

Overview

This contract is for the purchase of Payment Card Industry (PCI) Qualified Security Assessor (QSA) consulting services for UW System to assist in maintaining compliance with PCI Data Security Standards (PCI-DSS). The services include general PCI-DSS consulting, gap analysis, assistance with preparation of a Report on Compliance (ROC) when required, and assistance in developing PCI training. In addition, this contract includes an Enterprise level license for an Authorized Scanning Vendor (ASV) and a Self-Assessment Questionnaire (SAQ) management portal.

The Contractor (CampusGuard) will be expected to produce an advisory report regarding the mission and goals of PCI compliance at some campuses; produce a timeline and work plan for those campuses to achieve PCI compliance; and provide guidance and recommendations for improving the current University processes, including assistance in developing PCI policies where needed. This may include meeting with merchants, reviewing the business operations, and suggesting several alternatives that meet PCI compliance in a consultative manner. The University System or an individual campus may desire to consult with the Contractor for additional PCI-compliance related services after an initial project is completed.

See <https://www.pcisecuritystandards.org/> for more information on PCI-DSS.

Campus Use

UW System intends to fund the Enterprise ASV and SAQ portal. Individual campuses will need to contact the Contractor to setup individual consulting engagements where needed. Consulting rates differ between onsite consulting and office-based consulting. A phone call or Email question should be billed at the office-based rate. A project such as a gap analysis would require onsite work. It is strongly recommended that a written service agreement with a Statement of Work be developed for specific projects. This is generally a joint effort between the campus project manager and the Contractor often involving the preparation of a scoping document which may require business office and IT input to complete. Pricing must include travel and overhead costs in the hourly or project rates. The Contractor may not exceed the Contract maximum hourly rates.

The Statement of Work shall include:

- A description of the Scope of Work.
- A timeline for the services to be provided.
- A specific description of delivered accomplishments that identify the work as completed.
- The specific consultants that will be utilized and their titles as it relates to the cost structures proposed in the RFP response.
- A "Not to Exceed Limit" for individual engagements.
- University Contact/Project Manager/Operations Administrator for the Engagement.
- Contractor's Manager for the Engagement.

Limitation of Cost

The total cost to the University for the Performance of any Statement of Work will not exceed the funding limitation set forth in the Statement of Work and the Contractor agrees to perform the work specified and all obligations under this Agreement within such funding limitation. Contractor agrees to notify the University in writing no later than when the billable amounts reach eighty percent (80%) of

the funding limitation in an order and will include in such notification an estimate to complete the requirements of the order. The University shall not be obligated to reimburse Contractor for billing in excess of the funding limitation set forth in the Statement of Work, and Contractor shall not be obligated to continue performance of work under the order or to incur costs in excess of the funding limitations if such increased costs are due to additional requirements identified by the University after the initiation of effort on the work specified in the order, unless and until a change order or amendment to the Statement of Work increasing the funding limitation is approved by the University.