



On-Demand Consulting Proposal – An Exclusive from ecfirst

We at ecfirst refer to this consulting model as – “*you can do it, we can help.*” ecfirst resources may be applied to work along with your IT and compliance personnel to help create and update information security policies, technical procedures, processes, forms, supporting documentation and other required tasks.

ecfirst can support your activities with specialized compliance and security resources such as:

- A project manager with expertise in information security; and
- A technical professional with extensive security experience, to enable your organization to address compliance and security project activities.

The scope of work includes the following areas for which ecfirst can provide expert security resources, on-site or off-site, as mutually determined, to address identified compliance gaps. The list below represents a possible example set of tasks and activities that ecfirst security personnel may be assigned to and assist with. A formal list will be established at the start of each quarter and may be adjusted as mutually determined by both organizations. Additionally, both organizations will mutually determine what activities are required to be completed on-site and what tasks may be executed off-site. Accomplishing some tasks off-site will enable your organization to reduce the expense of the engagement. Time-lines, reporting structure and frequency are to be mutually determined. A sampling of possible tasks and activities include:

- Develop and manage a Project Plan compliance and security priorities and timelines;
- Perform Project Management duties and provide technical implementation assistance to enable your organization in addressing HIPAA Security remediation priorities;
- Develop and manage policies to address proactive auditing;
- Develop a program, procedures, and logs to combine and filter audit logs, network activity review, and application security access reviews;
- Develop a program policy to address server security log review;
- Assist in developing Incident Management capabilities, policy, and technical procedures;
- Assist in identifying and investigating potential security violations, and recommend or document appropriate action;
- Establish next steps for implementing SSO (single sign on) for specific departments
- Review policies to address (in a timely manner) vulnerabilities, for each device to remediate identified problems;
- Review process for requesting vendors to provide the ability to identify user level database access and audit/ modification reports;
- Review solution options for technology to automatically identify and encrypt PHI in e-mail or attachments; and
- Any other compliance-related assignments that your organization and ecfirst agree are a priority and fall within ecfirst's expertise.

Your organization would be responsible for the following:

- Assign a primary and backup Point of Contact (POC) to work with ecfirst;
- Provide requested documentation to ecfirst, and in electronic format whenever possible;
- Respond to communications and requests from ecfirst in a timely manner;
- Perform review and provide feedback on ecfirst deliverables in a timely manner;
- Support ecfirst initiatives and the overall compliance program with Executive sponsorship; and
- Provide VPN connectivity for the Security Engineer for the duration of the project.

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Investment

Services	# of hours	Total Price
Information Security and/or Compliance Technical Analyst (flat rate of \$199/hour, minimum of 40 hour commitment)	40	\$7,960
Expenses billed at cost and estimated to not exceed 15% of total fees, if applicable		

Payment Schedule

Billing will be immediate with payment due within Net 30 period. Some work will be executed off-site. A 1.5% interest fee per month is added for payments beyond Net 30 day terms. All hours must be used within 120 days of the execution of this proposal. Work must be initiated within 21 days of the execution of this proposal. Non-refundable.

ecfirst will provide all clients a 1% incentive as an additional discount if the payment is received Net 20 from the date of invoice by ecfirst.

Authorization to Proceed

We appreciate the opportunity to present your organization with this custom proposal. To accept this proposal under the above listed terms and conditions, please sign in the space provided and return a copy to Lorna Waggoner.

Signed for and on behalf of:
ecfirst

Name: Lorna Waggoner Date _____

Signed: _____

Title: Director of Training and Consulting

Phone: 515.453.8247 x17

E-mail: lorna.waggoner@ecfirst.com

Signed for and on behalf of:
Firm Name: _____

Name: _____ Date _____

Signed _____

Title: _____

Phone: _____

E-mail: _____

P.O. _____

Billing contact information – send invoice to:

Billing contact name _____

Email _____ Phone _____

Address, City, State, Zip if different that address listed on this proposal
