

## **NETWORK OVERVIEW**

### **Locations Covered**

The managed network spans three municipal locations in Cathlamet, Washington:

- 100 Main Street
- 115 Columbia Street
- 255 2nd Street

### **Network Infrastructure**

- Servers
- Firewalls
- Internet connectivity devices
- Network switches
- Routers

### **Managed Assets**

- 1 server
- 10 workstations, laptops, and mobile devices
- Network devices associated with the covered locations

### **Network Management Services**

Proactive monitoring and administration services include:

- Server availability and performance monitoring
- Workstation availability and performance monitoring
- Internet connectivity monitoring
- Network and user administration
- Systems optimization
- Windows and system event log monitoring
- Technology best-practice administration
- Help desk support
- Quarterly technology planning and strategy meetings
- Remote Management

## **INSURANCE REQUIRMENTS**

The Contractor shall maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury, and property damage.

## **DISCLAIMER**

*The Town has recently undergone a downgrade in services, facilities, and IT equipment, so we are open to alternative proposals than what is currently in place for both the network setup and basic cyber security requirements.*

## **CYBERSECURITY REQUIREMENTS**

### **Antivirus Monitoring**

- Server antivirus status
- Workstation antivirus status

### **Patch Management**

- Server patch management
- Workstation Windows OS patching and updates

### **Security Event Monitoring**

- System event log monitoring
- Windows event log monitoring

### **Network Monitoring**

- Server monitoring
- Workstation monitoring
- Internet availability monitoring

### **Other Activities**

- Antivirus Maintenance
- Backup Processes
- Secure Remote Access
- Change Management
- Incident Reporting
- HIPPA Compliance

### **Confidentiality and Data Protection Requirements**

- Treat customer information as confidential
- Take commercially reasonable steps to prevent unauthorized disclosure
- Not copy, transfer, distribute, or disclose customer information except as required to provide services or by law

### **Security Limitations and Exclusions**

- Data restoration after hardware, software, or system failure is not included.
- Corrective maintenance services are not included.
- Network upgrades are generally outside the scope of service.

## ASSETS INVENTORY

Configuration	Status	Site Name	Manufacturer
Workstation	Active	Fire Department	Lenovo
Workstation	Active	Fire Department	Lenovo
Laptop	Active	Fire Department	Microsoft
Workstation	Active	Town Hall	Lenovo
Workstation	Active	Town Hall	Lenovo
Workstation	Active	Fire Department	Lenovo
Workstation	Active	Fire Department	Lenovo
Workstation	Active	Fire Department	Lenovo
Laptop	Active	Town Hall	Dell Inc.
Workstation	Active	Library	Lenovo
Workstation	Non-Agmt	Library	Lenovo
Workstation	Non-Agmt	Library	Dell Inc.
Workstation	Non-Agmt	Library	Dell Inc.
Workstation	Non-Agmt	Library	Dell Inc.
Workstation	Non-Agmt	Library	Dell Inc.
Workstation	Non-Agmt	Library	Lenovo
Workstation	Non-Agmt	Library	Lenovo
Workstation	Non-Agmt	Library	HP
Workstation	Non-Agmt	Library	HP
Workstation	Non-Agmt	Library	HP
Workstation	Non-Agmt	Library	HP
Firewall	Active	Town Hall	WatchGuard Technologies, Inc.
Firewall	Active	Fire Department	WatchGuard Technologies, Inc.
Printer	Active	Fire Department	Ricoh
Printer	Active	Town Hall	Ricoh
Printer	Active	Library	HP
Printer	Active	Library	Ricoh
Server	Active	Town Hall	Lenovo
Switch	Active	Fire Department	Netgear
Switch	Active	Library	Netgear
Switch	Active	Unknown	Netgear
Switch	Active	Unknown	Netgear
Switch	Active	Town Hall	Ubiquiti Networks
UPS	Active	Town Hall	APC
UPS	Active	Town Hall	Eaton Corporation
UPS	Active	Unknown	Eaton
UPS	Active	Town Hall	APC
UPS	Active	Town Hall	
Access Point	Active	Fire Department	Ubiquiti Networks
Access Point	Active	Fire Department	Ubiquiti Networks
Access Point	Active	Unknown	Ubiquiti Networks
Access Point	Active	Town Hall	Ubiquiti Networks
Access Point	Active	Unknown	Ubiquiti Networks
Access Point	Active	Unknown	Ubiquiti Networks
Access Point	Active	Unknown	Ubiquiti Networks