TOC - Cyber Risk Prevention Assessment 2022

Prepared for

Town of Conway, MA

Northeast IT Systems, Inc.
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Northeast IT
Systems, Inc.

PROPOSAL

Number	AAAQ3343
Date	Sep 13, 2022
Expiration	Dec 31, 2022

Sold To	Ship To	Your Sales Rep
Town of Conway, MA Phil Kantor Town Office Bldg 32 Main Street Conway, MA 01341 United States **Phone** 41336942353	**Town of Conway, MA** Phil Kantor Town Office Bldg 32 Main Street Conway, MA 01341 United States **Phone** 41336942353	**Connor OToole** 4137366348 ext 113 cotoole@northeastit.net

Terms	P.O. Number	Ship Via
NET 30		

Qty	Item	Description	Unit Price	Ext. Price
		SERVICES		
1	Service - Fixed Fee	TOC - Cyber Risk Prevention Assessment 2022	$3,500.00	$3,500.00
		SERVICES		
		** Quote is Valid Till 12/31/2022** Terms: Net 30 Late Fee: $35/month		
		Scope of Work:		
		Northeast IT ("the contractor") shall provide a comprehensive assessment Cyber Risk Assessment for the Town of Conway, Massachusetts. This will include review of the Town Offices (32 Main Street), Town Hall (5 Academy Hill Road), Highway Garage (26 Fournier Road) , Firemen's auxiliary (41 Ashfield Street). The assessment will include review and assessment of many aspects of the network and security including but not limited to: - Network Topology & Configuration - Server & Workstation Assets - Supported operating systems, patch management - Security - Intrusion detection; EDR/AV endpoint management; DNS filtering; MFA/2FA; encryption; Compliance; etc. - Data Backup / Disaster Recovery - Data set size/location; backup methodology, encryption, storage, etc.		
		The engagement will include at least one site visit to each location, and work may also be performed via telephone, video, and email exchange. Northeast IT will prepare a written report with general and department-specific findings along with related cost proposals based on future recommendations. As we want to provide maximum value to this fixed-fee assessment, we always adhere to strict budgeted timelines for		

each process, which requires the full cooperation of the Town's agents, employees, and outsourced vendors.

Requirements:
a) The Town will provide a designated internal individual who will be responsible for coordinating with all participating departments and locations and ensure physical access to key areas during onsite visits without delay.
b) The Town will work with any current IT vendor(s) to coordinate attended or unattended and temporary administrative-level access to servers and other key network resources as necessary. The Town is responsible for any costs incurred for such services rendered by current vendors.
c) The onsite portion of the assessment will occur over no more than two-day period M-F 9AM-5PM.

Data Collection:
Our team utilizes a variety of data collection methodologies, which may include the use of network scanning tools, manual review, installed applications and photography. It is our intention to utilize numerous network scanning utilities as part of this assessment process, which requires administrative-level permissions to Active Directory (server), or Local Admin on Workgroup computers. We will work with our assigned contact and current IT vendors as required.

The information gathered during this process will never be shared or used outside of the assessment process and immediate stakeholders (unless otherwise required - as part of grant). We do not include sensitive information in our reports that would compromise personal records or allow for unauthorized access.

Proposed Timeline:
In an effort ensure that this assessment data, report, proposals, and review are fresh and accurate, we are proposing that this agreement be completed within a window of 10-13 weeks from the receipt of a signed agreement. This will also ensure that in the event of unforeseen circumstances, we will also have ample time to complete this assessment as stipulated as part of a grant program.

Week 1: Town signs and returns document, processed by contractor.
Week 2: Kickoff meeting with stakeholders (conference call / Zoom).
Week 3: Data Collection (must happen this week, or end-date must be extended).
Week 4-5: Processing of Data / Analytics & Schedule Review Meeting (required)
Week 6-8: Report Writing/Proposals Created
Week 9-12: Review Meeting - (3-hour time allotment maximum, remote or in-person)
Week 13: Finalize Report/Proposals as Required, Close Project, Invoice

Qty	Item	Description	Unit Price	Ext. Price
	Recurring Charges		**Non-Recurring Charges**	
			SubTotal	$3,500.00
			Tax	$0.00
			Shipping	$0.00
			Total	**$3,500.00**

If this proposal requires a deposit, this must be paid prior to any hardware or software being ordered. Remainder of balance due by due date on final invoice that is sent upon completion of work. Hardware returns subject to 30% restocking fee. All software & license sales are final and are non-returnable. Customer acknowledges that the prices on this document are ESTIMATES only, and are not exact numbers. While Northeast IT attempts to be as accurate as possible, actual costs at the end of the project may vary. The hardware and software prices contained on this proposal are valid for 30 days from date of presentation to the client. After 30 days, prices may change for some hardware and/or software.

Document Recap

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Total $3,500.00

Thanks for choosing Northeast IT Systems, Inc.!

By signing below, I agree to the following:
1) I am an authorized signer for the above company.
2) I authorize Northeast IT to proceed with all items on this proposal and perform the work necessary to complete the above tasks.
3) I have read and understood all of the items, services and terms of this proposal.

_____   _____

Signature   Date