

Roane County Purchasing Department
200 East Race Street, Suite #3
Kingston, Tennessee 37763
Phone 865-376-4317 - Fax 865-376-4318

**ADDENDUM #2
BID #1018
PROPERTY & CASUALTY INSURANCE PROGRAM**

TO: All Potential Bidders

This addendum forms part of the Bid Documents. It supplements and modifies them as follows:

ITEM #1 – QUESTIONS & ADDITIONAL INFORMATION

See following pages.

Please return this addendum to the Purchasing Department in the bid envelope. If your bid has already been sent and this addendum does not pertain to bid pricing, you may return it via facsimile.

ACKNOWLEDGMENT OF ADDENDUM

The undersigned acknowledges receipt of Addendum #1 – Bid #1018.

COMPANY NAME

SIGNATURE

TITLE

SCHOOLS

What security is in place? *SRO officers*

For armed security, are they police officers or 3rd party security guards?

Police Officers

What certifications and training are required for armed security?

POST Certified

When outside groups use school facilities, are certificates of insurance required?

Does the system have specific policies in place for foreign travel, domestic travel and field trips?

Yes, see board policy on website

What athletic programs are offered at Cherokee Middle School? Cheerleading, Boys Basketball, Girls Basketball, Cross Country, Football and Soccer.

What athletic programs are offered at Harriman Middle School?

Football, Basketball, Baseball, & Cheerleading,

What athletic programs are offered at Midway Middle School? Cheerleading, Football and Softball

What athletic programs are offered at Oliver Springs Middle School? Baseball, Boys Basketball, Cheerleading, Football, Girls Basketball, Softball and Volleyball *etc*

What athletic programs are offered at Rockwood Middle School? Baseball, Softball, Boys Basketball, Girls Basketball, Football, Cheerleading, Cross Country and Golf *etc*

What athletic programs are offered at Harriman High School? *Football, Basketball, Soccer, Tennis, Baseball, Softball, Cheerleading etc*

What athletic programs are offered at Midway High School? Baseball, Boys Basketball, Girls Basketball, Cross Country, Football, Boys Golf, Girls Golf, Boys Soccer, Girls Soccer and Softball *etc*

What athletic programs are offered at Oliver Springs High School? Baseball, Football, Boys Basketball, Girls Basketball, Boys Golf, Girls Golf, Girls Soccer, Softball, Cheerleading, Volleyball, Rugby *etc*

What athletic programs are offered at Roane County High School? Baseball, Boys Basketball, Boys Soccer, Cheerleading, Cross Country, Football, Girls Basketball, Girls Soccer, Girls Volleyball, Golf, *etc* Softball, Tennis, Track.

Do the schools have concussion protocols in place for their sports participants? *Yes*

Who can use the weight rooms? *Team participants / students enrolled in weight training course*

Are the weight rooms locked when not being used?

Yes

Is there an asbestos abatement program?

unknown

Is drinking water tested for lead?

Yes

Are there any flooding issues? *No*

Do the schools conduct fire drills and how often? *Yes, as required by state*

Do the schools conduct active shooter drills and how often? *Yes, as required by state*

What are the policies regarding misconduct? *see board policy on website*

What are the policies regarding abuse? *same as above*

Do high schools have chemistry labs? *Yes*

Do high schools offer classes in industrial arts? *Yes*

What types of Home Economic classes are offered?

Who operates cafeterias? School employees or a third party?
School employees

How often are cooking hoods and ducts cleaned? *as required by state req.*

How often is fire suppression over cooking areas services?
as required by state req.

Do the school buildings have sprinkler systems? *Some*

Do the school buildings have smoke and heat detectors with alarms that connect to a central station?

What type of air conditioning systems do the schools have? *Yes*
Roof Top, Gas Pack, P Tacks, Bards

If there is a center HVAC system, are duct detectors installed? *Yes*

If a fire alarm is activated, do HVAC systems shut down? *Yes*

Does the district own its school buses? *Yes*

What are the hiring procedures for bus drivers? *per state regulations*

How are the buses maintained and services? *Mechanics employed by district*

Are bus drivers subject to MVR reviews? *Yes*

What is the driving radius for bus drivers? *1 1/2 hour max. route*

CYBER

Does the county, including the schools, have remote access to desktops, servers or applications? *Yes*

If remote access is available, is multi-factor authentication used? *No*

Are antivirus software and firewalls updated at least quarterly? *Yes*

Is there a procedure in place that requires at least two people, processes or devices to verify any changes in transfer details and obtain authorization when transferring more than \$10,000 to external parties? *County*

Is there a call-back verification process when making changes to or setting up new payment instructions to a third party? *County*

Is there training for staff members who transact funds in excess of \$10,000 externally? *County*

Are internal emails filtered/scanned for malicious attachments and/or links? *Yes*

Is SPC strictly enforced on incoming emails? *No*

Are external emails tagged to alert employees that the message originated from outside the organization? *Yes*

Do you conduct mandatory information security and privacy training of employees and contractors at least annually? *No*

Do you use Office 365? *Yes*

If Office 365 is used, do you employ the O365 Advanced Threat Protection add-on? *No*

Do you use EDR tools for malware protection? *No*

If ERD tools are used, do you use an external service provider to monitor EDR tools?

Do you have RDP or any other type of remote access enabled and in which situations is it implemented? *Yes, internally*

In which situations is MFA required? *Google staff accounts*

Are processes established to rapidly apply critical security patches across servers, laptops, desktops and managed mobile devices? *Yes*

In what time frame are critical and high severity patches installed? *Weekly*

Do users have local admin rights on laptops and desktops? *No*

Can users run MS Office Macro enabled documents on their system by default? No

Do you perform vulnerability scans? No

If vulnerability scans are performed, are they carried out on Public Facing IP addresses or Internal IP addresses or both? —

How do you secure backups? MFA, Encryption, Segmentation, Virus/Malware Scanning?

Do you have cold storage or air-gapped backups that are completely isolated from the network? No

Do you offer a specific point in time to restore from? No

Do you test the successful restoration and recovery of key server configurations and data from backups? Yes

How soon can you recover all of your business-critical data and systems?

1 week