

FIJIAN ELECTIONS OFFICE

System Compliance Audit

Request for Tender (RFT) (02/2022)

Request for Tender

(Re-Advertised)

Closing Date: 4pm Wednesday 29 June, 2022

About Fijian Elections Office

The Fijian Elections Office (FEO), is a statutory organisation established under the Electoral Act 2014. The Fijian Elections Office's core business activity is delivery of fair and credible elections in Fiji.

Introduction

The Fijian Elections Office wishes to engage the services of Audit firms who have experience of ICT systems to submit tender for the systems compliance Audit of Results Management System.

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable company or companies to submit tender for the systems compliance Audit of Results Management System.

Objectives

An accepted proposal should provide the following:

- Ensure timely delivery of goods and services
- Promotes innovation and continuous improvement
- Achieve value for money in expenditure of public funds

Tender Coordinator

Upon release of this Request for Tender, all Bidder communications concerning this Tender must be directed to the Secretariat, Tender Board as listed below.

Ronita Chand
Acting Manager Procurement and Asset Management
Fijian Elections Office
59 -63 High Street, Toorak,
Suva
Email: ronita.chand@feo.org.fj

Please use the **RFT Reference Number and Title in all communications with the RFT Coordinator.**

Unauthorized communication regarding this request with Fijian Elections Office employees or representative may result in disqualification.

Any oral communications will be considered unofficial and non-bidding on Fijian Elections Office. Bidders should rely only on written statements issued by the RFT Coordinator. All communications and information to be provided electronically.

Ensuring the Success of the Long-Term Partnering Relationship

Executive and Management level commitments between tenderer and the FEO need to be in place to provide the framework for a long-term partnership. Partnering principles will be clearly articulated in the contract document and tenderer's alignment with the principles will be an important part of the evaluation process. The partnering principles include:

- Direct executive oversight and involvement;
- Competitive pricing and predictability of on-going costs and expenses;
- Committing empowered executives to support the partnership;
- Ensuring proper alignment of accountability and responsibility for the relationship;
- Committing quality resources to support the partnership; and
- Protecting the FEO's long term investment in the solution.

Vendor Instructions

Proposal Responses: The FEO must receive responses to this RFT no later than the date specified in the advertisement. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFT. Each Tender submission should accompany **a refundable deposit of FID \$500.00** through EFT payable to the Fijian Elections Office. This should be remitted to the following bank account before the closing of tender and a copy of the remittance advice slip is to be submitted together with the tender submission electronically;

Bank :Westpac Banking Corporation
Account Name: Fijian Elections Office
Account Number : 9806549870

For all unsuccessful Tenders, deposit will be refunded to the respective bidders.

Vendors must address their tender submissions to the following address:

**"RFT –Tender 02/2022 – Systems Compliance Audit-Results Management Information System
The Tender Board,
Fijian Elections Office.**

Tender submissions should only be emailed to tenders@feo.org.fj. Hardcopies of tender submissions **WILL NOT** be accepted.

Once the RFT is closed, bidders may be required to provide further information related to the specifications. All communications and information is to be provided electronically.

RFT Amendments – The FEO reserves the right to request clarification on any proposal or to ask bidders to supply any additional material deemed necessary to assist in the evaluation of the proposal. The FEO also reserves the right to change the RFT schedule or issue amendments to the RFT at any time and also reserves the right to cancel or reissue the RFT.

Rejection of Proposals – The FEO reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interests of the FEO.

Proposal Validity Period - Submission of a proposal will signify the vendor's agreement that its proposal and the contents thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the FEO and the successful vendor.

Disclaimer – The FEO reserves the right to consult with external experts on any submissions and accompanying documentation.

Non-Obligation – Receipt of submissions in response to this RFT does not obligate the FEO in any way. The right to accept or reject any submission shall be exercised solely by the FEO. The FEO shall retain the right to abandon the Tender process at any time prior to the actual execution of a contract with a successful bidder, and the FEO shall bear no financial or other responsibility in the event of such abandonment

Non-Exclusive- This tender is non-exclusive and the FEO reserves the right to accept all or part of the vendor's tender bid proposal for award purposes. Vendors are to carefully put in final VIP Cost of delivering to and from areas as requested.

REQUIREMENTS FROM BIDDERS

Bidders are to fill and provide the following with their tender submissions:

1. Appendix 1-FEO Tender Administrative Checklist

Vendors that do not submit the required above MANDATORY DOCUMENTS may be deemed as an incomplete tender submission and *may or may not* be considered further.

SPECIFICATIONS – SYSTEM SECURITY AUDIT OF FEO’S RESULTS MANAGEMENT INFORMATION SYSTEM

1.0 Introduction

The Fijian Elections Office [**“FEO”**] is an independent electoral management body based in Suva, Fiji. The mandate of the FEO is to conduct general and other elections in Fiji in accordance with the laws of Fiji.

The FEO has completed the development of the Results Management Information System [**“RMIS”**] for the 2018 General Election. The RMIS is now an integral part of the 2022 General Elections as it collates the results for the two thousand polling places that will be operated by the FEO.

Therefore, FEO invites **reputable companies and/or consultants [“Suppliers”]** to determine whether the RMIS complies with international best practices including audit testing and verification of security access level pertaining to Security and Compliance Audit. The recommendations submitted would help the FEO in improving its system.

2.0 Scope of Work

The scope of work will **take place at the FEO** and includes the following:

- 2.1. Review the RMIS in terms of its usage, capacity, and internal controls including systems integration and advice compliance to the project scope of the RMIS;
- 2.2. Security Evaluation on;
 - 2.2..1. Equipment Configurations and Policies;
 - 2.2..2. Penetration testing and Vulnerability Assessment (PA/VA) of various zones;
 - 2.2..3. External, Internal testing on the software; and
 - 2.2..4. Application Attacks.
- 2.3. Information and Data security assessment and classifications in the RMIS;
- 2.4. Risk Assessment on the Results Center network and RMIS system.

2.5. RMIS rules and triggers are aligned to the Policies, the Electoral Act 2012 and industry best practices.

2.6. Assessment on data integrity of the tabulation process.

The scope of work will be contained on a closed network and will not include FEO main Network or systems. An Interim Audit report is expected within two (2) weeks of contract sign-off, with any recommendations to be actioned. There will be a follow up period on all recommendations.

A final Certificate and Report will then be required at the end of the exercise.

3.0 Expertise Required

Competency:

As a supplier you or your team are required to:

1. Have relevant qualifications with extensive experiences in the area of Software Development, Information Systems with IT auditing and Security Compliance qualifications;
2. Have a Certified Information Systems Auditor or ISMS Lead Auditor (ISO 27001) or CISSP or ISACA - CISA etc.
3. Be an expert in developing organizational IT policy frameworks, IT Governance processes and innovative IT initiatives;
4. Have undertaken business re-engineering processes in an IT and Systems reform Environment;
5. Demonstrated ability in developing specific IT policies; and
6. Have the ability to write clear and concise reports.

Qualification:

1. Provide information and or certifications indicating that you are qualified to perform the required services;
2. Proof of some exposure to similar assignments; and
3. The supplier should also provide references and referees for similar private, public or government IT system security compliance audit work.

4.0 Proposed Work Plan

A proposed work plan outlining tasks to be carried out with specific key deliverables and completion timelines is required to be submitted by the consultant. The Final Certificate must be provided to the FEO on or before **15 August 2022**.

5.0 Costs

Total Costs of work with an outline of costs to be tied to specific deliverables in line with the work program and timelines.

6.0 Audit Certification

An Audit Certificate and a separate Executive Summary Report to be presented to Executive Management on the final week of the contract. Please note that the audit certificate may be put on public record.

7.0 Confidentiality

“FEO Confidential Information” means all information, typesetting, artwork, colour separation, data, lists, accounts, voter information and process information provided by FEO to the supplier and used by the supplier in providing services.

The supplier agrees they will use the Confidential Information for no other purposes other than to provide contractual work and will not use any FEO Confidential Information, or disclose any FEO Confidential Information to any third party without the **express prior written consent** of FEO. Upon termination of this Agreement, the consultant shall return to FEO all FEO Confidential Information in its possession in whatever form it shall take including without limitation information contained in computer tapes or disks, in written form, or contained on printing blocks, film or moulds. All FEO Confidential Information shall remain the exclusive property of FEO.

8.0 Indemnity Clause

The supplier will need to have a current professional indemnity insurance policy valid in Fiji when selected for the work.