



Statement of Work (SOW)

Security Assessment, Strategy, and Roadmap

Submitted by:
Inspira Enterprise, Inc.

Date:
October 2nd, 2023



STATEMENT OF WORK

This Statement of Work (“SOW”) is executed by and between the **Inspira Enterprise, Inc.**, having its office at 1301 Solana Blvd, Suite 2570, Westlake, Texas, 76262 (“Service Provider” or “Inspira”) and **Town of Westlake**, having its office at 1500 Solana Blvd, Building 7, Suite 7200, Westlake, Texas, 76262 (“Customer”, “Westlake”) pursuant to the Master Services Agreement entered into between Customer and Service Provider dated October 16th 2023 (“Agreement”).

Project Description

Inspira will perform cybersecurity program and compliance assessments for:

- Westlake IT Security Program
- Westlake Academy – Cloud System
- Municipality – Cloud System
- Public Works – On-Premise System

The assessment shall be performed against:

- National Institute of Standards and Technology Cybersecurity Framework (NIST CSF)
- Service Organizational Control (SOC 2)

For a period of up to five (5) weeks, Inspira will leverage a team of experts to provide professional services to complete the identified activities and deliver a roadmap of recommendations resulting from any identified findings.

The assessment will be facilitated through the use of the TrustCloud platform.

1. Terms

The engagement shall begin on October 16th, 2023 and execute through November 17th, 2023.

2. Services

The Service Provider agrees to provide the following services (the “**Services**”):

- Use of the RES 23-60 - Inspira SOW for Town of Westlake - Final - 10022023 platform for assessment facilitation, including:
 - Mapping of IT controls across NIST CSF and SOC 2, where applicable
 - Input of stakeholder information, including aligning to respective responsibility areas and contact information
 - Configuration of assessment questionnaires
 - System integration for configuration scanning, if applicable

- Review and analyze existing policies and procedures, questionnaire responses, and sampled evidence (where applicable).
- Execute and participate in workshops (up to 10 hours) to clarify or obtain latest information from stakeholder parties.
- Review of the last two penetration test reports to identify any major issues which needs to be addressed.
- Identification of findings related to non-compliance and insecure practices.
- Creation of recommendations, including collaborating with the Westlake Single Point of Contact (SPOC) to identify the desired to-be state for areas of opportunity and aligning recommendations to initiatives that meet targeted outcomes.

3. Key Activities

- **Phase 1: Planning**
 - Scope Confirmation
 - Collaborate with Westlake SPOC to:
 - Confirm Schedule
 - Confirm Stakeholders
 - Identify Systems for Review
 - Project Plan (**Milestone 1**)
 - Coordinate with Westlake Point of Contact to identify tasks, dependencies, due dates, and task owners
 - Create a responsibility matrix (RACI) to identify roles and responsibilities for activities that are to be performed as part of this SOW
- **Phase 2: Information Gathering**
 - TrustCloud Platform Onboarding (**Milestone 2**)
 - Configure questionnaire
 - Provide access to all applicable parties (admin, respondents, etc.)
 - Publish questionnaire
 - Manage questionnaire completion (monitor status, send reminders, provide additional access, as required)
 - Onboard systems
 - Provide a document request list to gather information for
 - Policies
 - Documentation
 - Architectural Drawings (e.g., Application and Infrastructure)
 - Existing and known risks and weaknesses
 - Conduct meetings, as needed to review information gathered and confirm understanding.
 - Hold Interviews and Workshops (for Non-Technical Controls) (up to 10 hours)
 - Clarify open questions from Information Gathering activities

- **Phase 3: Review & Analyze**
 - Determine if policies and procedures are followed as documented
 - Identify findings from TrustCloud scans
- **Phase 4: Draft Deliverables**
 - Review initial findings with Westlake
 - TrustCloud Results – Technical Controls
 - Inspira Analysis – Non-Technical Controls
 - Draft results and reports (Consolidated Findings) **(Milestone 3)**
 - Draft high-level recommendations (Across findings/subject areas) for improving security posture
- **Phase 5: Final Deliverables (Milestone 4)**
 - *TrustCloud Results Dashboard and Exports*
 - *Comprehensive Assessment Report*
 - *Recommendations & Maturity Roadmap*

4. Work Products & Deliverables

- Weekly Status Reports (weekly starting week 2) [Work Product]
- Assessment Deliverables
 - **TrustCloud Results Dashboard and Exports** – export of assessment control-level results and summaries across control frameworks
- Engagement Level Deliverables
 - **Comprehensive Assessment Report** – a report describing the results of the assessment, including description of the engagement and scope, methodologies used, and detailed findings, categorized by identified risk to Westlake, and mapped to the applicable control framework.
 - **Recommendations & Maturity Roadmap** – a presentation documenting and describing Inspira’s recommendations to advance Westlake’s security posture and maturity in alignment with NIST CSF and SOC 2 requirements.

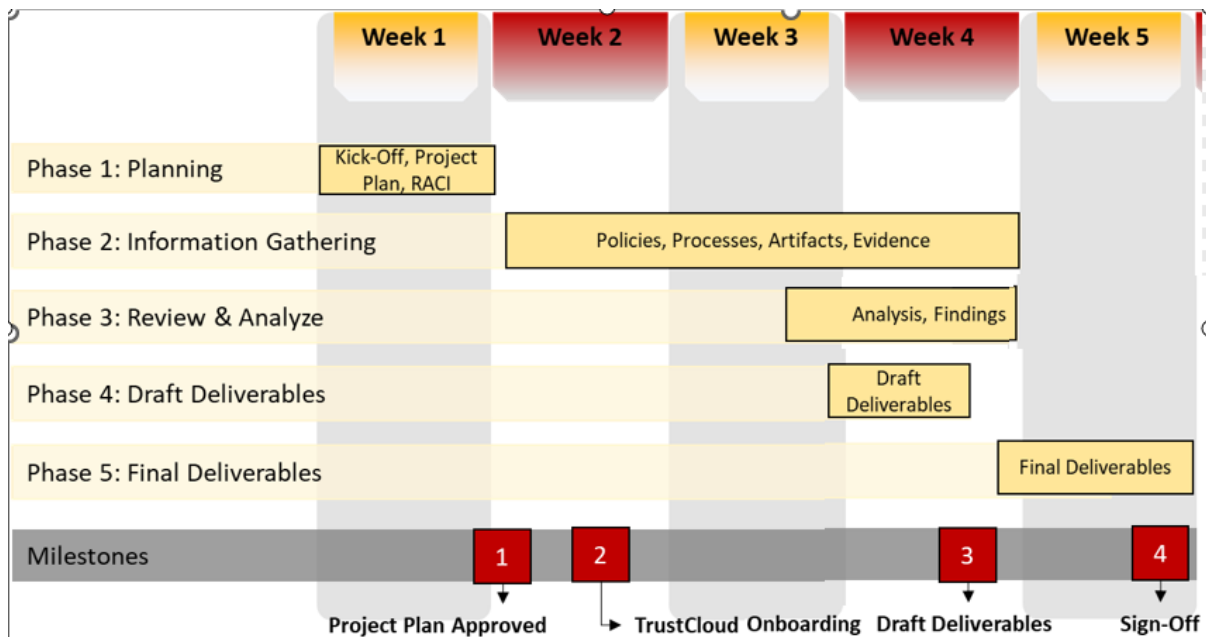
5. Scope

- Program
 - Westlake IT Security Program
- Systems
 - Westlake Academy – Cloud System
 - Municipality – Cloud System
 - Public Works – On Prem System

6. Out of Scope

N/A – only the activities described herein are included in the scope of this engagement.

7. High-Level Project Plan



8. Assumptions

In planning work effort, Inspira has relied on the following assumptions related to responsibilities.

- Inspira shall not independently validate any information provided to it by Westlake, its agents or third parties and shall be entitled to rely upon such information. Westlake will ensure such information is complete and accurate.
- Westlake will provide a Lead to drive the project. The designated Lead must have the ability to make clear decisions regarding the scope and schedule of work activities independent of the senior/executive team.
- Westlake business decisions will be made within three business days of requests, including review and approval of deliverables.
- Westlake will commit necessary resources to support the Project and perform the agreed upon acceptance procedures in a timely manner, including communicating and obtaining active participation from business stakeholders and application owners.
- Use of any report or deliverable is limited to Westlake and cannot be relied upon by any third party. Westlake will ensure it does not amend or modify any deliverables provided by Inspira without its consent.
- Inspira will not provide any legal or regulatory advice or guarantee that our services will enable Westlake to meet applicable legal, regulatory or industry standards or other requirements. In addition, the Services are not intended to detect all security or network threats or vulnerabilities of Westlake systems or prevent intrusions or damage to Westlake network or operations.
- Westlake will ensure that Inspira is not provided sensitive or restricted data during the course of this engagement.

- Westlake will be responsible for confirming risk rankings associated with any findings and for prioritizing the remediation of any findings.
- Inspira will leverage a global delivery model (resources located in the United States and India) throughout this engagement.

9. Success Criteria

To ensure a successful engagement, Inspira requests and requires the following from Westlake:

- Live workshops to be limited to two up to 10 total hours of workshops.
- Westlake will provide a point of contact to facilitate all contacts with Westlake stakeholders as well as to drive Westlake teams for timely follow ups (i.e., via email, ad-hoc meeting requests, etc.), when required.
- Westlake will support Inspira in limiting stakeholder/respondent time to complete questionnaires to 2 weeks, with limited follow up for an additional 2 weeks, if required; total of 4 weeks to complete questionnaires.
- Any information requested by Inspira will be provided within three business days of the request.
- Westlake will ensure that service accounts with appropriate access permissions (typically read-only) are provided in support of TrustCloud integration.

10. Place of Performance

The Services will be performed in the following locations:

Remotely: Inspira or partner offices or employee residence locations

11. Acceptance Plan

Inspira will provide Westlake drafts of all deliverables for feedback. Feedback, except for requests to change assessment findings, shall be incorporated for up to 2 cycles.

- Westlake shall provide written acceptance of the following:
 - Milestones
 - Deliverables

Written acceptance may be in the form of email approvals.

12. Training

N/A

13. Matrix

N/A

14. Reports

As outlined in deliverables section 3 herein

15. Service Levels and Service Level Credits

N/A

16. Pricing

The Fixed Fee pricing for this engagement is:

Activity	Price
Contract Signed	\$12,500
Final Deliverables	\$12,500
Estimated Price:	\$25,000

Payment and pricing terms:

Inspira will invoice twice, with a net 30 payment term.

All payments shall be made in accordance with Section 3 (Invoices and Payment) of the Agreement.

Work beyond the identified scope of work, key activities, and deliverables will be performed at Westlake request, upon execution of a Change Order. Inspira’s standard rate cards will be provided based on the scope.

17. Other Terms (if any)

Inspira shall utilize RES 23-60 - Inspira SOW for Town of Westlake - Final - 10022023 solution for facilitation of this engagement. Information about RES 23-60 - Inspira SOW for Town of Westlake - Final - 10022023 can be found at www.trustcloud.ai.

Accounts for questionnaire respondents will be provided, as needed (including for infrastructure, engineering, information technology, system administrators, and other departments), for the purpose of responding to questions, uploading artifacts (if applicable), or other activities.

Executed as an agreement:

By: **Town of Westlake**

("Customer")

By: **Inspira Enterprise, Inc.**

("Service Provider")

Authorized Signature

Authorized Signature

Sean Kilbride, Mayor of Westlake

Name and Title

Amit Gandre – CEO, Americas

Name and Title