



Cybersecurity Policy/ Procedure Development For [Company]

Prepared for [Manager]
[Title]
[Company]

Prepared by: Jeremy Rasmussen CISSP, CEH, PMP
Director of Cybersecurity
Abacode, LLC
[Publish Date]
Proposal number: ***

Sample



[Publish Date]

[Manager]

Organizations must perform security due diligence through a comprehensive process that includes prevention, detection, and reaction to threats. A critical component of this process is the development, refinement, and enforcement of security policy. A company's security policy defines the framework which:

- Gains buy-in from management, IT staff, and users
- Clearly defines roles / responsibilities
- Ensures systems are utilized in the manner for which they were intended
- Ensures users understand their roles & responsibilities
- Controls legal liability

We are pleased to partner with [Company] to assist in developing cybersecurity policies & procedures in accordance with industry best practices. We welcome the opportunity to discuss our proposal with you. In the meantime, if you have any questions, please do not hesitate to contact us.

Best Regards,

A handwritten signature in black ink that reads "Jeremy Rasmussen". The signature is written in a cursive style with a large, stylized "J" and "R".

Jeremy Rasmussen, CISSP, CEH, PMP
Cybersecurity Director
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Sample



Scope of Work

Cybersecurity Policy and Procedures Development

Security policies document specific requirements or rules that must be met in the organization. Security procedures provide guidance on the implementation of these rules in the operating environment.

Scope

Abacode will conduct a review of [Company]'s existing IT security policy concerning the following:

- Acceptable Use Policy
- Account Control Policy
- Remote Access Policy
- Wireless Access Policy
- Mobile Access Policy
- External Information Systems Policy
- Security Awareness Training Policy
- Security Audit Policy
- Configuration Management Policy
- Authentication Policy
- Incident Response Policy
- Security Maintenance Policy
- Storage Media Policy
- Personnel Security Policy
- Physical Security Policy
- Risk Assessment Policy
- System and Communications Security Policy
- Business Continuity and Disaster Recovery Policy



Activities

- Discuss system documentation requirements and availability and completeness of policy and procedural artifacts during project kickoff
- Guide [Company] through the process and provide policy support at each step
- Assist with and review policy documentation after kickoff and prior to formal testing, including review and development of cybersecurity artifacts as necessary by providing templates
- Assist with support in development and maintenance of policy artifacts
- Discuss training and social engineering / phishing exercises to test [Company] personnel knowledge of policies and procedures

Deliverables

- Policy review summary report
- Redline comments / markups of existing policy
- Templates for new policy
- Advice for development and maintenance of policy artifacts



Project Fees

Abacode will provide the services detailed in this Statement of Work (SoW) for a fixed price. Delivery and acceptance of all final work product deliverables described in the SoW will signify the end of the project. Payment terms are net-30.

Project Description	Estimated Total
[Company] Cybersecurity Policy & Procedure Development Assistance	\$

Terms and Conditions

This proposal is valid for 30 days from [Publish Date]. If this Order Form is executed and/or returned to Abacode, LLC by [Company] 30 days after said date, Abacode LLC may adjust these terms, without increasing the Total Price. Following activation, any adjustments to these terms must be confirmed by the Client.

Prices provided as part of this proposal do not include any taxes that may apply. Any such taxes are the responsibility of the Client.

Abacode, LLC may reject this Proposal if: (1) changes have been made to this Proposal (other than completion of the signature block) or (2) the requested signature is incomplete or does not match our records or the rest of this Proposal. By signing this form, you represent that you have the authority to bind such entity and its affiliates to the terms and conditions on this Order Form.

Payment terms are Net 30. Abacode, LLC's billing preferred method is via email, and billing frequency is monthly (annual up-front billing option is also available). Subscriptions are non-cancelable before their Order End Date.



Acceptance

For Abacode, it will be a pleasure to provide [Company] with our professional services described in this proposal. We are committed to strive to meet and exceed your expectations. In our genuine interest of helping your organization succeed in achieving the highest levels of cybersecurity, we have applied considerable discounts.

To confirm acceptance of the terms of the proposal, we require for you to select the option that best suits your needs and to provide your signature below. The Statement of Work described in this proposal will be governed by the terms and conditions in the Master Service Agreement to be executed by Abacode and [Company].

[Company]

[Manager]

[Title]

Abacode, LLC

Rolando Torres

Managing Partner

Signature: _____

Signature: _____

Date: _____

Date: _____