SERVICE ORDER ATTACHMENT
STATEMENT OF WORK
S-200-3040 CSA ADVISORY MONTHLY

1 Overview

This Statement of Work ("SOW"), with any appendices included by reference, is part of any agreement that incorporates this document by reference.

1.1 Services Summary

SilverSky will assist the Customer by providing a Cybersecurity Advisor (CSA) monthly service to help benchmark and enhance your cyber program maturity. The SilverSky CSA will meet with the Customer monthly to review and assess the Customer's initial cyber security program maturity with the goal of developing a roadmap to help identify areas of weakness and enhance your program through strategic guidance.

2 Scope

2.1 SilverSky CSA Advisory Monthly Obligations:

The CSA Advisory monthly services rely on the full cooperation and participation of the Customer to complete any prescribed interviews, walkthroughs, and questionnaires.

Initial Baseline Assessment – The CSA will perform an initial assessment using the NIST Cyber Security Framework to benchmark your program against cyber best practices. As part of the initial benchmarking process, the CSA will help identify areas of strength and weaknesses in your program with the goal of establishing a strategic plan for improvements.

Strategic Sessions - Once the benchmark phase is complete, the CSA will perform ongoing monthly sessions to help drive forward the improvement opportunities identified in the initial baseline assessment and help aid the Customer with strategic advice to achieve enhanced maturity of their program. During these sessions, the CSA will update any maturity improvements noted so that the Customer has an updated view of their current cyber maturity posture, review and make changes to the strategic recommendations and adjust any guidance from prior assessments.

Security Review

Project Deliverables:

- Reports: Baseline Maturity Report

- Sessions: Monthly Sessions

Key CSA Service Tasks

- Understand the Customer's unique compliance profile and determine a benchmark for program measurement

- Help guide a strategic plan or action and milestone plan for program improvement

- Develop a working knowledge of Customer's control environment

- Scheduled meetings with the Customer to measure maturity against the NIST Cyber Security Framework

- Provide Strategic direction and advice towards enhancing your cyber program

- Escalation of any relevant security news or threat alerts pertaining to the Customer environment

- Provide review and recommendations when possible or seek guidance from SilverSky Subject Matter Experts over areas of the Customer's cyber program such as:
    - Security Architecture
    - Security Administration
        - Security policies
        - Security roles and responsibilities

- Risk assessment process
- Incident Response Plans
- End user security program
- vulnerability management program
- Vendor/third party management program
  - o Protection and Detection Controls
    - Email security
    - Network security monitoring
    - Incident response program
    - Physical security
    - Device security
    - Endpoint controls
    - Anti-virus
    - Wireless and mobile security
    - Risk Management
    - Third Party Oversight
    - Vulnerability and patch management
    - Event Detection and Threat Intelligence

2.2 Deliverables

SilverSky will provide:

- An initial benchmark and periodic updates of the maturity assessment report

- Strategic Roadmap or Plan of action report for improvement

- Monthly action notes from CSA and Customer meetings

- Guidance notes for areas of improvement identified.

2.3 Out of Scope

Any activity not explicitly included in this SOW is considered out of scope. If the Customer requests additional services, such services will be the subject of a change request. Managed Services and ongoing operations of any program items are not included in the scope and will be outlined on a separate SOW. In addition, the following work is out of scope for this service:

- Any development work as part of the Customer's cyber program

- Any assessments, reviews or audits beyond the initial baseline review

- vCISO advisory work

3   Customer Obligations and Assumptions

Services, fees and work schedules are based on the assumptions, representations and information supplied by the Customer. The Customer's fulfillment of these responsibilities is critical to the success of the engagement.

3.1 Customer Obligations

- **Project Liaison** - Designate an authorized representative to authorize the completion of key project phases, assign resources and serve as project liaison
- **Access** - Ensure SilverSky consultants have access to key personnel and data requested - to include access to critical IT assets, systems and physical locations such as server rooms, data centers, and operations facilities
- **Resources** - Furnish SilverSky with Customer personnel, facilities, resources and information and perform tasks promptly
- **Cooperation** - Ensure all of the Customer's employees and contractors cooperate fully with SilverSky and in a timely manner. SilverSky will advise the Customer if an increased level of Customer participation is required for SilverSky to perform the Services under this SOW.
- **Documentation** - Timely delivery of all documentation requested by SilverSky, including Customer's security policies, prior security reviews, network diagrams, server listings and procedures

3.2 SilverSky Assumptions

- Customer will provide SilverSky with reasonably requested information upon which SilverSky can rely to be current, accurate and complete.
- Customer will provide access to Customer's personnel with detailed knowledge of Customer security architecture, network architecture, computer environment and related infrastructure.
- Customer will provide access to Customer's personnel who understand Customer's security policies, regulations and requirements.
- Customer will evaluate SilverSky deliverables and immediately notify SilverSky of any perceived problems or issues with SilverSky obligations.
- SilverSky will immediately notify the Customer of any perceived problems or issues regarding Customer obligations.
- Customer is responsible for any additional costs if SilverSky cannot perform the Services due to Customer's delay or other failure to fulfill its obligations under this Statement of Work.

4   Project Parameters

4.1   Project Scope

The scope of the project is based on the above description with the additional details listed as follows:

Project Component	Parameter(s)
Project Start Date	SilverSky will reach out within 30 days of the Effective Date with a date for a kickoff call.
Project duration	12 months
Project Work	Work hours not to exceed 80 hours annually. Any work requested over the allotted hours will require the purchase of an additional block of service hours.

4.2   Location and Travel Reimbursement

The Services defined in this SOW will be performed remotely and will not warrant the travel of a SilverSky CSA to the Customer locations.

4.3   Acceptance

Delivery of all stated project deliverables will constitute acceptance of services provided under this SOW.

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