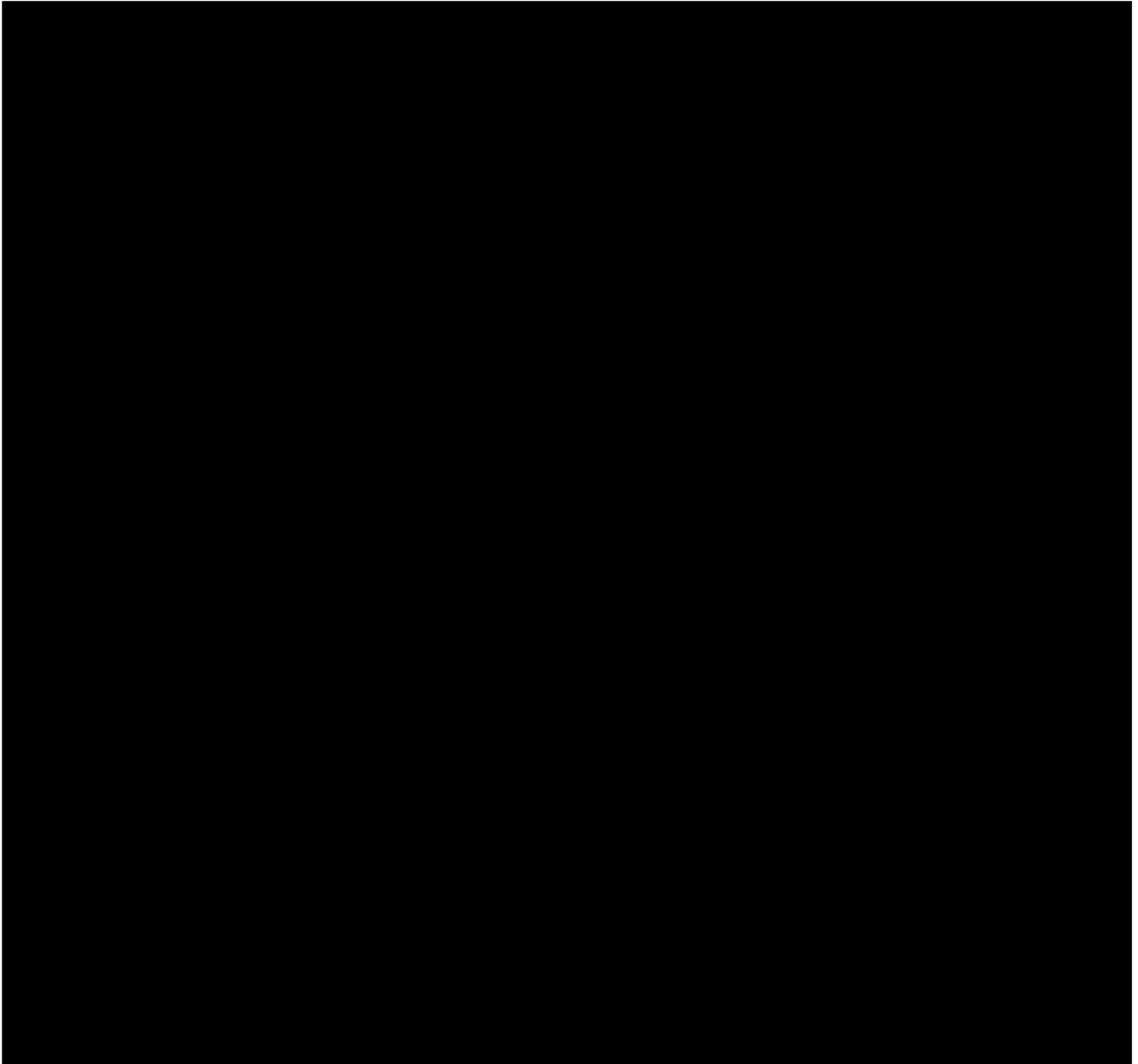
QUALIFICATIONS STATEMENT

Project Team's Experience — Case Studies



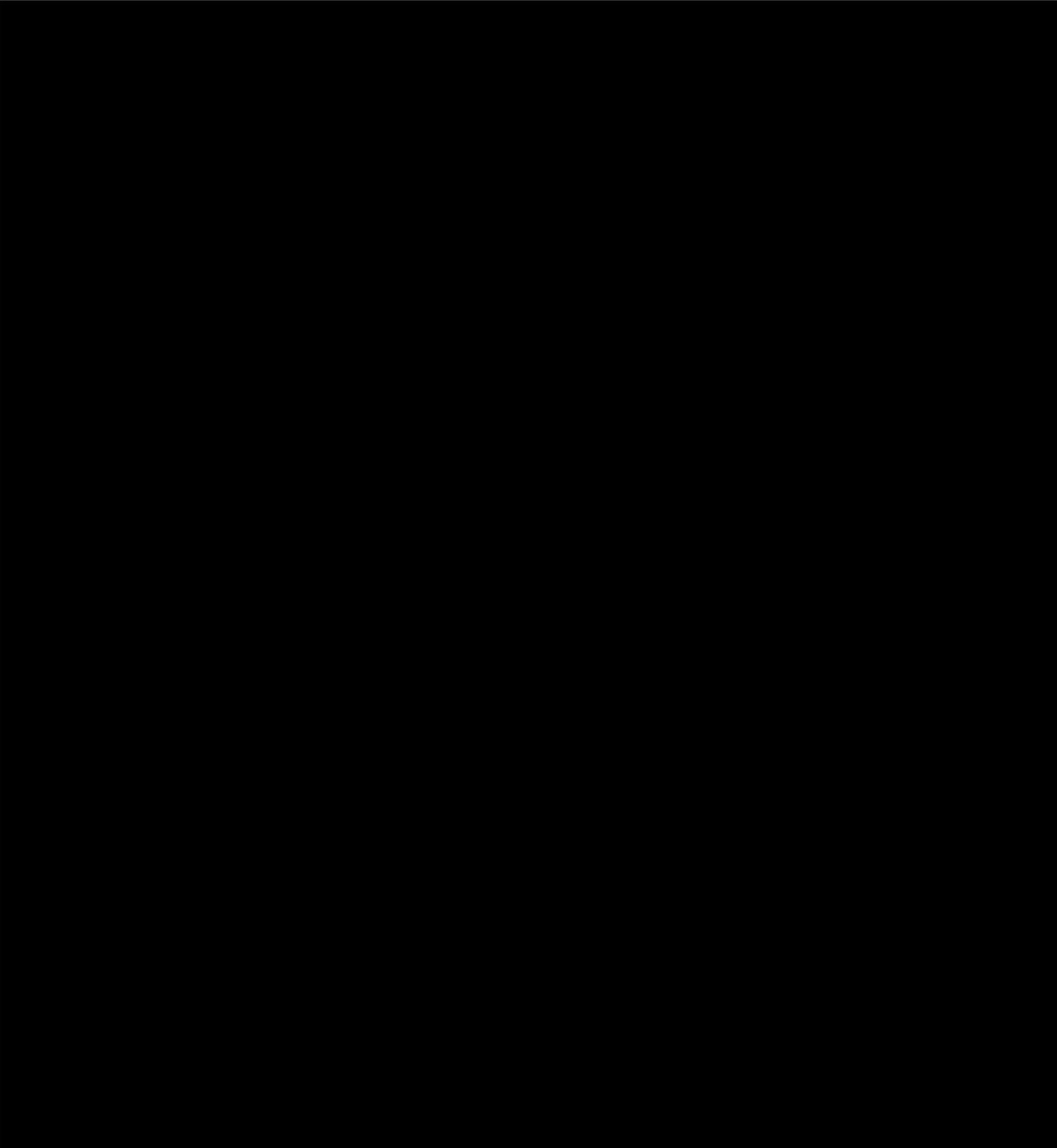
QUALIFICATIONS STATEMENT

Project Team's Experience — Case Studies (continued)



QUALIFICATIONS STATEMENT

Project Team’s Experience — Case Studies (continued)



QUALIFICATIONS STATEMENT

Resumes

PAUL ASHE

25 YEARS OF IT SECURITY EXPERIENCE

President and Engagement Manager | Securance Consulting



EDUCATION

Master of Science

Accounting Information Systems

Bachelor of Science

Accounting and Management
Information Systems

PROFESSIONAL CREDENTIALS

- ▶ Certified Public Accountant (CPA)
- ▶ Certified Information Systems Security Professional (CISSP)
- ▶ Certified Information Systems Auditor (CISA)
- ▶ Healthcare Information Security and Privacy Practitioner (HCISPP)
- ▶ Cybersecurity Maturity Model Certification Registered Practitioner (CMMC RP)
- ▶ Certified Chief Information Security Officer (CICISO)

Paul has provided hands-on project management to lead Securance engagements over the past 22 years. A former IT consultant for Ernst & Young, he translates his knowledge and experience into an effective, time- and budget-conscious project management style. Paul conducts IT audits, security assessments, and penetration tests for clients in nearly every industry, including local governments, and will bring that experience to the City's engagement.

RELEVANT EXPERIENCE

- ▶ Change management assessments
- ▶ Forensic analyses
- ▶ Internal | external network vulnerability assessments and penetration testing
- ▶ Policy | procedure reviews
- ▶ Security audits
- ▶ User access reviews

RELEVANT EXPERTISE

- ▶ **Project Management:** Paul has led Securance engagements from kick-off to final report for 22 years.
- ▶ **Digital Forensics:** Paul can determine how an unauthorized incident has occurred, where the incident emanated from, and how to prevent future incidents.
- ▶ **Network Security:** Paul excels at identifying and exploiting vulnerabilities in networks, routers, switches, and firewalls and providing actionable remediation recommendations to address each specific vulnerability.
- ▶ **IT Governance** Paul is an expert in developing effective governance that aligns business and IT strategies using a formal framework to improve IT management and increase its value.

QUALIFICATIONS STATEMENT

Resumes (continued)

RAY RESNICK

25 YEARS OF IT SECURITY EXPERIENCE

Senior IT Security Consultant | Securance Consulting



EDUCATION

Bachelor of Science

Accounting

PROFESSIONAL CREDENTIALS

- ▶ Certified Information Security Manager (CISM)
- ▶ Certified Information Systems Security Professional (CISSP)
- ▶ Certified Cloud Security Professional (CCSP)
- ▶ Certified Data Privacy Solutions Engineer (CDPSE)
- ▶ Certified Ethical Hacker (CEH)
- ▶ Cisco Certified Network Associate (CCNA)
- ▶ CompTIA Security + Certified
- ▶ Cybersecurity Maturity Model Certification Registered Practitioner (CMMC RP)

Ray, a retired Commander and Special Operations Officer for the U.S. Navy, specializes in analyzing organizational security needs, assessing existing security posture, and implementing plans to mitigate risks to an acceptable level. Ray has the ability to work with IT staff at all levels to address risks, vulnerabilities, and gaps that hamper security in the IT environment.

RELEVANT EXPERIENCE

- ▶ Data security controls
- ▶ Digital forensics
- ▶ Internal | external network vulnerability assessments and penetration testing
- ▶ User access reviews

RELEVANT EXPERTISE

- ▶ **Digital Forensics:** While with the U.S. Navy, Ray regularly analyzed incidents, the causes of those incidents, and how to prevent them in the future.
- ▶ **IT Audits:** Ray has been identifying and prioritizing IT security risks for 25 years. His extensive knowledge allows him to take a holistic approach to helping organizations improve their security postures.
- ▶ **Network Security:** Ray understands that organizations must have secure and reliable networks and IT processes in order to remain secure and efficient, and he has dedicated his entire career, including serving in the U.S. Navy, to that cause.

QUALIFICATIONS STATEMENT

Resumes (continued)

JERRY BRUGGEMAN

30 YEARS OF IT SECURITY EXPERIENCE

Senior IT Audit Consultant | Securance Consulting



EDUCATION

Bachelor of Science

Cybersecurity

PROFESSIONAL CREDENTIALS

- ▶ CompTIA Security + Certified
- ▶ Certified Information Systems Security Professional (CISSP) pending

Jerry is a versatile IT auditor and cybersecurity expert with a strong background in risk management, networking, IT administration and IT security. He has helped create and maintain robust information security programs for large organizations in both the private and public sectors, including the U.S. military.

RELEVANT EXPERIENCE

- ▶ Change management reviews
- ▶ Data security controls
- ▶ Digital forensics
- ▶ Internal | external network vulnerability assessments and penetration testing
- ▶ User access reviews

RELEVANT EXPERTISE

- ▶ **IT Governance:** Jerry is an expert in developing and assessing IT policies and procedures to ensure effective operations and compliance with regulations and industry best practices.
- ▶ **IT Process Improvement:** Jerry excels at identifying areas for process improvement to increase efficiencies, identify risks, improve collaboration, and systematically track and manage data.
- ▶ **IT Network Audits:** A former Director of IT for numerous organizations, public and private, Jerry is an expert in assessing how organizations set up their user access permissions, file share, and data resources, and providing recommendations for improvement.

APPROACH AND METHODOLOGY

Technical Approach

Below, we summarize our understanding of the City's expectations for this project and the deliverables. We have included methodologies for some of the tasks on the following pages. Additional methodologies can be provided upon request.



- ▶ Kickoff Meeting
- ▶ Create I Share client assistance memo



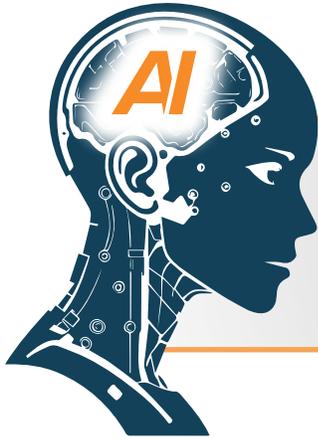
- ▶ Review policies and procedures, including:
 - Access controls for various systems and data (network, folders, emails, telephone/VOIP, etc.)
 - Change management processes for user access
- ▶ Conduct a digital forensic audit and identify all incidents:
 - Review which users could access which folders since 2018
 - Review the dates that folders were created and the permissions associated with them and if permissions had changed
 - Review access logs
 - Identify when unauthorized users copied or downloaded documents
 - Recommend changes to user access policies and how to enforce those policies and recommend changes.
- ▶ Prepare timeline of all instances of access from January, 2018 to present, including creation, access, permission change dates, and instances of unauthorized access



- ▶ Timeline of all access instances
- ▶ Management report

APPROACH AND METHODOLOGY

IT Security Audits Powered by AI



Securance is **the first and only IT audit firm** to use generative AI (GenAI) and large language models (LLMs) to enhance its approach to client-focused assessments.

GenAI and LLMs can transform the ways in which businesses across industries gather and analyze information, predict outcomes, and make better decisions. IT security is no exception. At Securance, we use LLMs to identify potential risks based on a client's technologies, IT processes, and industry. We apply this information to focus our approach and methodologies when conducting IT security audits and forensic analyses.



LLMs consider billions of parameters and ingest massive amounts of data from sources such as the Internet, Common Crawl, which collects data from more than 50 billion web pages, and Wikipedia, with approximately 57 million pages. While not perfect, LLMs have a remarkable ability to make predictions based on a relatively small number of prompts, or inputs. GenAI uses LLMs to produce content based on human-language prompts that provide clarity and context.

APPROACH AND METHODOLOGY

IT Security Audits Powered by AI (continued)

Securance's program leverages OpenAI's GPT-4 model. With 1 trillion parameters, GPT-4 can identify patterns from multimodal data, generate natural and readable output, and perform complex tasks. We use GPT-4 to deliver maximal value to our clients via customized methodologies, targeted assessments, and actionable recommendations to prevent security breaches. During an initial co-development and planning session, we gather information about the client, its technology environment, and its IT organization.

We use this data to adjust our input prompts, which include:

- ▶ The organization's industry.
- ▶ The organization's size.
- ▶ The security framework(s) in place.
- ▶ The security tools in place.
- ▶ Whether the organization has a security operations center (SOC) monitoring its network.
- ▶ Whether the organization has an internal audit department.

Securance does not include confidential, proprietary, or sensitive data from our clients in our prompts.

Based on the input prompts, our LLMs and GenAI produce information that informs our assessment approach. Securance's model can even predict cyber breaches, events, and failures and their consequences. Predictions may include the potential for:

- ▶ Failures in IT process controls.
- ▶ Network, system, and/or application breaches based on the client's cybersecurity profile.
- ▶ End-user security failures and social engineering attacks.
- ▶ Inappropriate access to data or systems by end users

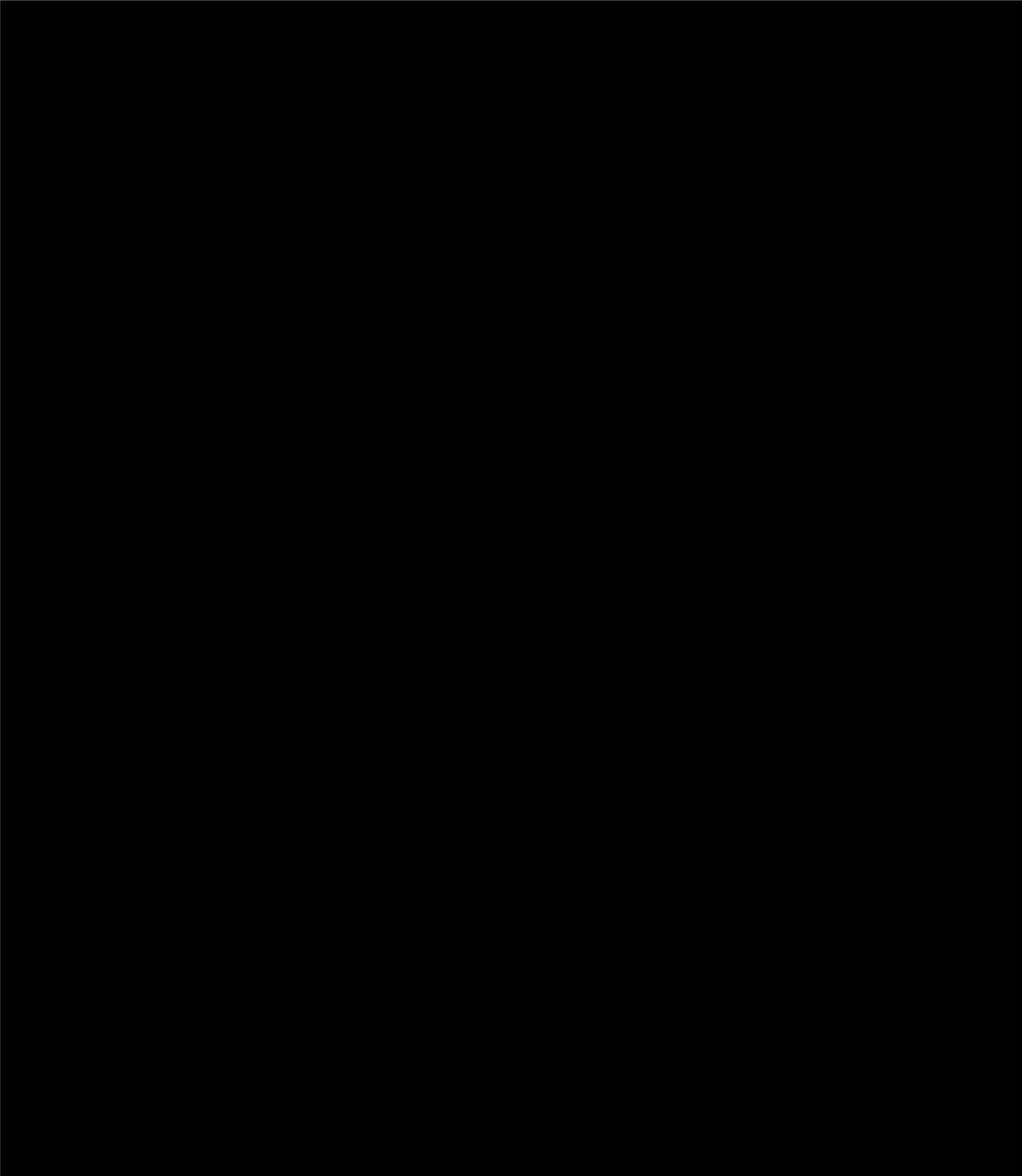
Harnessing the power of GenAI, Securance provides clients with accurate results, tailored recommendations, and unique advantages that other security firms cannot match. The benefits of a Securance assessment include:

- ▶ Comprehensive security profile.
- ▶ Predictive risk analysis, including industry- and technology-specific risks.
- ▶ Recommendations to prevent costly network and system breaches.

To learn how we put this into practice, please review our detailed technical methodologies on the following pages.

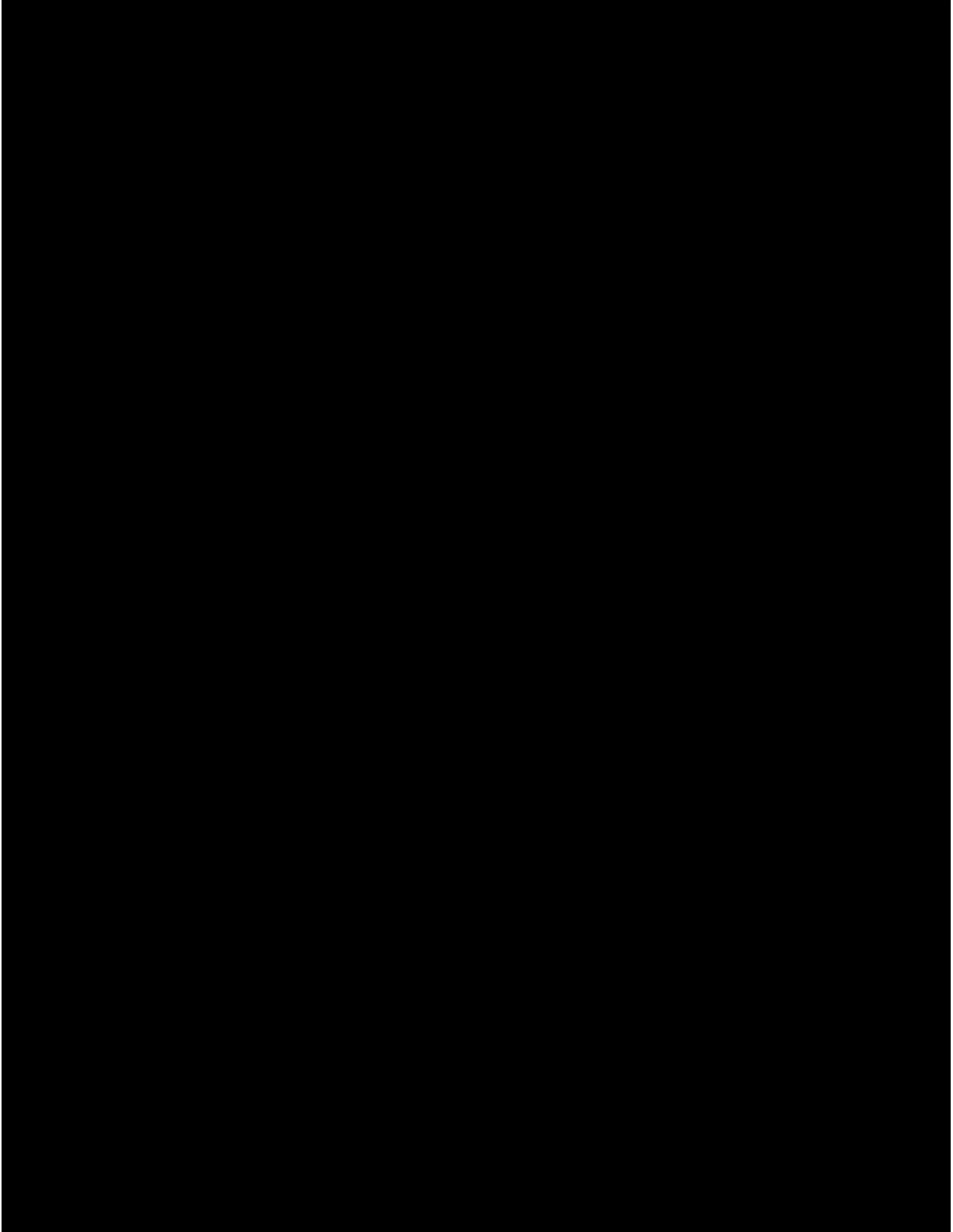
APPROACH AND METHODOLOGY

IT Audit



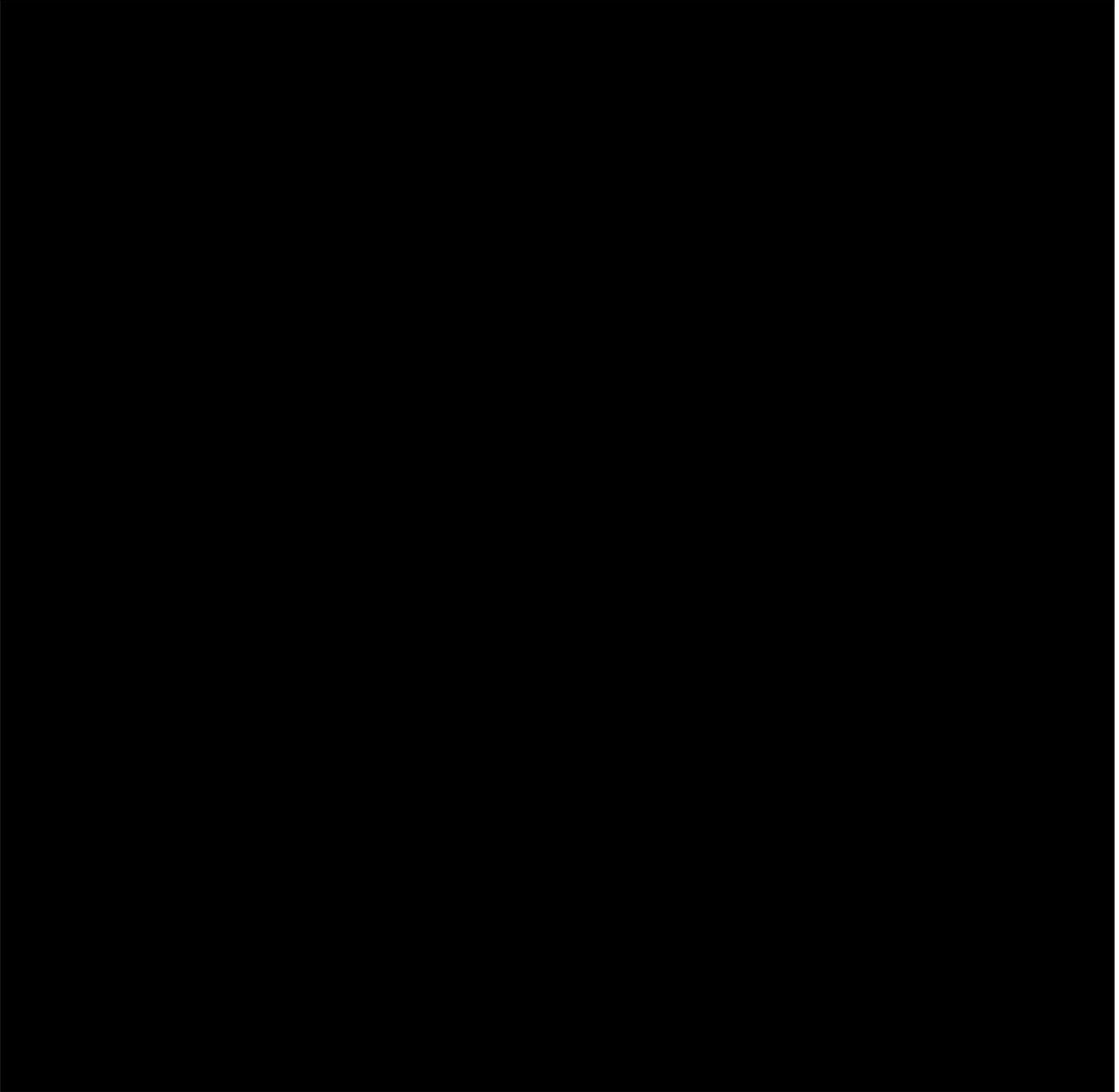
APPROACH AND METHODOLOGY

IT Audit (continued)



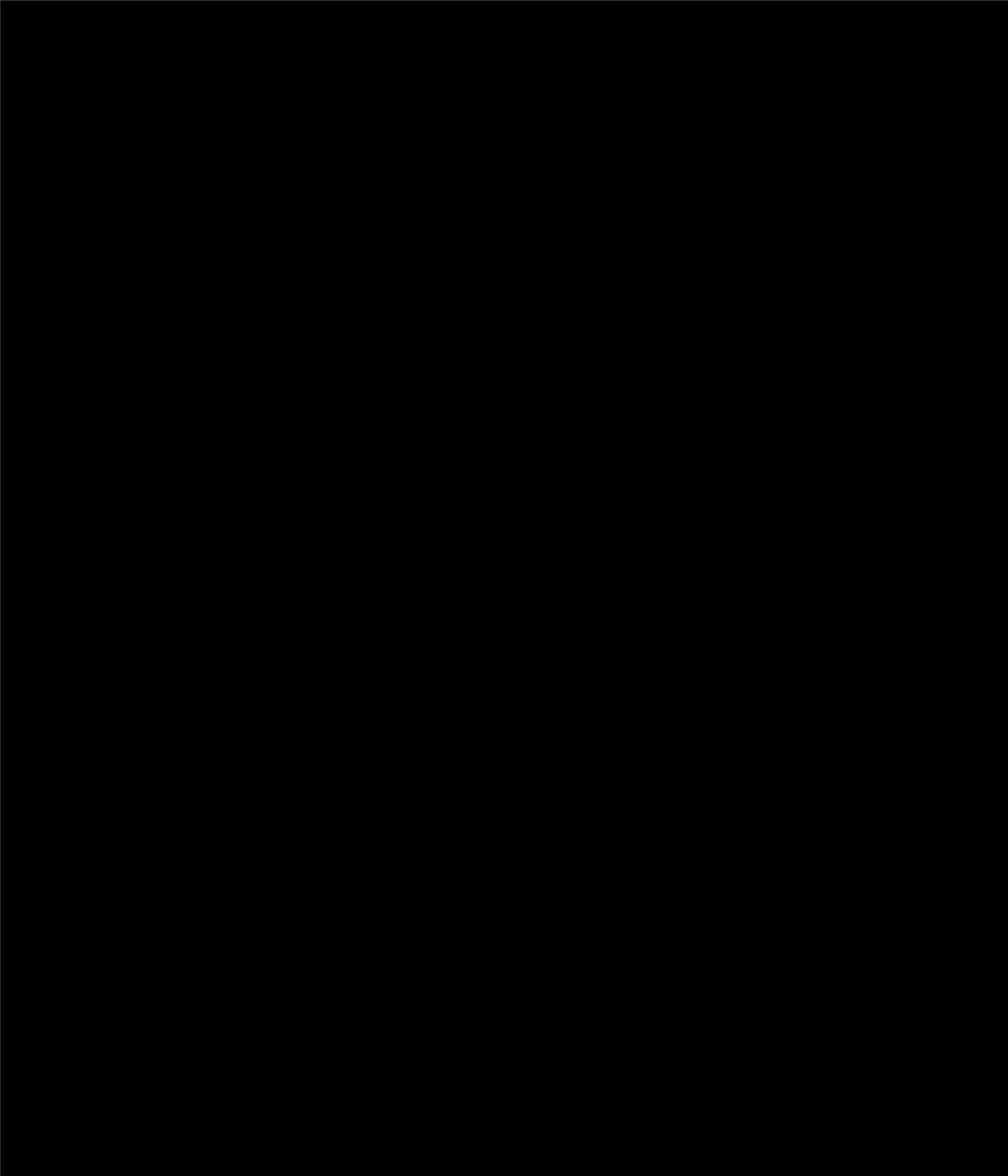
APPROACH AND METHODOLOGY

IT Audit (continued)



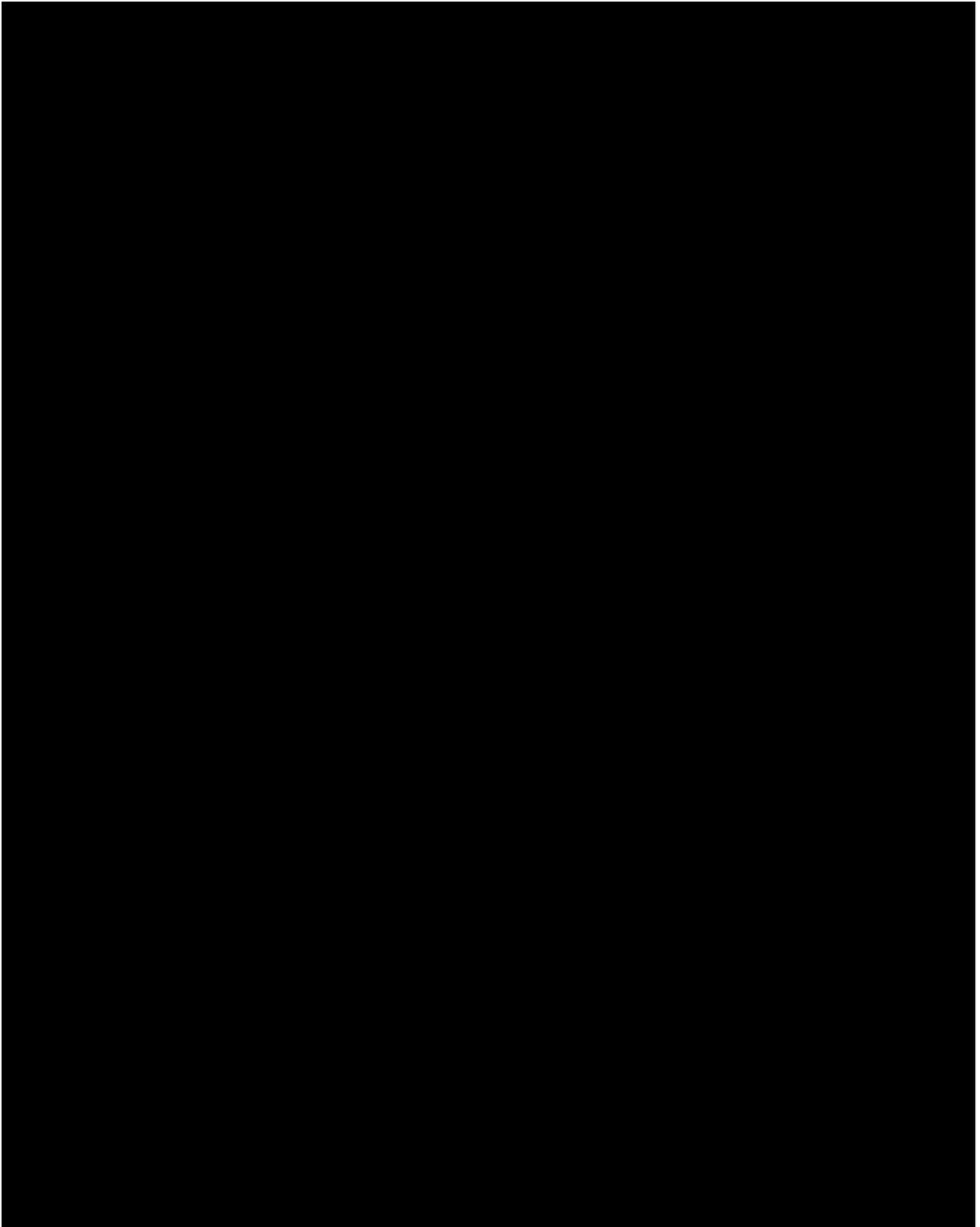
APPROACH AND METHODOLOGY

Identity and Access Management | Access Controls Assessment



APPROACH AND METHODOLOGY

Identity and Access Management | Access Controls Assessment (continued)



APPROACH AND METHODOLOGY

Project Management

Securance is dedicated to performing this engagement as efficiently as possible. The assigned engagement manager (EM) will be responsible for ensuring project success by facilitating regular communication and providing status reports that will track progress, possible risks, and other pertinent information. Their specific responsibilities are outlined below:



Engagement Manager Tasks

The EM will manage and oversee the entire project and be responsible for the following tasks:

- ▶ **Project Kick-Off:** Securance will hold a kick-off conference with the City. During this meeting, we will introduce our project team, define the project scope, objectives, timeline, and deliverables. We will also review the Client Assistance Request, which is a memo listing all documentation and interviews required to complete the assessment. We will establish the frequency of meetings and project status updates, key stakeholders, and lines of communication for both the City and Securance.
- ▶ **Work Plan:** Within one week of receiving the notice to proceed, Securance will submit a detailed work plan for the City's review and approval. Our work plan will include due dates for all deliverables, as well as intermediate milestones. We will update the work plan, as necessary, throughout the course of the project.
- ▶ **Status Reports:** Throughout the engagement, the City's PM will receive project status reports that will identify the past week's completed tasks, tasks planned for the upcoming week, pending requests for information, and any issues and risks that have been identified, with actions taken to mitigate them.

APPROACH AND METHODOLOGY

Project Management (continued)



Shared Tasks

Securance's EM and key personnel will be responsible for the following tasks throughout the City's project:

- ▶ **Issue and Risk Management:** Securance prioritizes issues by taking the following into consideration:
 - Overall impact an issue may have to the project.
 - Length of time the issue has been unresolved.
 - Criticality of the issue to the City's IT environment.

These factors will be looked at as a whole and discussed with the City's PM to determine the ultimate priority of each issue. Additionally, as part of our status reports, we will document all project findings and related evidence in an "Issue Tracker" document that will also be shared with the City's PM. Use of the tracker helps to avoid unwanted surprises and/or disputes over findings.

- ▶ **Continuous Improvement:** We will invite City employees to shadow our consultants as they execute this engagement. Additionally, to ensure continuous improvement of the City's internal controls and security, our team will conduct a knowledge transfer session upon completion of the assessment.

THEIR APPROACH

- ▶ Limited communications related to project status.
- ▶ Findings not communicated until drafted.

THE SECURANCE WAY...

- ▶ Constant and consistent project communication.
- ▶ Immediate communication of urgent and critical findings.
- ▶ Confirmation of findings prior to drafting.

....DELIVERS EXTRA VALUE TO YOU.

- ▶ Securance provides exceptional project management expertise, leveraging 22 years of experience conducting more than 2,500 IT audits, to deliver project success on time and on budget.

APPROACH AND METHODOLOGY

Reporting

Status Reporting

Throughout the engagement, the City's PM will receive project status reports that will identify the past week's completed tasks, tasks planned for the upcoming week, pending requests for information, and any issues and risks that have been identified, with actions taken to mitigate them.



CLICK
ON THUMBNAIL
TO VIEW THE
STATUS REPORT

Final Reports

The City will receive a final management report at the end of the engagement. The Securance engagement manager will review the reports with the City's team and other stakeholders to ensure that the findings and recommendations are understood, and to answer any questions that the City may have.

Management Report

Within one week of completing our fieldwork for the IT audit, Securance will provide the City with a board-ready management report tailored to its environment and needs and developed with input from the City's stakeholders and IT management. The report will document our analysis, prioritize risks based on their potential impact on the business, and provide realistic remediation recommendations. Comprised of two sections, the report will include an executive summary and a detailed IT audit report, each of which is described on the following pages.

APPROACH AND METHODOLOGY

Reporting (continued)

Executive Summary

The executive summary will outline the engagement's scope, approach, findings, and recommendations in a manner suitable for management and will be presented to the City's stakeholders during the exit conference.

Detailed Management Report

The detailed project report will provide specifics regarding the project scope, approach, and methodology, as well as findings and actionable recommendations co-developed by Securance and the City.

Technician's Report

Intended to guide engineers and administrators through the remediation process, the technician's report will contain raw data extracted during the digital forensic analysis. While the management report will focus on urgent, critical, high, and medium risks and vulnerabilities that require management's attention, the technician's report will cover all vulnerabilities, even low-risk vulnerabilities and advisory comments.

APPROACH AND METHODOLOGY

Project Plan

The chart below outlines each step in our IT audit process, designating major tasks, subtasks, key milestones, and the anticipated task owner. This project plan will be refined during the planning phases of the engagement between Securance and the City.

Digital Forensic Analysis of File Shares	Week 1	Week 2	Week 3-4	Week 5	Resource
					Paul Ashe City PM
Kick-off Meeting					Paul Ashe City PM
Prepare Client Assistance Memo					SC Consultants
Respond to Client Assistance Request					City Staff
Review Client Assistance Request					SC Consultants
Review Existing Policies and Procedures					SC Consultants
Evaluate current policies to ensure they include essential components					SC Consultants
Perform comparative analysis against best practices					SC Consultants
Document and prioritize observations and gaps					SC Consultants
Review Access Controls Change Management for the City's Critical Technologies					SC Consultants
Perform Digital Forensics Analysis of Approximately 30 Elected Official File Shares					SC Consultants
Review permissions assigned to folders since 2018					SC Consultants
Analyze folder creation dates					SC Consultants
Document instances of permission changes and logs of security-related actions since 2018					SC Consultants
Review folder access logs for access by unauthorized users					SC Consultants
Identify if documents or data accessed by unauthorized users were copied, moved, uploaded, or downloaded					SC Consultants
Prepare Timeline of Access Instances					SC Consultants
Specify folder creation and permissions granted					SC Consultants
Identify permission changes					SC Consultants
Identify instances of users accessing folders for which they did not have permission					SC Consultants
Identify instances of access by unauthorized external users					SC Consultants

APPROACH AND METHODOLOGY

Project Plan (continued)

Digital Forensic Analysis of File Shares	Week 6	Resource
Draft Management Report		SC Consultants
Review Management Report with the City’s Key Stakeholders		Paul Ashe City Stakeholders
Review Final Report and Hold Exit Conference	TBD	Paul Ashe City PM

APPROACH AND METHODOLOGY

City Resources Needed to Complete Project

When a contract or statement of work is executed, there are specific items Securance will need to perform the engagement. To ensure the City obtains the most out of its partnership with Securance, we have provided an initial list of information, access requests, and documentation our experienced team will need to hit the ground running.



**RESOURCES
NEEDED**

Access to the City's Staff

- ▶ Adequate access to management and other key personnel for consultation and interviews. Very little of time will be taken, but some contact will be necessary
- ▶ Access to a project manager for scheduling interviews with appropriate City staff
- ▶ Access to staff who have been identified for interviews during the length of the project (approximately one hour each)
- ▶ Immediate access on a part-time basis to a cybersecurity staff who can assist with questions (when needed)

Logical Access and Other Request

- ▶ User IDs | passwords for network shares and folders
- ▶ Authority to access network file share folders

Office Space for On-Site Work (As Needed)

- ▶ Identification badges, or equivalent should be available on arrival (if needed)
- ▶ Lockable cabinet for documentation
- ▶ Workspace when on site

Client Assistance Request Summary (see example below)

Securance

2024 Client Assistance Request

Location:

No.	Phase I	Request Description	Status/Notes/Comments
1	Folder Permissions	Please provide the contact information for the network administrator.	
2	Folder Permissions	Please provide a brief narrative of the network storage technology in place.	
3	Folder Permissions	Please provide a brief narrative of where user drive data is stored.	
4	Folder Permissions	Please provide a listing of network file shares.	
5	Folder Permissions	Please provide a brief narrative of how access is granted to network file shares.	
6	Folder Permissions	Please provide a brief narrative of the authentication method to network file shares.	
7	Folder Permissions	Please advise if Securance can utilize scripts to obtain the permissions associated with network file shares.	

APPROACH AND METHODOLOGY

Risk Management

After conducting the IT audit of the City's file folder permission structure and possible risks, our consultants will prioritize those risks, addressing the most critical ones first.

If an issue arises, we address it prior to escalation. Our IT consultants will immediately advise the Securance engagement manager of any client complaints or other project issues. The engagement manager will then notify your project manager and work with him | her to resolve any issues in a timely and mutually satisfactory manner.

Securance will review all supporting documentation, then present the issue to the responsible party in a non-confrontational manner. We let the other party know that we are open to reviewing additional evidence and | or revisiting our understanding of the facts.

In our experience, the most common roadblocks to successful project completion and client satisfaction are:

- ▶ Risk - Project delays due to delays in receipt of requested documentation
- ▶ Mitigation Strategy - Securance will provide the City's project manager with bi-weekly status reports. Each report will contain a section detailing open items and pending requests for information.
- ▶ Risk - Disagreement over project findings
- ▶ Mitigation Strategy - Securance documents all project findings and related evidence in an "Issue Tracker" document. We will share the "Issue Tracker" and the findings documented therein with the City in order to avoid unwanted surprises upon project completion. In our experience, the use of an Issue Tracker has eliminated disputes over findings.

REQUIRED FORMS

SOLICITATION RESPONSE FORM

**City of Doral ITN No. 2024-05
Independent IT Audit Services**

Date Submitted	03.27.2024
Company Legal Name	Securance LLC
Date of Entity Formation	03.04.2002
Entity Type (select one)	Corporation / Partnership <input checked="" type="checkbox"/> LLC / Other:
Corporate Address	13916 Monroes Business Park, Suite 102
Office Location	Tampa, FL 33635
Taxpayer Identification No.	03-0392503
Authorized Representative (Name and Title)	Paul Ashe, President

1. The undersigned Bidder/Proposer agrees, if this Bid is accepted by the City, to enter into an agreement with the City of Doral to perform and furnish all goods and/or services as specified or indicated in the Contract for the Price and within the timeframe indicated in this proposal and in accordance with the terms and conditions of the Contract.
2. Bidder/Proposer accepts all of the terms and conditions of the Solicitation, including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 180 days after the day of Bid opening. Bidder/Proposer agrees to sign and submit the Contract with any applicable documents required by this ITN within ten days after the date of City’s Notice of Award (If applicable).
3. By responding to this sealed Solicitation, the Bidder/Proposer makes all representations required by the Solicitation and further warrants and represents that Bidder/Proposer acknowledges that it has received and examined copies of the entire Solicitation documents including all of the following addenda:

 Addendum No.: Dated: 03.25.2024 Addendum No.: _____ Dated: _____
 Addendum No.: Dated: 04.01.2024 Addendum No.: _____ Dated: _____

 Check here If no Addenda were issued by the City.
4. Bidder/Proposer further warrants and represents that it has familiarized themselves with the nature and extent of the Contract, required goods and/or services, site, locality, and all local conditions and applicable laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
5. Bidder/Proposer further warrants and represents that it has studied carefully all documentation and information provided to the extent applicable to the Work, and has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all information provided that pertains to the project or otherwise may affect the cost, progress, performance, or furnishing of the Work, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Bidder/Proposer for such purposes.

REQUIRED FORMS

6. Bidder/Proposer further warrants and represents that it has given the City written notice of all errors or discrepancies it has discovered in the Contract and the resolution thereof by the City is acceptable to Bidder/Proposer.
7. Bidder/Proposer further warrants and represents that this Bid/Proposal is genuine and not made in the interest of or on behalf of any other undisclosed person, firm or corporation; Bidder/Proposer has not directly or indirectly induced or solicited any other Bidder/Proposer to submit a false or sham Proposal; Bidder/Proposer has not solicited or induced any person, firm or corporation to refrain from submitting; and Bidder/Proposer has not sought by collusion to obtain for itself any advantage over any other Bidder/Proposer or over the City.
8. Bidder/Proposer understands that the quantities provided are only provided for proposal evaluation only. The actual quantities may be higher or lower than those in the proposal form.
9. Bidder/Proposer understands and agrees that the Contract Price is Unit Rate Contract to furnish and deliver all of the Work complete in place as such the Proposer shall furnish all labor, materials, equipment, tools superintendence, and services necessary to provide a complete Project.

10. Communications concerning this Proposal shall be addressed to:

Bidder/Proposer: Securance LLC
Telephone: 877.578.0215
Email Address: pswere@seuranceconsulting.com
Attention: Patrick Swere, Proposal Manager

11. The terms used in this response which are defined in the above-referenced Solicitation shall have the meanings assigned to them in such Solicitation.

STATEMENT

I understand that a "person" as defined in 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Bids or applies to Bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "persons" includes officers, directors, executives, partners, shareholders, employees, members, and agents active in management of the entity.

SUBMITTED THIS 27th DAY OF March, 2024.

Company Name: Securance LLC
Company Address: 13916 Monroes Business Park, Suite 102, Tampa, FL 33635
Authorized Representative Signature: 

REQUIRED FORMS

PROPOSER QUALIFICATION STATEMENT

The Proposer's response to this questionnaire will be utilized as part of the City's evaluation to ensure that the Proposer meets, to the satisfaction of the City, the minimum requirements for participating in this Solicitation.

PROPOSER MUST PROVIDE DETAILS FULFILLING THE SOLICITATION'S MINIMUM EXPERIENCE REQUIREMENTS IN THE FORM BELOW. IT IS MANDATORY THAT PROPOSERS USE THIS FORM IN ORDER TO INDICATE THAT THE MINIMUM EXPERIENCE REQUIREMENT IS MET. NO EXCEPTIONS WILL BE MADE.

Proposer	Securance LLC		
Years in Business	22		
Years of Experience Providing Independent IT Audit Services	22		
Project No. 1			
Project Name:	Multiple projects since 2003		
Project Description:	User access reviews, user provisioning reviews, application testing, Active Directory assessments, PCI readiness testing		
Budget/Cost:	More than \$500,000 since 2003	Contract Dates:	2003 to Present
Owner/Client Name:	PoolCorp Pinch a Penny	Reference Name:	Paul Gomila
Reference Phone No.:	985.801.5719	Reference Email:	paul.gomila@poolcorp.com
Project No. 2			
Project Name:	Cybersecurity Audits		
Project Description:	Policy procedure reviews; external internal vulnerability assessments penetration testing; wireless network configuration reviews; firewall configuration reviews		
Budget/Cost:	\$99,456	Contract Dates:	Nov. 2020, July, 2023
Owner/Client Name:	Volusia County	Reference Name:	Johnathan Edwards
Reference Phone No.:	386.736.5969	Reference Email:	jpedwards@volusia.org
Project No. 3			
Project Name:	Network Security Assessment		
Project Description:	Policy procedure reviews; external internal vulnerability assessments penetration testing; wireless network configuration reviews		
Budget/Cost:	\$29,636	Contract Dates:	April, 2022
Owner/Client Name:	City of Vero Beach	Reference Name:	Paul Mills
Reference Phone No.:	772.978.5151	Reference Email:	pmills@covb.org

REQUIRED FORMS

BIDDER/PROPOSER AFFIDAVITS

Business Name: Securance LLC

D.B.A.: N/A Federal I.D. No.: 03-0392503

Business Address: 13916 Monroes Business Park, Suite 102

City: Tampa State: Florida Zip: 33635

I, the undersigned affiant do swear and affirm that I am an authorized agent of the above-named business ("Bidder") and authorized to make the following statements and certifications on Bidder's behalf:

1. Ownership Disclosure

Pursuant to City Code Section 2-384, the above-named Bidder hereby discloses the following principals, individuals, or companies with five percent (5%) or greater ownership interest in Bidder (supplement as needed):

Name	Address	% Ownership
Paul Ashe	13916 Monroes Business Park, Suite 102 Tampa, FL 33635	100%

The above-named Bidder hereby discloses the following subcontractors (supplement as needed):

Name	Address	% Ownership
N/A		

Bidder hereby recognizes and certifies that no elected official, board member, or employee of the City of Doral ("City") shall have a financial interest in any transactions or any compensation to be paid under or through any transactions between Bidder and City, and further, that no City employee, nor any elected or appointed officer (including City board members) of the City, nor any spouse, parent or child of such employee or elected or appointed officer of the City, may be a partner, officer, director or proprietor of Bidder, and further, that no such City employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Bidder. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Bidder.

Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by City. Further, Bidder recognizes that with respect to any transactions between Bidder and City, if any Bidder violates or is a party to a violation of the ethics ordinances or rules of the City, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to City, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Bidder may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or

REQUIRED FORMS

proposals for goods or services to City. The term "Bidder," as used herein, include any person or entity making a proposal herein to City or providing goods or services to City.

2. Public Entity Crimes

1. Bidder is familiar with and understands the provisions of Section 287.133, Florida Statutes
2. Bidder further understands that a person or affiliate who has been placed on the convicted Bidder list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted Bidder list.
3. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (**INDICATE WHICH STATEMENT APPLIES.**)
 - Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Bidder list. (Attach a copy of the final order.)

3. Compliance With Foreign Entity Laws

Applicant certifies as follows:

- a. Bidder is not owned by the government of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- b. The government of a foreign country of concern does not have a controlling interest in Bidder, as defined in Section 287.138, Florida Statutes.
- c. Bidder is not organized under the laws of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- d. Bidder does not have a principal place of business in a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- e. Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473.
- f. Bidder is not engaged in business operations in Cuba or Syria.
- g. Bidder is not participating in a boycott of Israel, and is not on the Scrutinized Companies that Boycott Israel list in accordance with the requirements of Sections 287.135 and F.S. 215.473, Florida Statutes

REQUIRED FORMS

4. Disability, Nondiscrimination, and Equal Employment Opportunity

Applicant certifies that Bidder is in compliance with and agrees to continue to comply with, and ensure that any subcontractor, or third party contractor under any and all contracts with the City of Doral complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501 553.513, Florida Statutes.
- The Rehabilitation Act of 1973, 229 USC Section 794.
- The Federal Transit Act, as amended 49 USC Section 1612.
- The Fair Housing Act as amended 42 USC Section 3601-3631

5. Conformance with OSHA Standards

Applicant certifies and agrees that Applicant has the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and local safety and health regulations, and in the event the City engages Bidder, Bidder agrees to indemnify and hold harmless the City of Doral, against any and all liability, claims, damages losses and expenses the City may incur due to the failure of itself or any of its subcontractors to comply with such act or regulation in the performance of the contract.

6. E-Verify Program Affidavit

Affiant certifies the following:

- a. Affiant is familiar with and understands the provisions of Section 448.095, Florida Statutes and 48 CFR 52.222-54 and has sufficient knowledge of the personnel practices of the Bidder to execute this Declaration on behalf of the Bidder.
- b. Bidder has registered with and utilizes the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095, which prohibits the employment, contracting or sub-contracting with an unauthorized alien.
- c. Bidder does not knowingly employ Affiants or retain in its employ a person whose immigration status makes them ineligible to work for the Bidder.
- d. Bidder has verified that any subcontractors utilized to deliver goods or services to the City through the Contractor's contract with the City use the E-Verify system and do not knowingly employ persons whose immigration status makes them ineligible to work for the subcontractor. The undersigned further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the City upon request.
- e. Failure to comply with the requirements of F.S. 448.095 may result in termination of the Bidder's contract(s) with the City of Doral.

7. No Contingency Affidavit

Affiant certifies the following:

- a. Neither Bidder nor any principal, employee, agent, representative or family member has promised to pay, and

REQUIRED FORMS

Bidder has not and will not pay, a fee the amount of which is contingent upon the City of Doral awarding a contract.

- b. Bidder warrants that neither it, nor any principal, employee, agent, or representative has procured, or attempted to procure, a contract with the City of Doral in violation of any of the provisions of the Miami- Dade County conflict of interest and code of ethics ordinances.
- c. Bidder acknowledges that a violation of this warranty may result in the termination of any contracts and forfeiture of funds paid, or to be paid, to the Bidder if awarded a contract.

8. Copeland Anti-Kickback Affidavit

Affiant certifies that no portion of any sums will be paid to any employees of the City of Doral, its elected officials, or its consultants, as a commission, kickback, reward or gift, directly or indirectly by Bidder or any member of Bidder's firm or by any officer of the corporation in exchange for business with the City of Doral.

9. Non-Collusion Affidavit

I, the undersigned affiant, swear or affirm that:

- a. Affiant is fully informed respecting the preparation and contents of the attached Bid/Proposal by Contractor and of all pertinent circumstances respecting such Bid/Proposal.
- b. Such Bid/Proposal is genuine and is not a collusive or sham Bid/Proposal.
- c. Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including Affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham Bid/Proposal in connection with the Work for which the attached Bid/Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any firm or person to fix any overhead, profit, or cost elements of the Bid/Proposal or of any other person submitting a response to the solicitation, or to fix any overhead, profit, or cost elements of the quoted price(s) or the quoted price(s) of any other bidding/proposing person, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed Work.
- d. The price(s) quoted in the attached Bid/Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any other of its agents, representatives, owners, employees or parties in interest, including this Affiant.

10. Drug Free Workplace Program

Bidder, in accordance with Florida statute 287.087 hereby certifies that the Bidder does all of the following:

- a. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- b. Informs Employees about the dangers of drug abuse in the workplace, the business' policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- c. Gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
- d. In the statement specified in subsection (a), notifies the employees that, as a conditions of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

REQUIRED FORMS

- e. Imposes a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
- f. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Select here if Not Applicable

11. Cone of Silence Certification

Affiant certifies and that Affiant has read and understands the Cone of Silence” requirements set forth in this Solicitation and further certify that neither I, nor any agent or representative of the Company has violated this provision.

BIDDER AFFIRMATION

I, the undersigned affiant, being first duly sworn as an authorized agent of the below-named Bidder, does hereby affirm and attest under penalty of perjury as the proposed Bidder for City of Doral that the certifications and statements provided above on behalf of Bidder are true to the best of affiant’s knowledge and belief and that Bidder is compliant with all requirements outlined in these City of Doral Affidavits. Bidder acknowledges it is required to comply with and keep current all statements sworn to in the above affidavits and will notify the City of Doral immediately if any of the statements attested hereto are no longer valid.

Securance LLC

 Bidder Name

 Affiant Signature

03.13.2024

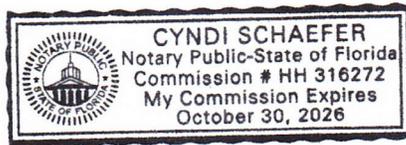
 Date Signed
 Paul Ashe, President

 Affiant Name & Title (Printed)

STATE OF Florida
 COUNTY OF Hillsborough

The foregoing instrument was affirmed, subscribed, and sworn to before me this 13 day of March 2024 by means of physical presence or online notarization, by _____ who is personally known to me or who produced the following identification: _____.

[Notary Seal]



Cyndi Schaefer
 Notary Public for the State of Florida
 My commission expires: 10/30/2026

REQUIRED FORMS

CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)

I HEREBY CERTIFY that at a meeting of the Board of Directors of Securance LLC, a partnership organized and existing under the laws of the State of Florida, held on the 20th day of March, 2024 a resolution was duly passed and adopted authorizing Paul Ashe (Name) as President (Title) of the partnership to execute agreements on behalf of the partnership and provides that their execution thereof, attested by a partner, shall be the official act and deed of the partnership. I further certify that said partnership agreement remains in full force and effect.

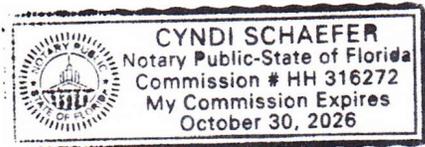
IN WITNESS WHEREOF, I have hereunto set my hand this 20, day of March 2024.

Partner Signature: [Signature]
Print Name: Paul Ashe

STATE OF Florida
COUNTY OF Hillsborough

The foregoing instrument was affirmed, subscribed, and sworn to before me this 20 day of March 2024 by means of physical presence or online notarization, by _____ who is personally known to me or who produced the following identification: _____.

[Notary Seal]



[Signature]
Notary Public for the State of Florida
My commission expires: 10/30/2026

REQUIRED FORMS

CONFLICT OF INTEREST DISCLOSURE

Business Name: Securance LLC

D.B.A.: N/A Federal I.D. No.: 03-0392503

Business Address: 13916 Monroes Business Park, Suite 102

City: Tampa State: Florida Zip: 33635

Please note that all business entities interested in or conducting business with the City are subject to comply with the City of Doral’s conflict of interest policies as stated within the certification section below. If a vendor has a relationship with a City of Doral official or employee, an immediate family member of a City of Doral official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor’s Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.

March

Conflict of Interest Disclosure*	
Name of City of Doral employees, elected officials, or immediate family members with whom there may be a potential conflict of interest: _____ _____ _____	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in vendor’s company <input type="checkbox"/> Other (please describe below) _____ _____ <input checked="" type="checkbox"/> No Conflict of Interest

**Disclosing a potential conflict of interest does not automatically disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.*

I certify that this Conflict-of-Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
	03.13.2024	Paul Ashe
Signature of Authorized Representative	Date	Printed Name of Authorized Representative

BUILDING A SUCCESSFUL PARTNERSHIP

For Securance, this is not just another project. It is an opportunity to help your team solve problems, exceed your goals, and pursue our mutual passion for improving the City's security posture.

After reviewing your needs and taking the time to understand your business, we believe we are the best fit for this opportunity, and **we want to partner with you!**

If you have questions or would like additional information, do not hesitate to contact us. We want to make sure you have everything you need to make your decision.

We want to partner with you and will be your best partner!

THE GROWING CHALLENGE IN CYBERSECURITY

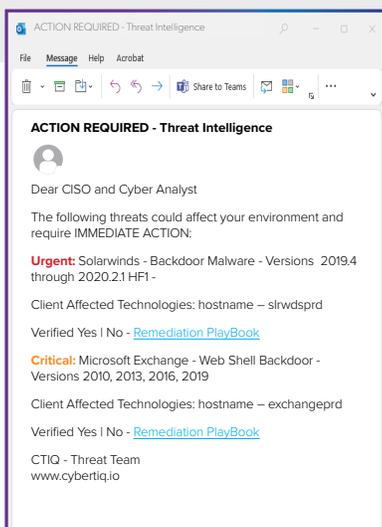
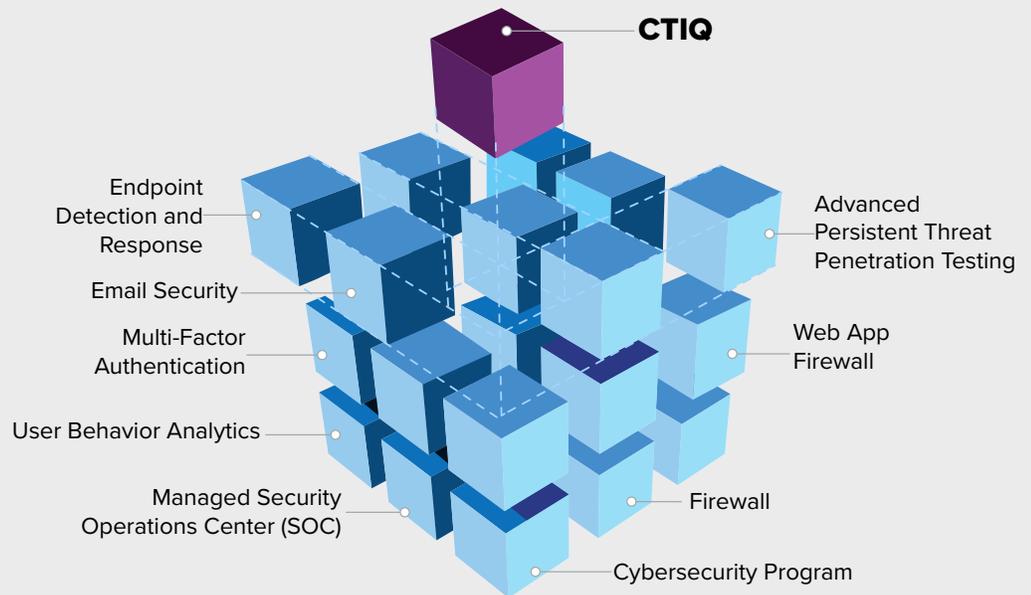


REDUCE ALERT FATIGUE

RECEIVE ONLY RELEVANT INFORMATION

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<https://cybertiq.io/> | info@cybertiq.io



13916 Monroes Business Park, Suite 102 • Tampa, FL 33635
www.securanceconsulting.com

Jacqueline Lorenzo (PM)

From: Pat Swere <pswere@securanceconsulting.com>
Sent: Friday, April 19, 2024 1:14 PM
To: Jacqueline Lorenzo (PM)
Cc: Christopher Cotton (PM); Marco Phillips (PM)
Subject: RE: Securance Request for Clarification - ITN 2024-05 - IT Audit Services
Attachments: SC Response_City of Doral_Independent IT Audit Services_redacted.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jacqueline,

Attached is Securance's redacted proposal. We have redacted the following pages in accordance with Florida Public Records Law, Florida Statutes Chapter 119:

Pages	Statute	Rationale
7-9	119.0725 Agency cybersecurity information; public records exemption; public meetings exemption	These pages contain client names and or sensitive project information regarding cybersecurity issues that needs to be kept confidential and not made public record.
16-20	119.0715 Trade secrets held by an agency.	Our methodologies contain proprietary information that needs to be kept confidential and not made public record.

Please let me know if you have any questions or need any additional information. Thank you.

Security focused,

--

Patrick Swere

Proposal Manager

Phone 877.578.0215 ext. 118

20+ YEARS IN BUSINESS

From: Jacqueline Lorenzo (PM) <Jacqueline.Lorenzo@cityofdoral.com>
Sent: Wednesday, April 17, 2024 11:44 AM
To: Pat Swere <pswere@securanceconsulting.com>
Cc: Christopher Cotton (PM) <Christopher.Cotton@cityofdoral.com>; Marco Phillips (PM) <Marco.Phillips@cityofdoral.com>
Subject: Securance Request for Clarification - ITN 2024-05 - IT Audit Services

Good morning Mr. Swere,

The proposal from Securance, which lists you as the point of contact, contains the following language:

This proposal contains confidential material proprietary to Securance Consulting. The material, ideas, and concepts contained herein are to be used solely and exclusively to evaluate the capabilities of Securance Consulting to provide assistance to the City of Doral (City). This proposal does not constitute an agreement between Securance Consulting and the City. Any services Securance Consulting may provide to the City will be governed by the terms of a separate written agreement signed by both parties. All offers to provide professional services are valid for 60 days.

Please note that Florida Public Records Law, Florida Statutes Chapter 119 are very broad. The City is required to permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the contract to be executed for this solicitation, subject to the provisions of Chapter 119.

May you please specify the applicable statutory exemptions to protect your submittal, stating the reasons why exclusion from public disclosure is necessary and legal. If an exemption applies, please redact the applicable exempt portions of the proposal and return to my attention together with the identified exemption. The City reserves the right to make any final determination on the applicability of the Public Records Law.

Should an exemption not apply, the subject text indicating the proposal is proprietary and confidential shall be redacted from the document. Please confirm. Thank you.

Please note that failure to confirm the proposal is subject to public record or provide details regarding applicable exemptions may deem your proposal non-responsive.

Respectfully,

Jacqueline Lorenzo

Procurement and Asset Management Director

City of Doral

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Please note that the State of Florida's Public Records Laws provide that most written communications to or from the City of Doral regarding government business are public records available to the public upon request. This e-mail communication may therefore be subject to public disclosure.
