

**SERVICE ORDER ATTACHMENT
STATEMENT OF WORK**

S-266-2733 vCISO ADVISORY SERVICE -BLOCK OF HOURS

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 strategic program direction, oversight, and guidance towards building and maintaining a cybersecurity program. This service block of hours is intended to assist the customer in developing a cyber-resilient security program. SilverSky will provide a virtual Chief Information Security Officer (vCISO) resource to meet the Customer's specific needs, based on the selected block of hours. The Customer can use the block of hours for a single project or spread the hours over the course of the year as part of a monthly meeting cadence with the vCISO.

Project Deliverables:

- Reports: Executive Report and Detailed Program Documentation

1.2 Project Summary-

As part of the vCISO block of hours, SilverSky can provide the following tasks as in-scope services:

- Review of the current state of the cyber program
- Provide general Cyber Strategy and Governance
- Overall strategic guidance of the Customer's cyber program
- Review of current security projects and roadmap
- Mapping projects to Cybersecurity objectives
- Risk analysis and development of risk appetite statement
- Review and understand the inherent risk ratio of the company
- Board-level discussion on cyber program
- Audit/compliance support
- Consulting for
 - Infrastructure and Application Security Services
 - Secure software development practices
 - Security and Privacy by Design
 - Data Protection regulations / Privacy (GDPR / CCPA/CPRA)
 - Regulatory Compliance consulting and Technology Legal matters
 - Regulatory review assessments (NIST, FFIEC, CSF, ISO, or other frameworks)

2 Scope

2.1 SilverSky CISO Advisory Obligations:

SilverSky's vCISO will conduct a kickoff call with the Customer to determine the appropriate use of the block of hours from the list above. SilverSky's vCISO reserves the right to review the scope of services with the Customer and determine which services will be in scope.

2.2 Deliverables

Any deliverables for the vCISO block of hours will be determined after the kickoff call and the determination of the scope of services.

2.3 Out of Scope

Any activity not explicitly included in this SOW is considered out of scope. If the Customer requests additional services, those services will be subject to a change request. Managed Services and ongoing operations for any program items are out of scope and will be outlined in a separate SOW.

3 Customer Obligations and Assumptions

Services, fees, and work schedule are based upon the assumptions, representations, and information supplied by 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 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 Customer’s employees and contractors cooperate fully with SilverSky and in a timely manner. SilverSky will advise Customer if an increased level of Customer participation is required in order 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 who have detailed knowledge of the Customer's security architecture, network architecture, computer environment, and related infrastructure.
- Customer will provide access to Customer’s personnel who have an understanding of Customer’s security policies, regulations, and requirements.
- Customer will evaluate SilverSky deliverables and immediately notify SilverSky of any perceived problems or issues with SilverSky's obligations.
- SilverSky will immediately notify Customer of any perceived problems or issues regarding Customer obligations.
- Customer is responsible for any additional costs if SilverSky is unable to 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	Typically, within 30 days of the Effective Date
Project Billing	All vCISO block of hours will be billed upfront
Project duration	All unused hours expire 12 months after the initial contract signing date
S-266-2733 Tier 1	vCISO Block of 20 hours, not to exceed 20 hours
S-266-2733 Tier 2	vCISO Block of 40 hours, not to exceed 40 hours
S-266-2733 Tier 3	vCISO Block of 80 hours, not to exceed 80 hours

4.2 Location and Travel Reimbursement

The Services defined in this SOW may require onsite participation by SilverSky’s staff at Customer location(s).

For Customer-approved onsite participation, Customer will be invoiced for all actual SilverSky’s staff travel and living expenses associated with all onsite visits. An administration fee of ten percent (10%) of all travel and living expenses will be billed to the Customer if the Customer requires an itemized statement of such expenses.

4.3 Acceptance

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

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