**GOSPORT BOROUGH COUNCIL (GBC)**

**INVITATION TO QUOTE (ITQ)**

**PUBLISHED: 31 July 2024**

**FOR: Centralized Logging and SIEM Solution**

**RESPONSE DEADLINE: 5 September 2024 12:00pm**

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Schedules / Appendices (supplied separately)

* Schedule 1 – Quotation Response Document

# Introduction

Gosport Borough Council (GBC) is inviting quotations for a combined solution that will be used as both a centralized logging solution and a Security Event Information Manager (SEIM) , enabling the Council to collect, store, and retrieve log data in real time across operating systems, security devices, network infrastructure, systems, and applications, providing real-time and historical threat analysis based on log data, as well as sending alerts when potential security threats are detected, prioritizing threats based on severity, allowing us to systematically address issues.

The solution must aggregate and normalizes logs into a unified format to ensure consistency across all log data.

GBC is a small local government authority located in the town of Gosport, Hampshire, and is conducting this procurement to enable the Council to have a robust level of cyber security in place.

# Specification / Requirements

The successful supplier (mentioned hereafter as ‘the Supplier) will supply and support a Centralized Logging and SEIM Solution.

**Functional Requirements**

Log Collection and Aggregation

Sources: Collect logs from servers, network devices, firewalls, applications, and endpoints.

Protocols: Support for common logging protocols (e.g., Syslog, SNMP, Windows Event Forwarding).

Real-time Collection: Ability to ingest logs in real-time.

Data Normalization and Enrichment

Normalization: Convert logs into a consistent format.

Enrichment: Add context to logs (e.g., geo-location, user details, asset information).

Correlation and Analysis

Correlation Rules: Define rules to correlate events across different sources.

Behavioural Analysis: Detect anomalies based on baseline behaviour.

Machine Learning: Use ML algorithms to identify patterns and predict threats.

Alerting and Reporting

Alerting: Real-time alerts via email, SMS, or integrated messaging systems.

Dashboards: Customizable dashboards for different user roles.

Reports: Pre-defined and custom reports for compliance and management.

**Security Requirements**

Authentication: Strong user authentication mechanisms (e.g., MFA).

Authorization: Role-based access control (RBAC) to restrict access based on roles.

Encryption: Encrypt log data at rest and in transit.

Compliance: Ensure compliance with local and national regulations.

**Integration Requirements**

ITSM Integration: Integrate with IT Service Management (ITSM) tools for ticketing and incident response.

Threat Intelligence Feeds: Integration with external threat intelligence sources.

Third-party Tools: Compatibility with other security tools (e.g., IDS/IPS, DLP).

**Performance and Scalability**

Scalability: Ability to scale horizontally by adding more nodes should they become necessary.

Performance: Handle high log volumes and provide fast query responses.

Load Balancing: Implement load balancing to distribute the log processing load.

**Management and Maintenance**

Centralized Management: Single pane of glass for managing the entire SIEM solution.

Automation: Automate routine tasks (e.g., log rotation, backups).

Monitoring: Continuous monitoring of the SIEM infrastructure for health and performance.

**Training and Support**

Training: Provide the option of training for IT staff on managing and using the SIEM solution.

Support: Ensure vendor support or third-party support contracts for critical issues.

**Documentation**

Documentation: Comprehensive documentation for installation, configuration, and operation.

Playbooks: Develop Playbooks for common incident response scenarios.

# Insurance

The Supplier will maintain the following insurance cover for the duration of the commission and provide evidence of cover to the Council at any time when requested by GBC.

|  |  |
| --- | --- |
| **Insurance:** | **Minimum value required** |
| Public Liability  | £10 million  |
| Employers Liability | £5 million |
| Professional Indemnity  | £1 million |

# Procurement Timetable

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Invitation to Quote published | 31 July 2024 |
| Deadline for clarifications | 20 August 2024 |
| Deadline for receipt of quotes | 12:00pm, 5 September 2024 |
| Evaluation completed by | 19 September 2024 |
| Notification of award decision | 20 September 2024 |
| Service Commencement date | 21 October 2024 |
| Service end date | 20 October 2025 |

# Instructions on submitting a response

Responses/quotes must be uploaded via the Proactis portal, also known as the South East Business Portal: <https://sebp.due-north.com/>, and submitted no later than the time and date specified in the procurement timetable.

Your quote must include the completed response document (schedule 1 provided) with all questions completed. You must also supply a draft contract for the Council to consider.

# Clarifications

All requests for clarification should be submitted no later than the date specified in the Procurement timetable, using the messaging facility on the Proactis procurement portal.

Questions received after the deadline date may not be answered. If the potential provider expresses that the question is confidential and GBC agrees that it is, then the response will be sent only to the potential provider raising the question. If GBC disagrees, they will inform the potential provider and allow them to withdraw their question.

Suppliers may be required to clarify their submission. Requests for clarification will be issued via the messaging function on the Proactis portal. Suppliers are required to respond to requests for clarification as requested and, no later than within 3 working days.

# Evaluation

Quotes received on time will include a fully completed response document (schedule 1) and a contract draft for the Council to consider, the quotation response document will be evaluated according to the following criteria:

* Mandatory requirements: Pass/Fail
* Quality: 65%
	+ Solution: 50%,
	+ Communication & Training: 10%
	+ Updates process: 5%
* Price: 35%

Quality Evaluation:

Answers will be scored on the following criteria

|  |
| --- |
| **4 - Very good** –in excess of the criteria in all areas |
| **3 - Good** – shows attributes in a number of areas that are in excess of the criteria |
| **2 - Satisfactory** – provides evidence that it will meet the criteria sufficiently |
| **1 - Poor** – some, but very limited evidence of that it will meet the criteria |
| **0- Very Poor** – completely fails to demonstrate that it will meet the criteria |

*Please note that scoring ‘1’ or less for any one or more quality questions will give grounds for excluding the response from further consideration. For any quotes so excluded, that supplier’s price shall be excluded from the ‘price’ evaluation.*

Price Evaluation:

Price scores will be calculated based upon the lowest price.

The response with the lowest price will be awarded the full score of 35. Higher-priced offers will receive a score proportionate to the lowest offer, calculated as follows:

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# Award

The award decision will be notified via the Proactis portal after the deadline for responses has passed and the quotes have been evaluated.

GBC reserve the right to decline to make an award, or to abandon or cancel the procurement process. GBC will not be responsible for any costs or expenses incurred as a result of following this course of action.

Any costs incurred by the Supplier in responding to this ITQ or in support of activities associated with the response to this ITQ are to be borne by the service provider and are not reimbursable by GBC.

Following award, the Council shall place an order for the solution via purchase order which is sent electronically via email. This document will include a unique reference number, which must be stated on associated documentation, such as delivery notes and invoices.

The Council pay all invoices in arrears following completion of the successful delivery of the services. The supplier shall provide the Council with an invoice within 30 days of service. Invoices must detail:

* The name and address of the Council Representative (as displayed on the purchase order)
* The Contractor name and address
* The Contractor bank details
* The relevant Council Purchase Order number
* A unique invoice number
* Full breakdown of the services provided
* All costs, VAT charged and VAT number (if applicable)

Invoice can be submitted via post or electronically via email, the email address will be displayed on the purchase order.

# Terms and Conditions

In submitting a response to this Invitation to Quote, potential Suppliers do so on the conditions set out in their contract, a copy of which must be supplied for our consideration when submitting the response.

# Conduct and Conflicts of interest

The supplier shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the quote or proposed quote, except where the disclosure in confidence of the approximate amount of quote is necessary to obtain insurance cover.

The quote shall be a bona-fide quote and shall not be fixed or adjusted by, under, or in accordance with any agreement or arrangement with any other person.

Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from submitting a quote.

Suppliers must not, in connection with the proposed quote:

* offer any inducement, fee or reward to any member or officer of the Authority/Council
* do anything which would constitute a breach of the Bribery Act 2010 or the Section 117 (2) Local Government Act 1972, or
* canvass any of the persons referred to above in connection with the provision;
	+ or contact, any member or officer of the Authority/Council or any person acting as an advisor to the Authority/Council (except as authorised by this Invitation to Quote for the purpose of asking genuine questions about the process or the provision) about any aspect of the proposed provision or for soliciting information in connection therewith.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisors and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the Council. Any conflicts of interests must be declared to the Council at the earliest opportunity.