Rationale for Security Requirements Checklist
RFP for PSIC Web Maintenance and Administration Services

The Office of the Public Sector Integrity Commissioner (the Office or PSIC) is conducting a Request for Proposal (RFP) to contract website maintenance and administration services for the PSIC web content management system.

The successful bidder will be responsible for:
- Website and Web Application Development;
- Website and Web Application Maintenance and Administration; and
- HTML conversion of reports

To carry out this work, the successful bidder will be required to receive and access both unclassified and limited protected information (to be stored on a web server hosted by an external supplier*). The majority of the work involves access to unclassified information such as general website content.

The only portions of the work to be conducted requiring a Protected B clearance are receipt, access and manipulation of information will be for the HTML conversion of reports.

Twice yearly, PSIC must produce financial reports to be posted on its website. These reports (Report on Plans and Priorities and Departmental Performance Reports) are considered Protected B until tabled in Parliament. The successful bidder will be responsible for receiving these documents, converting them from Microsoft Word format into HTML and uploading them into PSIC's Web Content Management System, while maintaining confidentiality of the report contents until made public.

Further, the successful bidder will have access to (via administration rights to the Web Content Management System) other PSIC reports that are also considered Protected B until tabled in Parliament (Case Reports and Annual Reports).

The successful bidder must therefore ensure all resources that will be accessing PSIC's Web Content Management System or working on the HTML conversion of reports have the appropriate security screening clearance.

*The external hosting environment does not form part of the current assessment.