

**RESOLUTION AWARDING A CONTRACT AS AN EXTRAORDINARY  
UNSPECIFIABLE SERVICE FOR NETWORK ASSESSMENT SERVICES TO  
NETWORK SECURITY GROUP AND NETWORK SECURITY GROUP THE  
PRIMARY CONTRACTOR FOR NETWORK ASSESSMENT SERVICES**

**WHEREAS**, Network Security Group has submitted a proposal to perform Network Assessment Services for the Township of Union Public Schools/Board of Education; and

**WHEREAS**, the services as described meet and exceed the requirements of N.J.S.A. 18A:18A-37(b), N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b) as an Extraordinary Unspecifiable Service, or EUS and are therefore exempt from the requirements to advertise for public bid; and

**WHEREAS**, the standard form is attached to this resolution certifying that the network assessment services and designation as primary contractor for network assessment services is an EUS; and

**WHEREAS**, after the assessment, Network Security Group will have on file the particular details of the network assessment, thereby allowing Network Security Group to rapidly respond to network infrastructure impacts of the Township of Union Public Schools/Board of Education, allowing operations to resume and ultimately reduce costs to the taxpayers; now, therefore, be it

**RESOLVED** that upon the recommendation of the Superintendent that the Township of Union Public Schools/Board of Education are/is desirous of having Network Security Group 271 Route 46 West, Building G-104, Fairfield, New Jersey 07004 perform the network assessment at a cost of \$56,850.00; and be it

**FURTHER RESOLVED** that upon completion Network Security Group, hereby be named the primary network assessment contractor for the Township of Union Public Schools/Board of Education until a successor is named; and be it

**FURTHER RESOLVED** that the Superintendent shall take all action necessary to effectuate the purpose of this resolution.

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Yolanda Koon, School Business Administrator/  
Board Secretary

Approved: November 21, 2023



**STANDARD CERTIFICATION DECLARATION FOR  
AN EXTRAORDINARY UNSPECIFIABLE SERVICE**

**TO:** Township of Union Board of Education

**FROM:** Dr. Gerry Benaquista, Interim Superintendent

**DATE:** November 1, 2023

**SUBJECT:** This is a contract for Network Assessment

This is to request your approval of a resolution authorizing a contract to be executed as follows:

**Firm:** Network Security Group

**Cost:** Network Security Group to complete a network assessment to assess the BOE network at all location (10 schools, Hamilton Building, and the Board officeTownship of Union Public Schools/Board of Education

**Duration:** Until Scope is Completed

**Purpose:** The purpose of our Network Assessment Services is to conduct a comprehensive evaluation of the BOE network spanning across 10 buildings. Collaborating closely with BOE network staff members, our objective is to examine and analyze various critical aspects, including the configurations of staff desktop computers in each building, network server configurations, Active Directory data, network design, firewall settings, policies and procedures, patch management practices, backup strategies, and virus mitigation measures. Subsequently, we will compile our findings into a comprehensive network assessment report and deliver a presentation of our discoveries to the BOE. Our mission is to provide valuable insights, identify potential areas for improvement, and enhance the overall functionality, security, and efficiency of the BOE network infrastructure, ultimately reducing costs for the taxpayers

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)]. I do hereby certify to the following:

**1. Provide a clear description of the nature of the work to be done.**

The nature of the work to be done is a comprehensive Network Assessment Service, specifically tailored to assess the network infrastructure and security of the Board of Education (BOE) network, which spans across 10 different buildings. This assessment will be conducted with the active participation and assistance of BOE network staff members.

Here's a breakdown of the key tasks and components of this network assessment:

1. **Configuration Assessment of Staff Desktop Computers:** The assessment will begin by examining the configurations of a representative sample of staff desktop computers in each of the 10 buildings. This process involves analyzing the software, hardware, and security settings to identify any vulnerabilities or compliance issues.
2. **Configuration Assessment of Network Servers:** Similarly, network servers in each building will be assessed for their configurations. This includes examining server operating systems, services, and security settings to ensure they are aligned with best practices and security standards.
3. **Active Directory Assessment:** The Active Directory, which manages user accounts, permissions, and access control, will be thoroughly evaluated. This assessment will focus on ensuring that user access and permissions are appropriately configured and secure.
4. **Network Design Assessment:** The entire network design, including the layout, topology, and connectivity between buildings, will be reviewed. The goal is to identify any potential bottlenecks, performance issues, or design flaws that might affect network efficiency.
5. **Firewall Configuration Assessment:** The firewall configurations across the network will be assessed for their effectiveness in protecting against unauthorized access and malicious traffic. Any gaps in security will be identified.
6. **Policies and Procedures Evaluation:** The assessment will include a review of the network security policies and procedures in place within the BOE. This involves examining how well they align with industry best practices and whether they are effectively enforced.
7. **Patch Management Review:** The process of applying software patches and updates will be assessed to ensure that all systems are up-to-date with the latest security patches, minimizing vulnerabilities.
8. **Backup Strategies Assessment:** The backup and data recovery strategies will be evaluated to ensure data integrity and business continuity in case of data loss or system failures.
9. **Virus Mitigation Assessment:** The network's ability to mitigate and respond to virus and malware threats will be examined, including the effectiveness of antivirus solutions and incident response procedures.
10. **Network Assessment Report:** Following the assessment, a comprehensive network assessment report will be authored. This report will detail the findings, including strengths, weaknesses, vulnerabilities, and recommendations for improvements in each of the assessed areas.
11. **Presentation of Findings:** The final step involves presenting the assessment findings to the BOE. This presentation will include a summary of the network's current state, identified vulnerabilities, and recommended actions to enhance network security, efficiency, and compliance with industry standards.

In summary, this network assessment service is a thorough examination of the BOE network's configurations, security, and operational aspects in 10 different buildings. The goal is to provide actionable insights to enhance the network's overall performance, security, and compliance with best practices and standards.

**2. Describe in detail why the contract meets the provisions of the statute and rules:**

These services cover responding to a network assessment or emergency malware threats, which will have an indeterminant scope of work as each network configuration assessment, the active directory assessment, the network design assessment, and the firewall configuration assessment required are always uniquely different and must be responded to on a case-by-case basis. Specifications for traditional bidding could not be drafted because each project's unique scope of work cannot be determined until the hours directly preceding an event. This network assessment planning is intended to assess the response required and create a response plan or comprehensive Network Assessment Service specifically tailored to assess the network infrastructure and security of the Board of Education (BOE) network.

contracting unit can immediately respond to disasters or local emergencies of all sizes. Also, the network assessment limits the governing body's exposure to loss and downtime as compared to not having a network vulnerability assessment. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:

(The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because: Network Security Group has a custom methodology and process for the assessment of networks which was built through real world experience in situations that exist only during virus mitigation-like situations. These situations and the response required are uniquely different and require a variety of techniques and strategies to facilitate the governing body recovering from a loss. This time-sensitive evaluation and response is not the formal coursework or quantifiable skills that could be traditionally bid because every network requires a unique, tailored response based on the type and size of network infrastructure, which can only be learned via real-world experience during disaster-like situations. The response required cannot reasonably be predicted until the hours immediately preceding the network virus or malware emergency. The pre-planning and evaluation of the district-wide network allows the contracting unit to develop a unique network assessment report that will mitigate and respond to virus and malware threats on an expedited timeline that could not reasonably be described by written specifications or efficiently responded to during a network emergency.

**3. Describe the informal solicitation of quotations:**

Network Security Group was interviewed and demonstrated their abilities through case examples of nationwide work during virus and malware incident responses.

4. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.

Respectfully,

Name: \_\_\_\_\_ (Signature)

Dr. Gerry Benaquista

Interim Superintendent of Schools

NETWORK SECURITY GROUP

271 Route 46 West  
 Building G-204  
 Fairfield, New Jersey 07004

# Invoice

Date	Invoice #
8/22/2023	2023-1024

Bill To
Union Board of Education 2369 Morris Avenue Union, New Jersey 07083

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	<p>Network Assessment Services - Assess the BOE network located in 10 buildings. Assisted by BOE network staff members, assess the configurations sampling of staff desktop computers in each building, assess the configurations sampling of network servers, assess data located in the Active Directory, assess the network design, firewall configuration, policies and procedures, patch management, backup strategies and virus mitigation. Author a network assessment report and present findings to the BOE.</p> <p>50% requested to start the project.</p>	56,850.00	56,850.00
		<b>Total</b>	\$56,850.00

