



**State of West Virginia
Request For Proposal
Service - Prof**

Procurement Folder : 497618

Document Description : PCI Consulting Services

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No			Version	Phase
2018-10-16	2018-11-01 13:30:00	ARFP	1300	STO1900000002	2	Final

SUBMIT RESPONSES TO:	VENDOR
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	Vendor Name, Address and Telephone

FOR INFORMATION CONTACT THE BUYER
 Shelly Murray
 (304) 341-7089
 shelly.murray@wvsto.com

Signature X **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No 1 Is issued to address questions received prior to the question submission deadline of 10/11/2018.

Bid Opening Date Remains: 11/01/2018 at 1:30PM (13:30) EST.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question Submission Deadline	2018-10-11

STO190000002	Document Phase Final	Document Description PCI Consulting Services	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFP STO1900000002 PCI Consulting Services
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ARFP STO1900000002 PCI Consulting Services to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other (Attach Purchasing Affidavit)

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFP STO1900000002 PCI Consulting Services

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

WEST VIRGINIA STATE TREASURER'S OFFICE (WVSTO)



REQUEST FOR PROPOSAL (RFP) ARFP STO1900000002

for

PCI (PAYMENT CARD INDUSTRY) CONSULTING SERVICES

ADDENDUM NO. 1

RESPONSE TO VENDOR QUESTIONS

General Questions with Regards to the Onetime Assessment of the Internal PCI Group of the STO:

Question: Locations: number of and addresses?

RESPONSE: There are three locations and the addresses of these locations are as follows: 315 70th Street SE, Charleston, West Virginia, 25304; 322 70th Street SE, Charleston, West Virginia, 25304; and 1900 Kanawha Boulevard, Building 6, State Capitol Complex, Charleston, West Virginia, 25305.

Question: Number of IT Assets roughly?

RESPONSE: There are 23 IT assets considered in scope.

Question: Number of employees roughly?

RESPONSE: 137 employees completed the most recent security awareness training.

Question: Number of IT personnel on project?

RESPONSE: There are two (2) IT personnel on the project.

General Questions with Regards to the Ad-hoc Consultation Services for Other Agencies:

Question: Locations: number of and addresses?

RESPONSE: The number of locations and addresses of these locations is unknown and could vary greatly. Additional information regarding agency currency operating environment is available in Section 4.2 of the solicitation.

Question: Number of IT Assets roughly?

RESPONSE: The number IT Assets is unknown and could vary greatly. Additional information regarding agency currency operating environment is available in Section 4.2 of the solicitation.

Question: Number of employees roughly?

RESPONSE: The number employees is unknown and could vary greatly. Additional information regarding agency currency operating environment is available in Section 4.2 of the solicitation.

Question: Number of IT personnel on project?

RESPONSE: The number of IT personnel on project for another agency is unknown and could vary greatly. Additional information regarding agency currency operating environment is available in Section 4.2 of the solicitation.

Question: Will the responses to all questions be made available to all bidders?

RESPONSE: Yes, through the issuance of this addendum. All questions and corresponding answers received by potential Vendors are included herein.

Question: Will responses to all questions be provided with enough time to the submission date, to adjust the response if needed? If not will an extension for the submission be granted?

RESPONSE: The bid opening date remains 11/1/2018.

Question: What is the expected start date for this assessment?

RESPONSE: The expected start date for this assessment is as soon as possible for both the Vendor and the state. The WVSTO will be using these services for a general assessment of our ongoing compliance efforts, as an independent validation of the correction of those efforts. For the WVSTO, the next PCI Attestation deadline is June 2019. However, this deadline does not necessarily relate to the timing of the assessment.

For agencies, the expected start date for any assessment is unknown. Assessments/consultation will be on an ad hoc basis by the individual agencies.

Question: What is the WVSTO's expectation with regard to completing the assessment?

RESPONSE: For the WVSTO, the QSA should review SAQ results and compliance efforts and provide feedback on the same. The WVSTO requests to see reports detailing strengths and weaknesses of the WVSTO's compliance.

For Agencies, expectations will be determined between the agency and the vendor as needed/requested.

Question: Will the QSA be required to be on-site for any portion of the engagement? If so is the Charleston location the only location to be visited?

RESPONSE: For the WVSTO, all locations involved are in Charleston. It is recommended that the QSA does come on-site to review and discuss the WVSTO's SAQ and compliance efforts.

For Agencies, one-site work will be determined between the agency choosing to use the service and the vendor based on each agency's individual needs.

Question: Does the current SAQ-D being filed by the WVSTO cover only the WVSTO or does it include any of the other approximately seventy (70) agencies.

RESPONSE: Yes, the SAQ-D filed by the WVSTO only covers the WVSTO and its compliance efforts as it pertains to the custom eCommerce System used by various agencies and for a single POS terminal used by the WVSTO.

Each agency is responsible for its own SAQ based on the types of payment processes it uses.

Question: What is the WVSTO's expectation with regards to the assessment of the PCI Internal Compliance Group? Is this to be a review of the SAQ being filed, or of the process the WVSTO uses to manage its PCI DSS compliance

RESPONSE: As stated in the answer to Question #4 above, for the WVSTO, the QSA should review SAQ results and compliance efforts and provide feedback on the same. The WVSTO requests to see reports detailing strengths and weaknesses of the WVSTO's compliance.

Additionally, there should be a review of the process the WVSTO uses to manage its PCI DSS compliance.

Question: Section 4.4.1 states "independent validation of the compliance work". Can you please expand on what the QSA is expected to Validate?

RESPONSE: The QSA is to review the WVSTO's PCI compliance efforts including related documentation, policies, procedures and environment along with the results of the most recently filed SAQ-D. Reports should be provided with results of the review including information regarding any deficiencies noted and/or recommendations for improvement.