



Statement of Work Summary - Quote

December 20, 2024

STATEMENT OF WORK

Phase One – Digital Forensic Investigation

The purpose of this Statement of Work (“SOW”) is to provide a high-level outline of investigative steps and deliverables related to a digital forensic investigation for the City of Doral. This SOW is governed by terms of our winning proposal to provide digital forensic, audit, and other cybersecurity services for the City of Doral in response to ITN – 2024-05 dated April 2, 2024.

Case Objectives and Next Steps

Our understanding is that the city requires us to conduct a digital forensic investigation of potential IT security risks related to the activities of a departed employee. Our personnel will:

- Attend meetings with appropriate IT and other personnel to understand their concerns related to IT security.
- Conduct a Phase 1 forensic investigation to determine whether suspicious activity has occurred, working alongside appropriate city of Doral IT personnel.
- Within the scope of the Phase 1 budget, identify and recommend steps to remediate any security risks posed by the employee’s departure.

FEES – FORENSIC INVESTIGATION & TESTIMONY

As spelled out in ITN – 2024-05, ERMPProtect will charge a blended rate of \$250 an hour for forensic work and court testimony, a discounted rate extended to government clients.

Because it is difficult to assess the hours required for a forensic investigation of unknown threats, we propose to work in phases. For Phase 1, we will attempt to identify the nature and scope of threats related to the employee’s departure, during a discovery phase limited to 40 hours. If during the course of our work, we identify that we require additional hours to mitigate identified security risks, we will propose a Phase 2 budget. We will not proceed with any work beyond 40 hours without the city’s written permission.

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REPORTING

Every Friday, we will report to the Department of Information Technology, with a copy to the Department of Procurement and Asset Management, the hours expended so that the city knows where we are on budget and our proposed next steps. Please note that if we require less time for the investigation, we will inform the city as soon as possible. No time will be charged beyond what is absolutely necessary to achieve case objectives.

Agreed:

A handwritten signature in blue ink, appearing to read 'Silka González', is written over a horizontal line.

Silka González
President, Enterprise Risk Management, Inc.
d/b/a ERMPProtect City of Doral

Date: Dec. 20, 2024 | Jan. 16, 2025*

*Amended to reference new City Manager

Agreed:

A handwritten signature in blue ink, appearing to read 'Zeida Sardinas', is written over a horizontal line.

Zeida Sardinas
Doral City Manager

Date: Dec. 20, 2024 | Jan. 16, 2025*

RESOLUTION No. 24-122

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE AWARD OF INVITATION TO NEGOTIATE ITN #2024-05 FOR “INDEPENDENT IT AUDIT SERVICES” TO ENTERPRISE RISK MANAGEMENT, INC., AS THE TOP-RANKED PROPOSER; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE TOP-RANKED PROPOSER, AND TO EXPEND BUDGETED FUNDS IN CONNECTION THEREWITH; FURTHER AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH THE NEXT HIGHEST RANKED PROPOSER SUCCESSIVELY IF AN AGREEMENT CAN NOT BE NEGOTIATED WITH THE TOP-RANKED PROPOSER; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral (“City”) Council directed the Interim City Manager to conduct a competitive procurement to engage an independent IT auditing firm to conduct a forensic analysis of the City’s IT security systems, with a focus on folder permissions within the City’s network file shares; and

WHEREAS, on March 6, 2024, the City of Doral issued Invitation to Negotiate (“ITN”) No. 2024-05 inviting all qualified and experienced firms specializing in IT security audits, digital forensics, and penetration testing to submit proposals and notices were posted on the City’s website, VendorRegistry.com, and Demandstar.com; and

WHEREAS, all questions of a material nature were answered via two (2) addenda posted on March 25, 2024 and April 1, 2024 on the City’s website, VendorRegistry.com, and Demandstar.com; and

WHEREAS, on April 10, 2024, the City received and opened six (6) timely proposals, five (5) of which were deemed responsive; and

WHEREAS, an Evaluation Committee was convened on April 24, 2024 via

publicly-noticed meeting, and all responsive firms were invited for presentations; and

WHEREAS, the Evaluation Committee was reconvened for presentations from all responsive proposers on April 25, 2024; and

WHEREAS, the Evaluation Committee was reconvened for final evaluations on April 29, 2024 via publicly-noticed meeting; and

WHEREAS, the Evaluation Committee ranked Enterprise Risk Management, Inc. as the top-ranked proposer; and

WHEREAS, the City Manager recommends that the City Council award the ITN to Enterprise Risk Management, Inc. and authorize the Interim City Manager to negotiate and execute an agreement for Independent IT Audit Services; and

WHEREAS, the City Manager further recommends that the City Council authorize the City Manager to negotiate and enter into an agreement with the next highest ranked proposer successively if an agreement cannot be negotiated with the top-ranked Proposer.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The award of ITN No. 2024-04 for Independent IT Audit Services to Enterprise Risk Management, Inc. is approved. If an agreement cannot be negotiated with the top-ranked Proposer, the City Council approves the award of ITN

No. 2024-04 for Independent IT Audit Services to the next highest ranked proposer successively until an agreement is negotiated and executed as specified below.

Section 3. Authorization. The City Manager is authorized to negotiate and execute an agreement with Enterprise Risk Management, Inc. in a form acceptable to the City Attorney. The City Manager is further authorized to negotiate and enter into an agreement with the next highest ranked proposer successively if an agreement cannot be negotiated with the top Proposer. The City Manager is further authorized to expend budgeted funds as provided for herein.

Section 4. Implementation. The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Councilmember Porras who moved its adoption. The motion was seconded by Councilmember Pineyro and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Oscar Puig-Corve	Yes
Councilwoman Digna Cabral	Yes
Councilman Rafael Pineyro	Yes
Councilwoman Maureen Porras	Yes

PASSED AND ADOPTED this 8 day of May, 2024.



CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:


GREENSPOON MARDER, LLP
INTERIM CITY ATTORNEY