

# St. John Paul II Catholic Church

## REQUEST FOR PROPOSAL (RFP)

The Contractor Should Conduct An Overall Assessment Of Our Cybersecurity Areas Of Vulnerability, Identify Vulnerabilities, Propose A Plan To Address The Vulnerabilities, And Assist With The Initial Implementation Of The Plan.

## CYBERSECURITY ASSESSMENT

St. John Paul II Catholic Church  
127 Stone Mason Way  
Ponte Vedra, Florida 32081  
Phone: 904-330-0153 | Fax:  
office@nocateecatholic.com

**Prepared By: Kim Gourd**

**Date: January 8, 2025**

REQUEST FOR PROPOSAL  
CYBERSECURITY ASSESSMENT  
Ponte Vedra - Florida

**PROPOSAL SUBMISSION DEADLINE:** January 24, 2025, 5:00 PM

**QUESTION SUBMISSION DEADLINE:** January 17, 2025, 5:00 PM

Questions may be submitted in written form to:

**Contact Name:** Kim Gourd  
**Contact Address:** 127 Stonemason Way  
Ponte Vedra, Florida 32081  
**Telephone Number:** 904-699-0899  
**Email Address:** kgourdqls@gmail.com

**INTRODUCTION**

St. John Paul II Catholic Church invites and welcomes proposals for their Cybersecurity Assessment project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 127 Stone Mason Way, Ponte Vedra, Florida 32081.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding General Project, contact:

**Name:** Kim Gourd  
**Title:**  
**Phone:** 904-699-0899  
**Fax:**  
**Email:** kgourdqls@gmail.com

For questions or information regarding Project Finances, contact:

**Name:** Joe Iannotti

**Title:** Finance Manager

**Phone:** 904-330-0153

**Fax:**

**Email:** bookkeeper@nocateecatholic.com

### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is assess the vulnerabilities of our operations and develop a plan of execution to address the identified vulnerabilities, thus creating a safer cybersecurity environment.

### **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

The assessment will identify the cybersecurity vulnerabilities within the business operations of St. John Paul II Catholic Church, including but not limited to, access to our databases (e.g. ParishSoft, Breeze, Neon), access to our stored data (e.g. server/network, individual computers, external hard drives), security of PII (personally identifiable information) including personnel files, PCI compliance, password management, and other areas of concern. The contractor will deliver a final assessment report, detailed action plan, and assistance with implementing cybersecurity enhancements. Successful bidders will need to demonstrate the ability to leverage innovative AI cybersecurity solutions to support high-quality and cost-effective delivery. The contractor needs to be located in the Ponte Vedra/ Jacksonville, Florida area.

### **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

#### **MILESTONE**

#### **DATE**

Establish a clear understanding of the organization's overall security needs, priorities, and concerns.:

February 10, 2025

- Collect and analyze security-related data from technology service providers, develop organizational policies, and draft necessary procedures.:

March 03, 2025

- Review findings, deliver recommendations, and support the implementation of actionable security improvements.:

April 07, 2025

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

St. John Paul II Catholic Church shall award the contract to the proposal that best accommodates the various project requirements. St. John Paul II Catholic Church reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than January 17, 2025 informing St. John Paul II Catholic Church of their intent to either submit or decline to submit a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by St. John Paul II Catholic Church no later than 5:00 PM on January 24, 2025, for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel who have the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

St. John Paul II Catholic Church reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed

6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Florida (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from St. John Paul II Catholic Church, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.