



IT HEALTH CHECK

INVITATION TO TENDER

CLOSING DATE FOR RESPONSES – 5PM, MONDAY, 24 SEPTEMBER 2018

1. OBJECTIVE

The National Archives' IT Operations Department requires an IT Health Check (ITHC) to be carried out on its IT infrastructure located at its main office at Kew, Richmond, 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 The National Archives.

2. BACKGROUND

The National Archives (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 six /16, one /19, one /20, two /21, one /23, seven /24 and one /28 IP ranges;
- The ranges above are sparse and host discovery should be carried out first. This assessment will include approximately 240 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. Web applications testing, against test versions of our public-facing web services:

- Three Wordpress sites, including our main website (www.nationalarchives.gov.uk)
- Four bespoke web applications, including the Discovery catalogue (discovery.nationalarchives.gov.uk)

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

- Checkpoint;
- Cisco;
- Fortinet x 2.

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

- Three Windows server builds, two Windows workstation builds, one Chrome OS build

4.1.6. Security testing of mobile devices, wireless and remote access:

- 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;

4.1.7. Security appraisal of our Office 365 tenant, including access controls and security configuration, following the Microsoft Cloud Rules of Engagement.

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.
- 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.
- 5.1.4. A total **price** which is inclusive of any Travel & Subsistence or any other expenses.

6. EVALUATION CRITERIA

6.1. Tender submissions will be evaluated using the following criteria:

- Statement of work 40%
- Prerequisites 20%
- People and time 20%
- Price 20%

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

10 Points	Outstanding: <ul style="list-style-type: none">• Potential Supplier has provided a response that addresses all parts of the requirement• Potential Supplier has provided evidence to support all elements of their response• The evidence supplied is convincing and highly relevant to the requirement• Potential Supplier's response is clear and easy to understand• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches
7 Points	Good: <ul style="list-style-type: none">• Potential Supplier has provided a response that addresses all parts of the requirement• Potential Supplier has provided evidence to support most elements of their response• The evidence supplied is good and relevant to the requirement• Potential Supplier's response is clear and easy to understand• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches
5 Points	Average: <ul style="list-style-type: none">• Potential Supplier has provided a response that addresses most parts of the requirement• Potential Supplier has provided evidence to support most elements of their response• The evidence supplied has some relevance to the requirement• Potential Supplier's response is clear and easy to understand• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
3 Points	Poor: <ul style="list-style-type: none">• Potential Supplier has provided a response that addresses some parts of the requirement• Potential Supplier has provided evidence to support some elements of their response, but not all• The evidence supplied is weak and has limited relevance to the requirement• Potential Supplier's response is not always clear and easy to understand• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
1 Point	Very Poor: <ul style="list-style-type: none">• Potential Supplier has provided a response that fails to address most parts of the requirement

	<ul style="list-style-type: none"> • Potential Supplier has provided little or no evidence to support most elements of their response • The evidence supplied is very weak and has very limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches
0 Points	Fail: <ul style="list-style-type: none"> • No response provided

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 2nd November 2018.

8. PROCUREMENT TIMETABLE

Ref.	Description	Date(s)
1	Deadline for potential suppliers to submit clarification questions	5pm Monday, 3 rd September 2018
2	Deadline for TNA to respond to clarification questions	5pm Monday, 10 th September 2018
3	Deadline for potential suppliers to submit tender responses	5pm, Monday, 24 th September 2018
4	Timebox for evaluation of tender responses and award notification	5pm, Friday, 5 th October
5	Date for completion of work	2 nd November 2018

9. CONTRACT TERMS

The Contract will be governed by our [standard terms and conditions](#).

Please note that the information you supply in your tender submission 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.