UNITED STATES ENERGY ASSOCIATION
CRITICAL INFRASTRUCTURE DIGITALIZATION AND RESILIENCE PROGRAM
IMPLEMENTED BY DAI GLOBAL LLC (SUBAWARD 1004704-S22-38494-00)

April 18, 2023

REQUEST FOR PROPOSALS: 1004704-S22-38494-00
F5 Big IP Web Application Firewall and Training

Questions Due: 17:00 EDT on April 24, 2023
Proposals Due: 17:00 EDT on May 1, 2023

I. INTRODUCTION

The United States Energy Association (USEA) is a nonprofit, apolitical, nonlobbying organization founded in 1924. As part of the USAID Critical Infrastructure Digital Resilience (CIDR) Program, administered by DAI Global, LLC. USEA, under a DAI subaward, intends to procure on a fixed price agreement, firewall components and associated services for the Government of Albania (GoA) as described in this RFP. The specific end user for these goods and services is the Agjencia Kombëtare e Shoqërisë së Informacionit (National Agency for Information Society), (AKSHI) https://akshi.gov.al/

II. SCOPE OF WORK

The vendor will perform the following tasks:

Task 1 – Procure, deliver, and configure the Web Application Firewall (WAF) components

Task 2 – Conduct Advanced WAF Training for GoA stakeholders

USEA reserves the right, in its discretion, to include the Task 2 services as part of the initial agreement with the vendor, by a separate agreement, or not at all. The vendor is encouraged to provide pricing for Task 1 and Task 2 simultaneously.

Task 1. Procure, Deliver and Configure the Web Application Firewall Components

The vendor will provide the following goods and services:

a) **Procurement:** procure the components from F5 Inc (F5) as shown in the Figure 1 below (WAF Components):

Part Number	Description	Term	Unit	Quantity
F5-SBS-BIG-TC-2-3YR	BIG-IP Threat Campaigns License for r5X00/y7X00/i5X00 Advanced Web Application Firewall	3 year subscription	Per firewall (ie 3 units)	3
F5-SBS-BIG-IPI-5-3YR	BIG-IP Intelligence License for r5X00/ i5X00	3 year subscription	Per firewall (ie 3 units)	3
F5-ADD-BIG-AWF-I5XXX	BIG-IP Advanced Web Application Firewall Module for i4X00	Perpetual	Per firewall (ie 3 units)	3
F5-SVC-BIG-STD-L1-3	Level 1-3 Standard Service for 36 months for BIG-IP (10 x 5)	3 year subscription	Per firewall (ie 3 units)	3

Figure 1: F5 WAF Components

b) **Permits:** The vendor will work with F5 and/or its authorized distributor, to obtain all necessary export, import and other permits, as necessary to lawfully supply and deliver the WAF Components to AKSHI

c) **Delivery:** The vendor will ensure the WAF Components are delivered, installed and/or activated as part of AKSHI's existing F5 Firewalls, including provision and disclosure to the end user of the relevant license keys. All license keys and other confidential information must only be communicated using approved, encrypted methods.

d) **User Manuals:** As part of the supply, the vendor will deliver all available user manuals and other guidance available from F5 (in English) to AKSHI.

e) **Configuration:** The vendor will work with AKSHI, on site at its facility in Tirana, to appropriately configure the WAF Components to enable their correct functioning as anticipated by the F5. In configurating the WAF Components, the vendor will work in collaboration with AKSHI team members so that AKSHI will learn how to configure the WAF Components from the consultant.

f) **Acceptance:** The vendor will obtain from AKSHI (in a form to be approved by USEA) written acceptance of the goods and services delivered under this Task 1.

Task 2. Conduct Advanced WAF Training for GoA Stakeholders

The vendor will provide in-person training (at AKSHI's facilities in Tirana) for up to 8 AKSHI (or other GoA) students, on how to fully use, configure and adapt the WAF Components. The purpose of the training is to ensure students are provided with a functional understanding of how to deploy, tune and operate the WAF Components to protect web applications from HTTP-based attacks.

a) **Training Content:** Training must include:
   i. lectures (expected to be at least 1 day in duration and no longer than 4 days in duration)
   ii. hands-on labs and practical exercises to reinforce learning
   iii. discussion about different F5 Advanced Web Application Firewall tools for detecting and mitigating threats from multiple attack vectors
   iv. provision of printed and digital handouts that record the learning/teaching

b) **Training Objectives:** The training objectives include:

   i. Describe the role of the BIG-IP system as a full proxy device in an application delivery network and how to:
   ii. Provide the Application Security Manager (ASM)
   iii. Define a web application firewall
   iv. Describe how ASM protects a web application by securing file types, URLs, and parameters
   v. Deploy ASM using the Rapid Deployment template (and other templates) and define the security checks included in each
   vi. Define learn, alarm, and block settings as they pertain to configuring ASM
   vii. Define attack signatures and explain why attack signature staging is important

viii. Contrast positive and negative security policy implementation and explain benefits of each
ix. Configure security processing at the parameter level of a web application
x. Use an application template to protect a commercial web application
xi. Deploy ASM using the Automatic Policy Builder
xii. Tune a policy manually or allow automatic policy building
xiii. Integrate third party application vulnerability scanner output into a security policy
xiv. Configure login enforcement and session tracking
xv. Configure protection against brute force, web scraping, and Layer 7 denial of service attacks
xvi. Implement iRules using specific ASM events and commands
xvii. Use Content Profiles to protect JSON and AJAX-based applications
xviii. Implement Bot Signatures
xix. Implement Proactive Bot Defense

c) **Attendees:** Trainees will be 6 - 8 junior to senior information technology (IT) professionals from AKSHI and other GoA stakeholders, who will have day to day responsibility for administration and/or use of the F5 firewalls (including WAF Components) to hunt for/ identify threat actors, and malicious or anomalous behavior.

d) **Duration:** It is expected that such training will be at least 1 day in duration, and no longer than 4 days in duration.

e) **Location:** Training will be conducted in-person at AKSHI's office located in Tirana, Albania. The vendor does not need to make allowance for venue or training day food/ beverage for attendees. USEA will fund the cost of travel (including ground transportation), lodging and a daily allowance consistent with U.S. government regulation associated with completion of Tasks 1 and 2. The vendor should include in its Annex One cost proposal the following:
   - Number of Roundtrips (the total number of trips x the number of persons) from the vendor's location and Tirana, Albania (if any)
   - Number of person days in-country required to execute Tasks 1 and 2

   The vendor should not provide cost information for travel related expenses.

f) **Language:** If training and documentation materials exist in in the Albanian language, the vendor should provide them in the Albanian language. English-language will be accepted.

g) **Dates:** Task 2 should be completed within 4 weeks of completion of Task 1.

h) **Acceptance:** The vendor will provide USEA with a daily attendance sheet signed by all attendees (including the trainer), verifying their attendance at the training.

III. REPORTING

Meetings: The vendor will attend a one hour or less weekly call with USEA to update USEA on progress until completion.

IV. PROPOSAL CONTENT

The technical and cost proposals must follow the outlines below. Failure to follow the outlines and page limits may result in disqualification.

Cover Letter			
Subject Heading	**Description**	**Notes**	**Maximum page length**
Contracting entity	Legal name, trading name (if different), address, VAT number	Please include all legal information regarding the consultant	2 pages
SAM registration	System of Award Management (SAM) EI registration number	All consultants will be required to have a SAM UEI registration number prior to contract. This process can take up to 6 weeks. Bidders must demonstrate application status as part of their proposal.	
Authorized Representative	Name, Title, Email, Telephone and Address for main authorized representative	This will be the person USEA will contact if it has any questions regarding the submission.	
Components of Bid Response	List of all attachments to the letter which comprise your bid response.	Should include: • Technical Proposal • Annex 1: Compliance Approval and Cost Proposal • Annex 2: Proof of System of Award Management (SAM) registration • Annex 3: Resume of individuals conducting the technical work • Annex 4: Qualifications Statement	

Offer Period	Minimum 60 days	Confirm that pricing is open for USEA acceptance for no less than 60 days from the date of submission.	

Subject heading	**Description**	**Notes**	**Maximum page limit**
Technical Approach	Approach to implementing the Scope of Work including a project timeline/ work schedule.	Discuss the proposed technical approach to each task. Also identify the specific individuals proposed to conduct the work (and include their resumes as part of Annex 3).	3 pages
Prior Experience Conducting Similar WAF Work	Demonstrate the vendor's previous experience conducting F5 WAF work	List all projects conducted in the last 3 years which relate to: (i) F5 WAF installations and configuration (ii) F5 WAF training (iii) other relevant projects. List should include date of project, approximate value, client name, and brief (1 line) description of the project.	1 page
Prior Experience Working with AKSHI	Demonstrate the vendor's previous experience working with AKSHI	List all projects conducted with AKSHI in the last 3 years. List should include date of project, approximate value, and key client contact (Name and title) at AKSHI.	1 page
Work Schedule	Project Timeline	Provide a project timeline for conducting the Task 1 and Task 2 work.	1 page

Cost Proposal and Annexures (attachments to submission)			
Annex 1	Compliance Approval and Cost Proposal	Please complete all items highlighted in yellow in the excel spreadsheet titled "Annex 1" Unless otherwise indicated in Annex 1, all invoices will be paid on net 30-day terms, payable following delivery and AKSHI acceptance.	Excel spreadsheet
Annex 2	Proof of System of Award Management (SAM) registration	SAM registration is a 10-step process and can take several weeks to complete. Please refer to this guide for more information. If a bidder has not completed the SAM registration process by the proposal submission due date, USEA will accept a proposal if it includes a PDF copy of an email from "notification@sam.gov" to the bidder stating that the bidder *"successfully submitted the entity registration for NAME OF COMPANY in the U.S. Government's System for Award Management (SAM)".*	2 pages

		Proposals without proof of SAM registration or an email from notification@sam.gov stating acceptance of SAM application, will not be considered and need not apply.	
Annex 3	Resume of individuals conducting the technical work under Task 1 or Task 2.	Maximum 2 pages per resume Prior to contract, you will be required to provide to USEA a completed USAID Contractor Employee Biographical Data Sheet Form 1420 https://www.usaid.gov/sites/default/files/2022-05/Form_1420_F_21.11.10.pdf	2 pages per resume
Annex 4	Qualifications Statement	Provide additional information about your firm that you would like considered (this is not mandatory to provide)	No limit

V. EVALUATION CRITERIA

Offers will be evaluated against experience, subject matter expertise, technical approach, and cost.

a) **Eligibility Criteria:** To be eligible, the vendor must meet the following minimal criteria
   a. The vendor must confirm it is registered to do business in Albania
   b. The vendor must confirm it is authorized by the Government of Albania to work on SECRET level systems
   c. The vendor providing Task 2 services must be the same legal entity providing the Task 1 goods and services
   d. The vendor must confirm it is authorized by F5 and/or its authorized distributor for Albania, to provide F5 products and related training to customers in Albania

b) **Evaluation Criteria:** Proposals will be evaluated based on the following evaluation criteria:

   50%: Cost (the sum of the vendor's cost for implementing Tasks 1 and 2 plus USEA's estimate for travel costs based on the vendor's travel requirements quoted in Annex 1)

   25% Technical approach (including but not limited to experience, schedule and timeline, and qualifications of individuals proposed to conduct technical work)

   15%: Prior organizational experience conducting similar WAF work

   10%: Prior experience working with AKSHI.

VI. TERMS AND CONDITIONS

A subaward agreement between USEA and the vendor shall be subject to all the Special Terms and Conditions contained in the subaward between DAI and USEA, including all flow-down provisions, where applicable. Special terms and conditions can be accessed here: www.usea.org/rfp/request-quotations-f5-big-ip-web-application-firewall-and-training-akshi

VII. CORRESPONDENCE & SUBMISSION

All email correspondence related to this RFP should have a subject heading of **"CIDR AKSHI WAF RFP"**.

RFP responses and submissions should be sent to proposals@usea.org by the due date indicated in Section VIII, below. The vendor's submission should be sent as 1 email, with all relevant attachments included to the same email and clearly identified by name.

VIII. RFP SCHEDULE

USEA intends to conduct the RFP procurement cycle according to the following schedule.

Date	Description
April 24, 2023	All Bidder Questions must be submitted by 17:00 EDT. Questions related to this RFP must be submitted via email with a read-receipt to proposals@usea.org.
April 27, 2023	Answers to all bidder questions issued. Answers to questions will be posted on the USEA website at www.usea.org/rfp/request-proposal-cyber-security-tabletop-exercise-members-usaidusea-utility-cyber-security
May 1, 2023	Final proposals due by 17:00 EDT. Proposals must be submitted via email with a read receipt to proposals@usea.org
May 4, 2023 (optional)	After reviewing proposals, USEA may (in its discretion) schedule a meeting with 1 or more qualified bidders to ask questions to clarify submissions.
May 10, 2023	Contract award
May 20, 2023	Anticipated date of completion of Task 1
June 10, 2023	Anticipated date of completion of Task 2

USEA may, in its absolute discretion, adjust the above schedule. However, vendors must assume, unless otherwise instructed, that these deadlines will not be adjusted. If you fail to submit on time, your submission may not be considered.

IX. ENTIRE RFP

This RFP consists of this document and the following attachments:

- Attachment One: Excel Cost Spreadsheet
- Attachment Two: Standard Subaward Template
- Attachment Three: Special Terms and Conditions