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# Proposal for Information Technology Audit Services for Hazelwood School District

## 1. Cover Letter

[Your Company Letterhead]

February 25, 2025

Danielle ThomasDirector of Purchasing & Supplier DiversityHazelwood School District15955 New Halls Ferry RoadFlorissant, MO 63031

Subject: Proposal for Information Technology Audit Services

Dear Ms. Thomas,

[Your Company Name] is pleased to submit this proposal in response to the Hazelwood School District's Request for Proposal (RFP) for Information Technology Audit Services. We understand the critical importance of a robust and secure IT infrastructure in supporting the educational mission of HSD, and we are confident that our expertise and experience in conducting comprehensive IT audits for school districts make us an ideal partner for this project.

Our proposal outlines a detailed approach to assess HSD's current technology landscape, identify areas for improvement, and provide prioritized recommendations to enhance the district's IT capabilities. We are committed to delivering a comprehensive and actionable audit report that will empower HSD leadership to make informed decisions about technology investments and strategies.

We are eager to discuss our proposal further and answer any questions you may have. Thank you for considering [Your Company Name].

Sincerely,

[Your Name][Your Title][Your Company Name]

## 2. Executive Summary

[Your Company Name] proposes to conduct a comprehensive Information Technology Audit for the Hazelwood School District (HSD), addressing all areas outlined in the RFP, including current technology landscape assessment, device management and refresh planning, infrastructure and network evaluation, professional development and training assessment, and technical support and maintenance evaluation.

Our approach is based on a proven methodology that combines data collection, analysis, and best practices to identify strengths, weaknesses, and opportunities for improvement within HSD's IT environment. We will provide a detailed written report, an executive summary for district leadership and the school board, a presentation of findings, prioritized recommendations, and suggested Key Performance Indicators (KPIs) for measuring future success.

We are fully compliant with all mandatory requirements of the RFP and committed to adhering to the Hazelwood School District Supplier Diversity Program. We have identified no major requirements that cannot be met.

This proposal highlights our extensive experience in conducting IT audits for school districts, our commitment to delivering high-quality services, and our understanding of the unique challenges and opportunities facing HSD. We are confident that our partnership will result in a more secure, efficient, and effective IT infrastructure that supports the educational success of HSD students.

## 3. Company Qualifications

[Your Company Name] is a leading provider of information technology audit and consulting services, with a proven track record of success in helping school districts optimize their IT environments. We possess the following qualifications that make us especially well-suited for this project:

* • Eligibility: We meet all mandatory requirements outlined in the RFP, including E-Verify enrollment, affidavit of work authorization, and business entity certification.
* • Experience: We have extensive experience in conducting IT audits for school districts of similar size and complexity to HSD.
* • Expertise: Our team comprises highly qualified professionals with expertise in network security, data management, infrastructure design, and educational technology.
* • Methodology: We utilize a proven methodology that combines data collection, analysis, and best practices to identify strengths, weaknesses, and opportunities for improvement.
* • Commitment: We are committed to delivering high-quality services that meet the unique needs of HSD.
* • Supplier Diversity: We are committed to adhering to the Hazelwood School District Supplier Diversity Program.

## 4. Scope of Work / Project Approach

[Your Company Name]'s proposed approach to the Information Technology Audit for Hazelwood School District consists of the following phases:

Phase 1: Project Initiation and Planning (Weeks 1-2)

1. 1. Kick-off Meeting: Conduct a kick-off meeting with HSD stakeholders to review project goals, timelines, and communication protocols.
2. 2. Data Request: Define and request necessary data from HSD, including network diagrams, hardware and software inventories, security policies, and training materials.
3. 3. Project Plan Finalization: Finalize the project plan, including detailed tasks, responsibilities, and timelines.

Phase 2: Data Collection and Analysis (Weeks 3-6)

1. 1. On-site Assessment: Conduct on-site assessments of HSD's IT infrastructure, including hardware, software, network, and security systems.
2. 2. Interviews: Conduct interviews with key HSD personnel, including IT staff, teachers, administrators, and students, to gather insights into their technology needs and experiences.
3. 3. Data Analysis: Analyze collected data to identify strengths, weaknesses, and opportunities for improvement in the following areas:  
     
   Current Technology Landscape Assessment (RFP Section 7.1)  
   Device Management and Refresh Planning (RFP Section 7.2)  
   Infrastructure and Network Evaluation (RFP Section 7.3)  
   Professional Development and Training Assessment (RFP Section 7.4)  
   Technical Support and Maintenance Evaluation (RFP Section 7.5)
4. 4. Current Technology Landscape Assessment (RFP Section 7.1)
5. 5. Device Management and Refresh Planning (RFP Section 7.2)
6. 6. Infrastructure and Network Evaluation (RFP Section 7.3)
7. 7. Professional Development and Training Assessment (RFP Section 7.4)
8. 8. Technical Support and Maintenance Evaluation (RFP Section 7.5)

* • Current Technology Landscape Assessment (RFP Section 7.1)
* • Device Management and Refresh Planning (RFP Section 7.2)
* • Infrastructure and Network Evaluation (RFP Section 7.3)
* • Professional Development and Training Assessment (RFP Section 7.4)
* • Technical Support and Maintenance Evaluation (RFP Section 7.5)

Phase 3: Report Development and Presentation (Weeks 7-8)

1. 1. Draft Report: Develop a draft report detailing findings, recommendations, and suggested KPIs.
2. 2. Review Meeting: Conduct a review meeting with HSD stakeholders to discuss the draft report and gather feedback.
3. 3. Final Report: Finalize the report based on feedback, including an executive summary for district leadership and the school board.
4. 4. Presentation: Prepare and deliver a presentation of findings to district leadership (and the school board if required).

Phase 4: Ongoing Support (Optional)

1. 1. Implementation Support: Provide ongoing support to HSD in implementing the recommendations outlined in the report.
2. 2. KPI Monitoring: Monitor KPIs to track progress and identify areas for further improvement.

## 5. Compliance & Certifications

[Your Company Name] is committed to complying with all applicable laws, regulations, and requirements. We confirm the following:

* • E-Verify: We are enrolled and participate in the E-Verify federal work authorization program. (See Attachment: E-Verify Documentation)
* • Affidavit of Work Authorization: We have provided a notarized Affidavit of Work Authorization. (See Attachment: Affidavit of Work Authorization)
* • Business Entity Certification: We have certified our current business status by completing Box C on the Exhibit. (See Attachment: Business Entity Certification)
* • SAM Registration: We are registered in the System for Award Management (SAM).
* • Insurance: We maintain comprehensive general liability insurance, workers' compensation insurance, employer's liability insurance, automotive liability insurance, and professional errors and omissions insurance in accordance with the RFP requirements.

## 6. Risk Mitigation

[Your Company Name] recognizes the importance of addressing potential risks associated with this project. We have identified the following key risks and developed mitigation strategies:

| Risk | Mitigation Strategy```