ASIS International
Integrated Risk Management Program

Request for Proposal

Table of Contents

Program Overview

ASIS International, the leading professional society for advancing the security profession globally, is seeking a travel risk management partner to develop and implement a comprehensive and integrated risk management strategy for ASIS International global meetings, conferences and general staff/volunteer travel.

The partner shall develop an overall risk management profile and framework that will cover the global operations of ASIS International. This plan shall result in the implementation of a mitigation strategy covering the following ten (10) key process areas below.

1. **Policies and Procedures** – focuses attention on the process of developing and maintaining policies and procedures in support of the overall program.
2. **Education and Awareness Training** - develop employees' skills and knowledge so they can perform their roles effectively and efficiently.
3. **Security Risk Assessment** - the foundation of the overall program and will be conducted on every trip, assignment and special event (e.g., meeting or conference).
4. **Risk Disclosure** - produce information related to the risk assessment so that all relevant parties are aware of the potential threats that may be encountered.
5. **Risk Mitigation** - develop strategies and solutions that will result in a level of risk that is acceptable to all parties (i.e., the employee or volunteer, the manager and the organization).
6. **Risk Monitoring** –1) monitor identified risks, 2) identify new risks, 3) ensure proper execution of planned risk responses, and 4) evaluate overall effectiveness of the plan in reducing risk.
7. **Response and Recovery** - addresses the reactive component of the overall program. The foundation is a hotline capability to provide personnel with an easy-to-use process for reporting problems and getting assistance.
8. **Event Notification** - ensure that the appropriate people are informed of any relevant incident or risk information before, during, or even after a special event or trip so they can make rapid and thoughtful risk-related decisions.
9. **Data Management (DM)** – identifies the data required to monitor and manage a robust program. This addresses the overall process of identifying, collecting, storing, accessing and maintaining this information.
10. **Program Communication**- ensures that all stakeholders understand the value program and their role within it.

Once the ASIS International's Program is implemented, the program shall be monitored and maintained by the vendor to ensure that it is being managed effectively throughout the period of its performance.

Statement of Work

The following outlines the work to be performed and the deliverables required to implement and support ASIS International.

1. Program Policy and Training Elements

1.1 Policies and Procedures (PP)

The partner shall work with the appropriate personnel to determine what current policies and procedures exist around travel and special events. These policies and procedures will be reviewed and updated as required. In the event that these policies and procedures do not currently exist, partner will work with the organization to develop the required policies and procedures.

> **Deliverables**
>
> PP01 – Meetings, Events and Travel Policy
> PP02 – Meetings and Events Risk Management Procedures
> PP03 – Travel Risk Management Procedures

1.2 Education and Training (ET)

The partner shall work with the appropriate personnel to determine what current education and training programs exist in support of the program covering meetings and events as well as travel. Any such training programs shall be integrated into a full program. At a minimum, the partner will provide an on-line international travel safety training program.

> **Deliverables**
>
> ET01 – On-line International Travel Safety Training Program

2. Program Risk Process

2.1 Security Risk Assessment (SRA)

The partner shall develop a risk assessment process to be conducted for meetings and events as well as general travel. The risk assessment process shall be consistent with the ASIS

International "*Risk Assessment*" Standard (2015) and "*General Security Risk Assessment Guideline*" (2003).

Additionally, ASIS often contracts with notable world leaders and well known persons as keynote and other speakers at the annual meeting and regional global conferences. We may require a person-by-person assessment as needed to determine what, if any, additional protection they may need.

General Travel: ASIS International staff and volunteers travel frequently to various parts of the world for chapter meetings, conferences, etc. Some of these meetings/conferences are hosted by ASIS International, and others are meetings/conferences that we attend as delegates.

A threat assessment shall be conducted for each trip and be provided to the organization in writing. Assessments should include regional geo-political review, specific-city concerns, recommendations for hotels, hotel and venue reviews, and review of abilities of local hospital, determine if additional security is needed, etc.

Meetings and Events: ASIS International hosts a number of events around the world, including:

> 6-8 April 2016 – 15th European Security Conference & Exhibition – London, UK
> 12-15 September 2016 – Annual Seminar & Exhibits – Orlando, FL, USA
> 27-28 October 2016 – China Conference 2016 – Shanghai, China
> 5-7 November 2017 – 8th Middle East Conference & Exhibition – Bahrain

Many events are scheduled well ahead of time (>180 days). The partner should indicate how they will work with ASIS staff during the planning stages of a meeting or event and how they will provide a risk assessment within 30 days of the conference start date.

On some occasions, meetings are held on short notice, often with thirty to sixty-day lead time. The partner should indicate how they will provide risk assessments for these types of meetings or events.

ASIS International recognizes that the world changes quickly and that additional assessments may be needed as the meeting/event or trip draws near. The partner should indicate what services they use to provide timely information and assessments.

Additionally, where applicable, the proposal should indicate how the partner will work with local ASIS International chapter experts who live and work in the cities where meetings are held.

The partner shall conduct security assessments as required for regional global meetings and in planning for our US-based Annual Seminar. This assessment shall include the review of cities, headquarters hotel, and convention centers. Further, we would expect an assessment of city preparedness in terms of disaster planning, ability to handle emergencies, etc. Please note that

Annual Seminar is reserved in one of five major US cities seven to ten years in advance and regional meetings are reserved twelve to eighteen months in advance. We recognize that additional assessments closer to each event will be required, in addition to an initial assessment. Respondents should address how they will assist ASIS International at the early stages of planning and indicate how they will progress with activities until the meeting or event begins.

Deliverables

SRA01 – Trip Risk Assessment
SRA02 – Meeting or Event Risk Assessment
SRA03 – Special Risk Assessment

2.2 Risk Disclosure (RD)

The partner will work with the organization to ensure that the risk assessment and other risk related information is properly disclosed to the appropriate personnel within and outside the organization. In most cases, this disclosure will be conveyed in a memorandum. In some cases, the organization may require a formal briefing.

Deliverables

RD01 – Risk Disclosure Memo
RD02 – Risk Disclosure Briefing

2.3 Risk Mitigation (RM)

Based on the results of the Risk Assessment process, they will recommend various risk mitigation strategies. They will work with the organization to determine what specific actions will be taken. They shall document the agreed upon approach and present a cost proposal for review and approval. Once approved, the partner shall implement the approved actions.

Meeting and Event Risk Mitigation: The partner shall coordinate resources to interface and collaborate with ASIS International staff and conference organizers, hotel/convention center personnel to ensure the safety and security of our delegates.

The partner shall arrange security at our meetings and conferences, including badge scanning, physical security, etc. Additional recommendations for heightened security based upon keynote or related speakers may also be necessary. The partner should indicate how they will procure

local guard forces (if necessary) and how they will work with guard forces employed by the venues where conferences/ meetings are held and where lodging is used for conferences.

Executive Protection: ASIS staff and/or volunteers may require executive protection when traveling to various parts of the world. The partner shall demonstrate the ability to secure protection from qualified, vetted professionals in cities and regions around the world.

Insurance: ASIS retains a number of different insurance policies to cover operations and actions of employees. The partner shall ensure that any provider of services will be required to demonstrate proof of liability, and errors and omissions insurance, at a minimum.

> **Deliverables**
>
> RM01 – Meeting and Event Risk Mitigation Approach
> RM02 – Travel Risk Mitigation Approach
> RM03 – Risk Mitigation Cost Proposal
> RM04 – Meeting and Event / After Action Report

2.4 Risk Monitoring (RMON)

The partner shall establish a 24x7, continuous global risk monitoring program in support of the program. This program shall provide near real-time risk alerts, a daily intelligence report, and special reports around key incidents.

The Risk Monitoring program shall be linked to any travel plans as well as meeting and event locations. The relevant information shall be pushed to the appropriate organizational personnel.

> **Deliverables**
>
> RMON01 – Risk Advisory Alerts
> RMON02 – Daily Intelligence Report
> RMON03 – Special Reports

2.5 Response and Recovery (RR)

The partner shall establish a hotline specifically for ASIS International and shall develop ASIS International specific hotline protocols based on expected call and incident types. These

protocols shall integrate seamlessly with any response providers retained by the organization under insurance policies or through existing retained relationships, if any.

Every call shall be recorded and retained for at least 30 days. The organization shall be able to request a call report to include the call recording within 24 hours of a request.

The partner shall ensure that the organization receives monthly and annual call summary reports.

> **Deliverables**
>
> RR01 – Hotline Protocols
> RR02 – Hotline Call Report
> RR03 – Hotline Monthly Report
> RR04 – Hotline Annual Report

3. Program Foundational Elements

3.1 Notification (NT)

The partner shall work with ASIS International to develop and document a reliable notification process in response to any incident, emergency or crisis event.

Additionally, the partner shall conduct an annual test of the notification process and make recommendations to improve or enhance the process in an after action report.

> **Deliverables**
>
> NT01 – Incident Notification Process
> NT02 – Annual Incident Notification Test After Action Review

3.2 Data Management (DM)

The partner shall implement a secure system (conforming to ISO 27001) to collect, store and update the information required to manage the program.

The breadth and depth of information collected and maintained to support a comprehensive program can be significant. The information to be maintained includes personnel contact

profiles, meeting/event locations, trip itineraries, long-term assignments, threat information, destination (country/city) information, organizational structure, etc.

A key capability is an integrated data quality assurance process that ensures data is accurate and properly archived for use in audits and risk management decisions.

The successful vendor will need to agree to meet all current and future information security minimum security standards in order to protect all ASIS International information. ASIS International reserves the right to audit and verify that any sensitive information is being protected as the vendor states.

Deliverables

DM01 – Secure Data Management Platform
DM02 – Data Quality Assurance Plan

3.3 Program Communications (PCO)

The partner will work with ASIS International to properly communicate the program and all of its elements to each constituent group. These groups include employees, volunteers, management, senior management, emergency and crisis management teams, contractors, families and external entities such as vendors and suppliers.

The partner will develop and produce a program overview and wallet card to distribute to employees and volunteers that will be covered by the program.

In addition, the partner shall conduct an Annual Program Review to be held at the ASIS International offices in Alexandria, VA.

Deliverables

PC01 – Program Communications Plan
PC02 – Program Overview and Program Wallet Card
PC03 – Annual Program Review

About ASIS International

ASIS International is the leading organization for security professionals worldwide. Founded in 1955, ASIS is dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests, such as the ASIS Annual Seminar and Exhibits, as well as specific security topics. ASIS also advocates the role and value of the security management profession to business, the media, government entities, and the public. By providing members and the security community with access to a full range of programs and services, and by publishing the industry's No. 1 magazine—Security Management—ASIS leads the way for advanced and improved security performance.

ASIS International employees nearly one-hundred (100) full-time staff who are headquartered in Alexandria, VA, USA. An additional five (5) regional staff are located in Brussels, Belgium. It is possible in the future that the organization could have physical office footprints in Asia-Pac, the Middle East, Africa, and/or Latin America.

Complete Proposals
Proposals will be considered complete that include the following:

1. Name of primary RFP responder(s) and all contact information.
2. Include rates inclusive of all fees.
3. Background on company and all proposed key personnel.
4. Each respondent must demonstrate proof of appropriate insurance.
5. All work performed will be done so in accordance with applicable laws and regulations.
6. References required.

ASIS reserves the right to reject any proposal.

RFP Evaluation
All responses to this RFP will be equally reviewed and considered on the merits of the response. ASIS International ultimately seeks the best value contract. Additional consideration will include: experience of personnel, quality of services offered, input of references, stability of work force, ability to provide cost effective solutions, etc.

Indemnification
ASIS will be held harmless from the acts of any vendor employees or agents arising from actions and decisions taken on their part.

RFP Questions and Responses - No Later Than 15 June 2016

Please refer questions in writing and all RFP responses to:

Jim Evans
CFO - ASIS International
1625 Prince Street
Alexandria, VA 22314-2882 USA
Email: jim.evans@asisonline.org
Direct: +1-703-518-1486