

IT HEALTH CHECK**CLOSING DATE FOR RESPONSES – 5PM, FRIDAY 29TH SEPTEMBER 2017****1. OBJECTIVE**

The National Archives (TNA) IT Operations Department requires an IT Health Check (ITHC) to be carried out on its IT infrastructure located at its offices at Kew, Richmond, Surrey TW9 4DU.

This style of security test is carried out at least annually, to meet our obligations for Public Services Network (PSN) compliance and contribute to the overall information security posture of TNA.

2. BACKGROUND

TNA is the official archive and publisher for the UK government, and for England and Wales. Its role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. It is based in Kew, South West London. More information on TNA can be found at: www.nationalarchives.gov.uk

3. THE REQUIREMENT

- 3.1. The requirement is for an IT Health Check to meet our obligations for Public Services Network (PSN) compliance and contribute to the overall information security posture of The National Archives.
- 3.2. IT Health Check (ITHC) testing must be carried out by one or more CHECK certified individuals who hold at least security check (SC) clearance, from a Supplier who has CHECK “Green Light” status and who follows the CHECK Service Provision Guidelines.
- 3.3. The required outcomes of the ITHC must be:
 - 3.3.1. An **on-site workshop** between the Supplier and IT Operations teams, to discuss the findings of the test and suggestions on how to resolve those findings.
 - 3.3.2. A final **report** covering all aspects and findings of the ITHC. This report should include a mapping of hostnames to IP addresses as observed at the time of testing, and be accompanied by a spreadsheet (CSV or Excel) of report findings, for example in the style of HMG’s Remediation Action Plan (RAP) template: <https://www.gov.uk/government/publications/remediation-action-plan-rap-example-template>
 - 3.3.3. **Secure deletion** of all storage media used during the ITHC.

4. SCOPE

4.1. The scope of the ITHC will be the following tasks:

4.1.1. An internal infrastructure vulnerability assessment of our IT systems:

- The network devices in scope are assigned RFC 1918 (private) IP addresses within seven /16, one /20, one /21, one /23, five /24 and one /28 IP ranges;
- The ranges above are sparse and host discovery should be carried out first. This assessment will include approximately 230 virtual servers, 100 physical servers and up to 1000 workstations running variants of Windows OS.

4.1.2. An external penetration test of our Internet- and PSN-facing IT systems:

- Internet: One /25 and one /29 IP range with no more than ten individual web servers, conducted from off-site using a known IP address;
- PSN: One /28 range with one web server, and one /27 range. If possible, this should be conducted from off-site using a known PSN IP address.

4.1.3. A review of perimeter and internal firewall configuration and policies:

- Checkpoint;
- Cisco;
- Fortinet x 2.

4.1.4. A build review of each of our operating system builds:

- Two Windows server builds and three Windows workstation builds.

4.1.5. Security testing of mobile devices, remote access and our use of cloud systems:

- On-site wireless access using Corporate and Public networks;
- Email access and mobile device review of an Android mobile device;
- VPN access and cloud proxy access using a Windows laptop;
- Verify the security of our network and device configuration allowing use of cloud ITSM, telephony and web/email filtering systems.

5. PROPOSAL

- 5.1. The proposal must contain:
 - 5.1.1. A **statement of work**, including the tasks to carry out and the methods which will be used. Within this section you must confirm your company's CHECK "Green Light" status and confirmation that your company follows the CHECK Service Provision Guidelines.
 - 5.1.2. Any **prerequisites** which are needed from TNA for the assessment to take place.
 - 5.1.3. A breakdown of the **people and time** required for each task. Within this section you must confirm the CHECK certified individuals who hold at least security check (SC) clearance who are to carry out the work..
 - 5.1.4. A total **price** which is inclusive of any Travel & Subsistence or any other expenses.

6. EVALUATION CRITERIA

Tender submissions will be evaluated using the following criteria:

- | | |
|---|-----|
| • Statement of work (see Section 5.1.1) | 40% |
| • Prerequisites (see Section 5.1.2) | 20% |
| • People and time (see Section 5.1.3) | 20% |
| • Price | 20% |

The above areas will be scored according to the table below.

10 Points – Outstanding
<ul style="list-style-type: none"> • Supplier has provided a response that addresses all parts of the requirement. • Supplier has provided evidence of added value within their response. The evidence supplied is convincing and highly relevant to TNA’s requirement. • Supplier’s response is clear and easy to understand.
7 Points – Very Good
<ul style="list-style-type: none"> • Supplier has provided a response that addresses all parts of the requirement. • Supplier has provided evidence where necessary to support their response. The evidence that is supplied is good and relevant to TNA’s requirement • Supplier’s response is clear and easy to understand.
5 Points – Average
<ul style="list-style-type: none"> • Supplier has provided a response that addresses most parts of the requirement. • Supplier has evidence to support most parts of their response. The evidence that is supplied has some relevance to TNA’s requirement. • Supplier’s response is clear and easy to understand.
3 Points – Below Average
<ul style="list-style-type: none"> • Supplier has provided a response that addresses some parts of the requirement. • Supplier has evidence to support some parts of their response but not all. The evidence that is supplied is weak or not always relevant to TNA’s requirement. • Supplier’s response is not always clear and easy to understand.
1 Point – Poor
<ul style="list-style-type: none"> • Supplier has provided a response that fails to address most parts of the requirement. • Supplier has little or no evidence to support most of their response. The evidence that is supplied is very weak or has little, or no, relevance to TNA’s requirement. • Supplier’s response is not always clear and easy to understand.

7. HOW TO RESPOND

Please respond by providing:

- 7.1. **A proposal** which addresses the requirements in Section 5 above.
- 7.2. **The latest date** on which work must commence in order to ensure completion by 3rd November 2017.

8. PROCUREMENT TIMETABLE

Ref.	Description	Date(s)
1	Deadline for potential suppliers to submit clarification questions	5pm Friday, 15 th September 2017
2	Deadline for TNA to respond to clarification questions	5pm Friday, 22 nd September 2017
3	Deadline for potential suppliers to submit tender responses	5pm, Friday 29 th September 2017
4	Deadline for TNA to evaluate tender responses and award contract	5pm, Friday, 6 th October 2017
6	Date for completion of work	3 rd November 2017

9. CONTRACT TERMS

The contract shall be governed by the short form conditions for services published [here](#).

Please note that the information you supply in your tender response may be used, in whole or in part, to populate the Contract. As such, please make clear and unambiguous statements about the commitments you are making.

The National Archives reserves the right not to appoint and to achieve the outcomes of the project through other methods.