

**Coffee County School System
Douglas, GA**

Request for Proposal Penetration Testing

FCC Cyber Pilot 2025-2028



INTRODUCTION and INSTRUCTIONS TO VENDORS

The Coffee County School System invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for a Biannual Penetration Testing service and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Invoicing

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for products and/or services associated with the projects and seek reimbursement of the discount according to the invoicing guidelines of the FCC Cyber Pilot modeled after the E-Rate Program, commonly known as SPI Invoicing method. The Owner will pay for the discounted portion of the invoice when the products and/or services listed on the invoice are delivered and in accordance with the final contract submitted with the Form 471.

Background Information

The Coffee County School System is located in Douglas, Georgia, Coffee County. Our enrollment is approximately 7500 students, and we employ nearly 1200 staff members in 14 separate locations. All sites are connected to our central data center by leased fiber.

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits Coffee County School System to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our rights to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

It is important that the vendor understand that this service has been included on the Coffee County School System's FCC Cyber Pilot Form 470 application which, if approved, will entitle us to discounted services through the Universal Fund/FCC Cyber Pilot.

Valid Period of Offer

The pricing, terms, and conditions stated in your submitted proposal must remain valid for 60 days from the date of delivery of the proposal to Coffee County School System.

Right of Rejection

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of Coffee County School System.

Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the sole responsibility of the vendor.

Instructions and Target Dates

The following section includes information governing the preparation and due dates of the proposal to be submitted.

PROPOSAL DELIVERY

Proposal Submission

Proposal responses should be submitted in a sealed envelope addressed to the following no later than **3:00 PM EST, July 16, 2025**. Bids must be received at the Coffee County Board of Education by this date. **Envelopes should be marked "Pen Testing Bid"**. Hand delivery of bids is an option if mailing will not result in receipt of timely bid documents. No faxed or emailed copies will be accepted. The acceptance of any or all alternatives will be at the discretion of the School System.

Send Proposals to:

Coffee County Board of Education
ATTN: Logan Evans - Director of Information Systems
211 Gaskin Ave South
Douglas, GA 31533

Feel free to e-mail by July 9, 2025 (logan.evans@coffee.k12.ga.us) if you have any questions. The district is closed from June 30 to July 6, 2025, so email questions in that window may be addressed on or after July 7, 2025. The school district is closed on Fridays, communications may be responded to the following business day.

Calls may be made from June 18, 2025 through June 30, 2025 to Logan Evans at 912-389-6773. Please leave a message if no answer.

Schedule of Events	
Date	Event
10:00 AM, Wednesday June 18, 2025	Distribute RFP via www.coffee.k12.ga.us
3:00 PM, Wednesday, July 9, 2025	End of questions to the district about the bid
3:00 PM, Wednesday July 16, 2025	Receipt of Proposals
3:15 PM, Wednesday July 16, 2025	Opening of Bids, Committee Review of Bids – Make Recommendations for Selected Vendor
5:30 PM, Thursday, July 24, 2025	Vendor Selection presented to Board of Education at May Work Session
7:00 PM, Thursday, July 24, 2025	Board of Education Approval of Vendor at May Regular Meeting
10:00 AM, Friday, July 25, 2025	Announcement of Vendor Selection

PROPOSAL PREPARATION

Required Proposal

Each proposal must include the information requested on the specified RESPONSE FORM that follows.

Evaluation Criteria

Coffee County School System evaluates and weighs the following criteria when considering our future provider of penetration testing. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost effectiveness of Product or Service	40 points
Vendor Vetting, Work Samples and Interview	30 points
Adequacy of the response to this RFP	20 points
Satisfactory previous business/working relationship with the provider or its staff	5 points
References	5 points
Total	100 points

Biannual Network Penetration Testing Service

The Coffee County School System (CCSS) is requesting sealed proposals for biannual network penetration testing. Penetration testing can be done in several ways, Black Box, White Box, Gray Box, internal, external and by other means. The costs of each type and scope of testing can vary greatly. Because of the cost aspect and the limited budget of the district's FCC Cyber Pilot funds, the district is requesting a menu list of penetration testing options. Read through the specifications below and the view the Contract Price form to input options for the district to consider.

The District will also evaluate bids for alternate types of penetration testing if different from "Gray Box" testing so long as the protocol can accomplish true penetration testing and provide meaningful feedback.

There is also an option to submit a bid price for 1 comprehensive test per year.

This penetration testing service shall be built on trust. The winning bidder should be prepared to sign a memorandum of understanding for rules of engagement and data destruction, and a non-disclosure agreement to keep the details of the district and its network information confidential.

Testing will occur in the each Fiscal year between September 2025 and May 2028. The school district operates on the July 1-June 30 fiscal year model.

Specifications

Gray Box Testing- External

The school district requests one method of the penetration testing to be **external Gray Box testing**. The vendor will have limited access to credentials to use in the penetration testing and some knowledge of the network architecture.

Gray Box Testing- Internal

The school district requests one method of the penetration testing to be **internal Gray Box testing**. The vendor will have limited access to credentials to use in the penetration testing and some knowledge of the network architecture.

Comprehensive Penetration Testing

The school district will evaluate any method of penetration testing if the testing protocol can provide useful data and remediation steps to close vulnerabilities found in the district's network. Prospective bidders should provide ample detail as to how the test will be conducted and any needs from the district to make it possible.

Costs and Options

The district has previously engaged in penetration testing. External tests are less expensive than internal testing. On the price form, we request that vendors separate the quotes for internal and external testing and then provide a price for the combined testing. The district would like to have the ability to select the testing option that fits the Cyber Pilot budget allocation for this project.

References, Skills, Outline of Approach

The district will examine the vendor's qualifications and abilities in the area of penetration testing. Prospective bidders will submit their sample protocol, sample report, timeframe, and sheet of references to be considered for the contract. Prior to selection of a provider, bidders that make the first round cut as a potential service provider will engage with the district in one or more interviews to help the district understand and vet the service and provider.

Reports, Data and Remediation

The district requires that the results of the test be presented in a comprehensive and understandable format that clearly communicates technical findings and business impact. The report should include, but not be limited to:

- **Executive summary** that non-technical stakeholders that includes an overview of testing, key findings and severity, high-level assessment, overall security posture and recommendations at a strategic level.
- **Methodology** that includes testing approach, tools and techniques, testing phases, compliance frameworks.
- **Scope and Rules of Engagement** that include targeted systems, applications, networks, or locations, timeframes and limitations, in-Scope and out-of-scope systems, any special conditions or constraints
- **Detailed Findings** that include titles and identifiers, severity rating, CVSS score if applicable, affected systems, description of vulnerability, screenshots or parsed logs, exploitation steps, potential impact, likelihood of exploitation, references to standards or advisories
- **Remediation Recommendations** with specific steps, tools, and or techniques to mitigate the vulnerabilities.
- **Risk Matrix or Summary of Findings** table ranked by severity or risk to the district network/systems.
- **Proof of Exit** from the district systems and closing all backdoors or routes into or through the system.

Other Conditions

Any and all equipment, if applicable, shall be new, factory-sealed equipment currently available from the manufacturer; the District will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any condition other than new and factory-sealed with all original manufacturer warranties. The District reserves the right to adjust quantities prior to purchasing based on availability of funding, and shall have the sole discretion to evaluate, ascertain, and determine whether any item proposed or offered by any bidder is in fact an equivalent or better for any item listed. It is the vendor's responsibility and obligation to provide documentation and other evidence that alternative equipment is functionally equivalent or better. Failure to show equal functionality may result in the disqualification of the bid.

RESPONSE FORM

Statement of Vendor's Qualification

To accompany proposals submitted for the Coffee County School System.

Name of Vendor's Firm	
Name of Company Representative	
Business Address	
Phone Number	
Email Address	
When Organized	
Where Organized	
How many years engaged in this business under the current firm name?	
Partnership <input type="checkbox"/>	*SPIN Number:
Corporation <input type="checkbox"/>	

*Vendor must provide a Service Provider Information Number assigned by the Schools and Libraries Division (SLD)

Attachments

Please attach to this statement at least three references, including: (Key Contact name, address, title, phone number and brief description of work performed for the organization, including dates of work)

The above statements must be subscribed and sworn before a Notary Public.

Firm Name _____
 Representative _____
(printed name) _____
 Signature _____
 Title _____
 Date _____

Notary Signature _____
 Notary State _____
 Commission Expiration Date _____
 Date of Notarization _____

SEAL/STAMP

CONTRACT PRICE FORM

Vendor Firm Name _____
SPIN Number _____
Representative _____
(printed name) _____
Signature _____
Title _____
Date _____

Notary Signature _____
Notary State _____
Commission Expiration Date _____
Date of Notarization _____

SEAL/STAMP

To accompany proposals submitted for Penetration Testing for the Coffee County School System.

Service Dates:

September 1, 2025 – May 31, 2028

Service Options for the district to Select From:

- 3 Internal Gray Box Penetration Tests (3-Year/1 Test Per Year) \$ _____
3 External Gray Box Penetration Tests (3-Year/1 Test Per Year) \$ _____
6 Internal & External Gray Box Penetration Tests (3-Year/ 2 Tests Per Year) \$ _____
3 Comprehensive Penetration Tests (3-Years / 1 Test Per Year) \$ _____
6 Comprehensive Penetration Tests (3-Years / 2 Tests Per Year) \$ _____

LIST OF VENDOR'S EXCEPTIONS

Contractor shall list any exceptions to these specifications or general conditions.

The Owner reserves the right to reject any or all bids and to waive any informality in the bidding. No bid may be withdrawn for a period of thirty days subsequent to the opening of bids without written consent of the Owner.