

From: [Arnab Bhowmick](#)
To: [Chad Bedlington](#)
Subject: IT work scope and budget
Date: Tuesday, January 16, 2024 4:43:31 PM

Hi Chad,

Following is our budget for 2023. Applicable taxes, if any, will be added to all the invoices.

One Time Items, total cost \$15,000, includes the following items that are remaining to be done:

• **Configure Backup Solution**

- Creating Backup and restore policy
- Creating correct backup schedules
- Create retention plans / period
- Policy for data recovery in case of disaster

• **Configure O365 Security and retention policies**

- Enable MFA for all users
- Configure MFA settings through the O365 admin portal.
- Define DLP policies to prevent the unauthorized sharing of sensitive information
- Define encryption and access control policies based on sensitivity labels.
- Create retention labels to classify and apply retention settings to documents and emails.
- Develop retention policies to manage the lifecycle of content across different O365 services.

• **Configure Switch to have separate VLANS for Police and City**

- configure VLANS to separate network traffic logically
- isolating different departments or functions within the organization

• **Configure backup appliance with correct schedules and retention times**

- Implement robust backup and disaster recovery solutions
- in the event of a security breach, restoration of critical data and services.

• **Design and deploy new group policy for endpoints.**

- Identify the specific requirements and objectives for the Group Policy
- Assess security and compliance needs
- Create a new GPO or modify an existing one
- Prioritize and order policies appropriately
- Implement policies based on user roles and group memberships.

• **Configure endpoints to be managed by new EDR and**

security requirements.

- EDR solution to be procured by the Client.
- Conduct a thorough inventory of endpoints to be managed.
- Deploy the EDR agent to all endpoints (remotely)
- Define and configure security policies within the EDR console.
- Set policies for real-time monitoring, threat detection, and response actions-Develop an incident response plan that aligns with the capabilities of the EDR solution

• Configure MFA/MOM systems for Police Department compliance.

- MFA/MDM solution to be procured by customer
- Implement strong authentication methods such as multi factor authentication (MFA) to control who can access network resources.
- Ensure that users are authorized appropriately based on their roles.

• Complete writing of policies and guidelines for IT department**Policies to include:**

- Acceptable Use Policy
- Information Security Policy
- Network Usage Policy
- Email and Communication Policy
- Hardware and Software Acquisition
- Data Backup and Recovery Policy
- Incident Response Plan
- Training and Awareness
- Compliance
- Monitoring and Auditing
- Remote access policy
- Disaster Recovery Plan
- Cyber Crisis Management Plan
- Outline the process for creating, reviewing, and updating IT policies and guidelines.
- Specify the roles and responsibilities of individuals involved
- Clearly articulate each policy statement in a concise and understandable manner
- Clearly define the roles and responsibilities of IT staff, management, and end-users.

Monthly Recurring Items, total cost \$5,500 per month.**• CIS 18 Controls/Framework v8 (18 controls)**

- Inventory and Control of Enterprise Assets
- Data Protection
- Secure Configuration of Enterprise Assets and Software
- Account Management

- Access Control Management
- Continuous Vulnerability Management
- Audit Log Management
- Email and Web Browser Protections
- Malware Defense
- Data Recovery
- Network Infrastructure Management
- Security Awareness and Skills Training
- Service Provider Management
- Application Software Security
- Incident Response Management
- Penetration Testing

- **Network Monitoring and Troubleshooting**

- Uptime
- Capacity
- Utilization

All the above tasks will be done remotely.

In addition to the above, we will engage Tyson at \$60/hr billing rate for anything onsite citywide. For Police systems, we will do as much as possible remotely, but onsite and anywhere security clearance is needed we will also engage Tyson. Our understanding is that he already has the required police system handling clearance and he is local, so that saves you a lot of travel and per diem dollars per call or incident. It will be very hard to budget for Tyson as it will vary according to situation (and it will be billed hourly anyway so you will have full transparency), and also we expect after upfront help there should not be many incidents moving forward.

Thanks and Regards,

Arnie

Aktivov Asset Management

425.245.3569

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