Consultant: Adaptable Security Corp. April 2021 AC 32809 - SO1

## **Exhibit A** Master City of San José Consultant Agreement **Approved Service Order**

(Non-Capital Projects)

Cover Page

1a.	Intentionally Omitted		1b.	AC Contract No.: AC 32809	
2.	Approved Service Order No. 1				
3.	Consultant's Name: Adaptable Security Corp.				
4.	Project Name: Microsoft Active I	Directory Security Assessment			
5.	Project Location: Remote				
6.		implement this Approved Service Ordeerms and Conditions), and "C" (Compen			
7.	Budget/Fiscal:				
	a. Current unencumbered amo	ount in Master Agreement:			\$ 400,000.00
	b. Maximum Service Order Co	ompensation for this Approved Servi	ce Order	:	\$ 33,800.00
	c. New unencumbered balance	in Master Agreement (7.a – 7.b):			\$ 366,200.00
	d. Appropriation Certification: I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) will be encumbered to pay for this Approved Service Order.				
	Fund:001 Ap	on:0432	RC:	_500 Amount:	\$33,800.00
	Authorized Signature: Email: 0	<b>Devika Tandan</b> levika.tandan@sanjoseca.gov		D	ate:
8.	Division Analyst Approval:	Email: marcelo.peredo@sanjoseca.gov Date: 08/29/2022 GMT	edo		ate:
9.	Consultant Approval:	Email: lan@cybertrustamerica.org Date: 08/26/2022 GMT		D	ate:
10.	Approval as to Form (City Atto				
	Service Order Form Approved by the Office of the City Attorney  (Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)				
	☐ Approved as to Form:	72.12.11		D	ate:
		(Sr.) Deputy City Attorney			
		Garrett Dowg	iall	2	
11.	City Director Approval:	Email: garrett.dowgiallo@sanjoseca.gov Date: 08/30/2022 GMT		D	ate:

Form Name: Master Consultant Agreement (Non-Capital Projects)

Exhibit A: Approved Service Order Form

Form/File No.: 1348133/T-32026 City Attorney Approval Date: September 2016

## **Attachment A: Tasks**

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

cur Co Fed	neral Description of Project for which Consultant will Provide Services: The City of San José ("City") rently uses Microsoft Active Directory to manage permissions and access to its network resources. The insultant shall create a System Security Plan for the City's Microsoft Active Directory system: Active Directory deration Services (ADFS), Domain Controller (DC), Domain Name System (DNS), Domain Host Configuration of tocol (DHCP), etc., and conduct security assessments in accordance with the plan.
Tas	sk No. 1: Create the System Security Plan.
A.	<u>Services</u> : Consultant shall document the implementation of security controls present on the Microsoft Active Directory system by interviewing the system's points of contact within the Information Technology Department and other methods as appropriate, including documentation review and using a questionnaire for Information Technology Department staff to fill out.
B.	<u>Deliverables</u> :
	Completed System Security Plan document according to the template document provided by City.
C.	<b>Completion Time:</b> The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
	On or before the following date:
	X On or before 60 Business Days from project start date.
Fed	sk No. 2: Perform Risk Assessment of the City's Microsoft Active Directory system: Active Directory deration Services (ADFS), Domain Controller (DC), Domain Name System (DNS), Domain Host Configuration btocol (DHCP), etc. based on analysis of the System Security Plan.
A.	<u>Services</u> : Consultant shall analyze the System Security Plan and identify gaps for the control implementations documented in the System Security Plan as either "partially met" or "not met".
В.	<u>Deliverables</u> :

Completed City Risk Assessment according to the template document provided by City.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance

Form Name: Master Consultant Agreement (Non-Capital Projects)

Exhibit A: Approved Service Order Form

with whichever one of the following time is marked:

On or before the following date: \_

On or before 60 Business Days from project start date.

Form/File No.: 1349220/T-32026

X

## **Attachment B: Terms and Conditions**

1. <u>City's Contract Manager</u>: The City's contract manager for this Approved Service Order is:

Name: Edward Walker	Phone No.: (408) 793-6886	
Department: Information Technology Department	E-mail:	
Cybersecurity Office	edward.walker@sanjoseca.gov	
Address: 200 E Santa Clara St, 11th Floor,		
San Jose, CA 95113		

2. <u>Consultant's Contract Manager and Other Staffing</u>: Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. *If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."* 

	Required to File Form 700?			
Consultant's Contract Manager		Yes Already Filed (Date Filed)	Yes Need to File	No
Name: Lan Jenson Address: 5943 Hillview Ave, San Jose, CA 95123	Phone No.: 408-909-1232 E-mail: Lan@cybertrustamerica.org			Х
Name:				
1. Jonathan Reichental	Assignment:  Ensures exceptional overall value of deliverables to the City of San Jose			Х
2. Shaheem Motlekar	Leads Tasks No. 1 and 2			Х
3. Aaron Wheeler	Leads Tasks No. 1 and 2			Х
4. Edward Chang	Assists with Tasks No. 1 and 2			Х
5. Subhashree Dhandapani	Assists with Tasks No. 1 and 2			X

Form Name: Master Consultant Agreement (Non-Capital Projects)

Service Order - Attachment B: Terms and Conditions

Form/File No.: 1349220/T-32026

Consultant: Adaptable Security Corp. April 2021 AC 32809 – SO1

- **3. Subconsultants:** Whichever of the following is marked applies to this Approved Service Order:
- X The Consultant can **not** use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

Subconsultant's Name	Area of Work
1.	
2.	
3.	

- **4.** Reimbursable Expenses: If the Compensation Table set forth in Attachment C of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:
- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

Additional Reimbursable Expense(s)	<u>Mark-up</u>
1	
2	
3	

Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.

Form Name: Master Consultant Agreement (Non-Capital Projects)

Service Order - Attachment B: Terms and Conditions

Form/File No.: 1349220/T-32026

Master Agreement AC No.: AC 32809 Consultant: Adaptable Security Corp Service Order No.: 1

## **Attachment C: Compensation Table**

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance with this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables								
Column 1 Column 2		Column 3			Column 4			
Task Nos. from Attachment A	from		Invoice Period			Compensation		
1 & 2	☐ Time & Materials	X Fixed Fee	☐ Monthly	X Completion of Tasks	☐ Completion of Work	\$33,800.00		
	Part 2 – Reimbursable Expenses							
	X No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.							
Part 3 – Subconsultant Costs								
	X Subconsultant costs are <b>not</b> separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.			Subconsultant costs are separately compensable in the maximum amount of:				
	Maximum Service Order Compensation (sum of Parts 1 through 3):				\$33,800.00			

Form Name: Master Consultant Agreement (Non-Capital Projects)

Service Order - Attachment C: Compensation Table

Form/File No.: 1349220/T-32026