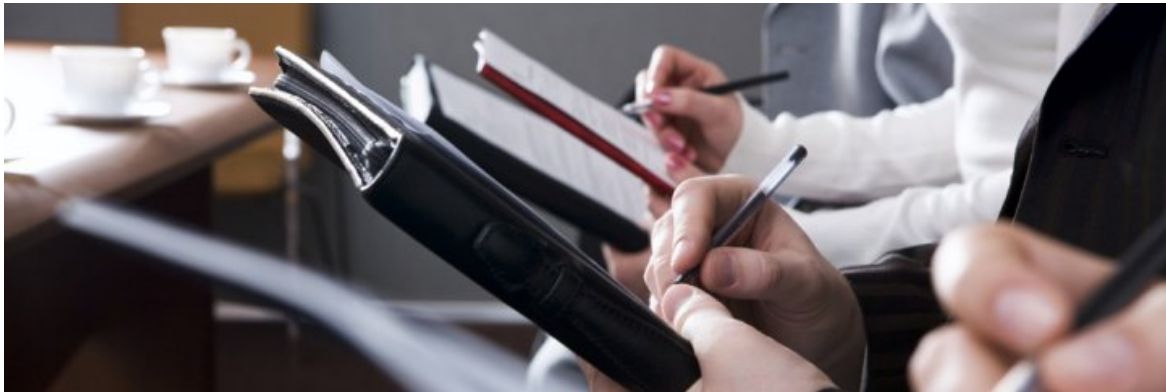




## NASPO International Program's Director



# Request for Proposal

## Independent Contractor for Administration of Professional Development Training and Additional NASPO International Programs

---

Prepared By:  
Document Version  
Date:

NASPO International PDT Committee  
Final Version  
April 2016

<b>1</b>	<b>Executive Summary</b>	<b>3</b>
<b>2</b>	<b>NASPO Overview</b>	<b>3</b>
<b>3</b>	<b>Project Overview</b>	<b>4</b>
3.1	<i>PROJECT GOALS</i>	4
3.2	<i>OBJECTIVES</i>	4
3.3	<i>SCOPE</i>	4
3.4	<i>TERM OF POSITION</i>	4
3.5	<i>REPORTING STRUCTURE</i>	5
3.6	<i>PARTNERING MODEL</i>	5
3.7	<i>FINANCIAL ARRANGEMENTS BETWEEN PARTNERS</i>	5
3.8	<i>EXPECTED SERVICE DELIVERY</i>	5
<b>4</b>	<b>RFP Requirements Process</b>	<b>5</b>
4.1	<i>RFP RESPONSE CRITERIA</i>	5
4.2	<i>PARTICIPATION IN RFP</i>	6
4.3	<i>RFP SCHEDULE</i>	6
4.4	<i>RFP RELATED QUESTIONS/CLARIFICATIONS/SUBMISSIONS</i>	6
4.5	<i>RFP TERMS &amp; CONDITIONS</i>	6
4.6	<i>CONFIDENTIALITY &amp; RFP OWNERSHIP</i>	7
<b>5</b>	<b>High level business requirements</b>	<b>7</b>
5.1	<i>OVERVIEW OF FUNCTIONAL REQUIREMENTS</i>	7
5.2	<i>OVERVIEW OF INFORMATIVE SECURITY REQUIREMENTS AND PRIVACY POLICY</i>	7
5.3	<i>OVERVIEW OF AVAILABILITY REQUIREMENTS</i>	7
5.4	<i>OVERVIEW OF TECHNICAL REQUIREMENTS</i>	7
<b>6</b>	<b>RESPONSE TEMPLATE</b>	<b>8</b>
<b>7</b>	<b>PROJECT REFERENCES -- (Appendix -- I)</b>	<b>9</b>

## 1 EXECUTIVE SUMMARY

- NASPO International is an American National Standards Institute-accredited standards development organization based in Washington, D.C.
- NASPO International's mission is to develop national and international security standards and to support those standards through education, training, auditing, certification and accreditation of certification bodies.
- The organization offers NASPO International Professional Development Training to its members and interested parties.
- The NASPO International Board of Directors have designated that the organization will emphasize Training, Education, Auditing and Certification as a means to support standards development. Therefore, the organization wishes to expand their existing training and education program and is seeking an independent contractor to manage the program.
- This Request for Proposal is designed to understand the options available to the organization and aid the Board of Directors in developing the best program possible that is within the means of the organization.
- The scope of the RFP is limited to program development and training delivery services, certification for security professionals, education for companies and individuals wishing to certify compliance to the security standards that NASPO International writes for the security industry; and execution of gap analyses of NASPO's organizational administration.
- Discussion of any proposal of additional services which might be provided is welcome.
- The response is open to companies and/or individuals who meet the criteria listed in the RFP.
- Anticipated Service Delivery:
  - The first training session to be fully managed by the Programs Director will be mutually agreed to by NASPO International and the Programs Director.
- Parties interested in presenting a proposal for the administration of the NASPO International Professional Development Training program should deliver a proposal by May 30, 2016.

## 2 NASPO OVERVIEW

- NASPO International History
- Founded in 2002
  - 2003 - Published its first security industry security assurance standard
  - 2005- Published the ANSI NASPO Security Assurance Standard SA2005
  - 2008- Updated the ANSI NASPO Security Assurance Standard to SA2008
  - 2009- Appointed the Secretariat of ISO Technical Committee 247 – Fraud Countermeasures and Controls
  - 2012- Served as head of U.S. delegation to ISO PC 246 (ISO 12931) - "Performance criteria for authentication solutions for anti-counterfeiting in the field of material goods" 2013- Updated the security assurance standard to ANSI NASPO SA 2103
  - 2013- ISO TC130/247 Joint Working Group (ISO 14298) "Graphic technology -- Management of security printing processes"
  - 2014 Developed "ANSI/NASPO Minimum Security Requirements for Security Documents"

- NASPO has 2 other ANSI standards under development – "Identity Proofing and Verification" and "Minimum Security Standard for Official Birth Certificates"
- NASPO International members include Fortune 500 companies, commercial, industrial, government and non-governmental organizations (NGOs).
- NASPO International Audits and certifies organizations to security compliance standards.
- As part of its charter and mission, NASPO International trains security management professionals using NASPO International and other relevant ISO security standards.
- NASPO International has five Professional Development training courses and 3 Technical Training Courses to date.

### **3 PROJECT OVERVIEW**

#### **3.1 PROJECT GOALS**

- To develop NASPO International into the premier source of training and education for the physical and logical security industry.
- To manage NASPO International's Professional Development training and certification program, as well as additional projects as they are defined.

#### **3.2 OBJECTIVES**

- To develop professional training courses that support NASPO International, its members and other interested parties in risk assessment and security management.
- To train all NASPO International members and interested parties in security risk management standards and processes of conforming with those standards requirements.
- To develop a self-sustaining training operation within NASPO International.
- To award the position of the Program's Director to an independent contractor reporting to the President of NASPO International.

#### **3.3 SCOPE**

Primary roles for the position are:

- training program management and delivery (course materials, scheduling, training delivery);
- execute gap analyses of NASPO's organizational administration and opportunities to apply best practices;
- additional roles as determined appropriate jointly by NASPO executive board and Programs Director.

#### **3.4 TERM OF POSITION**

The term of this position is to be two years;

- renewable upon agreement by both parties;
- with annual review of progress toward benchmarks, jointly determined by NASPO and the Programs Director

- cancellation of this position may be initiated by either party to the contract with a minimum of 90 day written notice

### **3.5 REPORTING STRUCTURE**

Position will formally report to the President with indirect responsibility to the Executive Board.

### **3.6 PARTNERING MODEL**

NASPO International resources may be utilized to design the curriculum, course syllabus, exercises, training delivery and knowledge assessment for Professional Development Training Security Conformity Training and Technical Resource Courses wherever appropriate.

- Partnering with members
- Partnering with instructors
- Partnering with security experts, training experts, IT security experts
- Partnering with industry consultants
- Partnering with Learning Modular Software companies

Prior to making examples of current training documentation available, all recipients must sign and deliver to NASPO a CNDA.

Examples of the current training documentation with then and only then, be made available on a read-only basis to respondents to this RFP.

### **3.7 FINANCIAL ARRANGEMENTS BETWEEN PARTNERS**

- All revenues will be collected through the NASPO International e-commerce capabilities on the NASPO Website.
- All revenues paid will be managed by the NASPO International Treasurer and Secretariat.
- RFP should address anticipated compensation and revenue sharing between NASPO and the contractor.

### **3.8 EXPECTED SERVICE DELIVERY**

The first training session to be fully managed by the Programs Director will be mutually agreed to by NASPO International and the Programs Director.

## **4 RFP REQUIREMENTS PROCESS**

### **4.1 RFP RESPONSE CRITERIA**

The RFP Response is open to any qualified company or individual(s) who can demonstrate experience in the following areas:

- Management of training programs
- Classroom course development and delivery
- Respondents must be U.S. based

Membership in NASPO International is not required.

## 4.2 PARTICIPATION IN RFP

Interested parties willing to participate in the RFP should confirm to **NASPO International President** within **14** days of the release of the RFP their **Intent to Respond**.

All interested parties confirming their participation should send an “Intent to Respond” to the attention of:

NASPO International President Mike O’Neil- [mikeo@naspo.info](mailto:mikeo@naspo.info)

The email should be time stamped, Request a Read Receipt and a Delivery Receipt. **Include your RFP Contact Name & E-mail address.**

## 4.3 RFP SCHEDULE

**Proposal Due date- Midnight May 30, 2016**

All RFPs will be reviewed by June 30, 2016

Interested parties must ensure that the proposal is delivered received at the above email address before the tender closing date. Hardcopy of the winning proposal will be required following the decision of the Board.

Any notices with respect to this RFP should also be emailed to the above Contact and Address.

## 4.4 RFP RELATED QUESTIONS/CLARIFICATIONS/SUBMISSIONS

All questions related to this RFP should be directed to:

Michael O’Neil  
[mikeo@naspo.info](mailto:mikeo@naspo.info)  
612-281-7141

Responses to any/all questions/comments will be sent to all parties participating in this RFP.

## 4.5 RFP TERMS & CONDITIONS

This RFP is only a request for proposal about potential products/services and no contractual obligation on behalf of the NASPO International, whatsoever shall arise from the RFP process.

This RFP does not commit NASPO International to pay any cost incurred in the preparation or submission of any response to the RFP.

#### **4.6 CONFIDENTIALITY & RFP OWNERSHIP**

This RFP is both confidential and proprietary to NASPO International and the body reserves the right to recall the RFP in its entirety or in part. Interested parties cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of NASPO International.

Interested parties shall not include or reference this RFP in any publicity without prior written approval from of NASPO International's Board of Directors, which, if granted, shall be granted by the individual named above. Interested parties must accept all of the foregoing terms and conditions without exception. All responses to the RFP will become the property of NASPO International and will not be returned.

Respondents agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of NASPO International.

### **5 HIGH LEVEL BUSINESS REQUIREMENTS**

#### **5.1 OVERVIEW OF FUNCTIONAL REQUIREMENTS**

- The successful respondent will deliver courses that NASPO International deems meet the goals of security professionals on security standards
- Classroom courses:
  - Courses will be 4 hours (half day) or 8 hours (full day) in length
  - Course will be interactive
  - Course materials will reflect the verbal presentation
- Partnering:
  - Course development may be coordinated with inputs from existing NASPO International experts
  - Training may be delivered by existing NASPO International experts

#### **5.2 OVERVIEW OF INFORMATIVE SECURITY REQUIREMENTS AND PRIVACY POLICY**

All information connected to the student and payments will be protected under applicable privacy regulations.

#### **5.3 OVERVIEW OF AVAILABILITY REQUIREMENTS**

The administrator will be required to attend training sessions and manage the proceedings.

#### **5.4 OVERVIEW OF TECHNICAL REQUIREMENTS**

The Director will assure that all technical matters are covered and managed during any course session.

## 6 RESPONSE TEMPLATE

<b>1</b>	Name of Company Parent company (if any) Federal EIN Proof of registration as a legal entity Certificate of Current Status in jurisdiction	
<b>2</b>	Company address	
<b>3</b>	Initial year of operations	
<b>4</b>	Name of person responsible for the information contained in this RFP	
<b>5</b>	Telephone number Fax number Email address Web page	
<b>6</b>	Give details of your business continuity arrangements.	
<b>7</b>	Please provide details of any outstanding legal action against your company or any directors or partners	
<b>8</b>	Describe any third party alliances/relationships	
<b>9</b>	Are there any anticipated mergers or acquisitions pending?	
<b>10</b>	Have you supplied training services to customers in a similar industry, with a similar growth profile that would act as a reference site for you? If so then please state them	
<b>11</b>	Total number of clients in the training business	
<b>12</b>	Training: <ul style="list-style-type: none"> <li>• Have you offered formal user training courses in the past?</li> <li>• What type of training formats have you used and would you recommend?</li> <li>• Describe any training materials offered</li> <li>• Describe knowledge assessment techniques</li> <li>• Describe learning exercises you have developed</li> </ul>	



13	<p>If offering software, LMS program...etc. - Please summarize the total costs of your product.</p> <ul style="list-style-type: none"> <li>• What are the licensing costs for individual parts of the solution?</li> <li>• Are new releases chargeable separately?</li> <li>• What are your consultancy rates to help with implementation?</li> <li>• What do you charge for customization?</li> <li>• What do you charge for training?</li> <li>• What are the maintenance and support costs? Please give a breakdown.</li> <li>• Do you offer discounts for volume purchases?</li> <li>• Do you levy any charges for software or services during the evaluation period?</li> </ul>	
14	Proposal for Management program	
15	Please provide information on your implementation methodology	

## 7 PROJECT REFERENCES -- (APPENDIX -- I)

Please provide previous projects achieved providing project scope, date, owner, status, pricing, etc.