

REQUEST FOR INFORMATION

SC DHEC IT ASSET AUDIT

Overview

The South Carolina Department of Health and Environmental Control (DHEC) is issuing this Request for Information (RFI) to solicit information from vendors who can provide on-site IT asset audit services. This RFI is not a Request for Proposal (RFP). DHEC is not seeking to contract with vendors for these services or products at this time. Rather, this RFI is being used to gather market information about available systems. A formal solicitation may be issued at a future date based in part on information gathered during this RFI process.

Purpose

The purpose of the RFI is to obtain information from vendors as to the most efficient and cost-effective manner to fulfill the requirements of an asset audit and reporting services.

Background

The Department of Health and Environmental Control (DHEC) Office of Information Technology and Office of Internal Audits seeks an on-site physical audit of all IT assets within the agency to establish a baseline inventory, decal assets that may not currently be decal and locate missing devices. The agency seeks to account for all assets for security and financial purposes and does not currently have enough asset management staff to complete the audit in a timely manner. DHEC has 100+ locations and 16,000+ endpoints and peripheral devices. The items to be audited are:

- Laptop computers
- Desktop computers
- iPads
- Tablets
- Printers
- Large Format Plotters
- Smartboards
- Large Smart Televisions
- Credit Card Readers
- External Hard Drives
- NAS Devices (Network-attached Storage)

A listing of estimated device quantities by location is available upon request.

DHEC anticipates the completion of the audit/reporting within 90-120 days of PO issuance.

Request

The RFI should address the following in a written response that is no longer than 5 pages long:

- Vendor's qualifications to perform audit services.
- Vendor's ability to work independently upon instruction by DHEC staff.
- Vendor's experience in providing similar services to State, Local or Federal government agencies.
- Vendor's ability to provide a detailed report in Excel format and a high-level presentation of audit results.

Instructions for Responding to the RFI

Interested vendors should submit their written response to be received no later than January 12, 2023 to Rebecca Nichols at NICHOLRJ@dhec.sc.gov; Subject - RFI# 5400024160.