

**ID 6334962**

**DoF – Collaborative Arrangement for the  
Provision of Payment Card Industry Data  
Security Standard Qualified Security  
Assessor(s) (PCI DSS QSA)**

**USER PROTOCOL**

## **1. Background**

The Department of Finance, Construction and Procurement Delivery (CPD) have established a collaborative Framework Agreement (Framework) for the provision of a Qualified Security Assessor (QSA) services within Northern Ireland on behalf of Northern Ireland Civil Service (NICS) Departments, Agencies and Non-Departmental Public Bodies and other Participating Bodies (Clients), see Annex A for a list of these bodies. These services are required to help assist the Clients achieve and maintain Payment Card Industry Data Security Standards (PCI DSS) compliance.

Additional public bodies to those listed in Annex A may choose to participate in this Framework at any time.

Throughout the lifetime of the contract CPD reserves the right to add participating bodies for example where a new body is formed / renaming of an existing body, new legislation requires an existing body to commence collecting funds not known at the inception of the Framework or indeed where duties are transferred between bodies.

## **2. Services/Scope**

The Supplier shall work with the Client to provide advice and guidance in regard to achieving and maintaining PCI DSS compliance, in the main currently via the Worldpay Safer payments portal. As each body's means of receiving payments and infrastructure will differ, each call off contract will be tailored to meet the Client's specific needs. Many of the issues encountered may be of a similar nature and experience and resolutions are to be shared between Clients by the Supplier. Subsequently, a limited number of QSA's will be provided to deliver the requirements to ensure shared learning is maximised.

## **3. Business Case Requirement**

Please note that Business case approval must be obtained prior to establishing a contract from this framework arrangement.

## **4. On boarding of new users**

Bodies wishing to establish a contract from the Framework agreement should consult and review the Specification to determine if the Framework will meet their requirements. Only those bodies listed on the Participating Bodies List (at Annex A) may choose to avail of this Framework.

To establish a call off contract, bodies must finalise their Call Off Contract by completing the letter of award and Order Form within the relevant Short Form Contract which will contain the relevant pricing. As the Pricing Schedule contains commercially sensitive information a non-disclosure agreement (NDA) will need to be completed. Therefore in order to access the call off contract a signed NDA must be forwarded to CPD at [financialservices.cpd@finance-ni.gov.uk](mailto:financialservices.cpd@finance-ni.gov.uk).

Upon receipt of the signed NDA the call off contract will be issued for completion. You can contact the supplier directly at that point to discuss your requirement and scope the number of days service that you may require.

Once the call of contract has been completed this is then to be forwarded to the Suppliers authorised representative to be countersigned and returned within 7 days from the date of the Order Form. No other form of acknowledgement must be accepted. It must also be noted that the value of each Call-Off Contract must not exceed £112,500 exclusive of VAT.

Support in completing the call off contract can be provided by CPD.

## **5. Contract Management**

Bodies will be responsible for their own daily contract management. Supplier performance will also be monitored regularly, using the supplier assessment form (CMO1 form). These will be issued and collated by CPD prior to annual framework review meetings held with the Supplier.

In the first instance, all queries or issues should be addressed directly with the Suppliers authorised representative. If the issue cannot be resolved at this level, it should be escalated to CPD for intervention and resolution - [financialservices.cpd@finance-ni.gov.uk](mailto:financialservices.cpd@finance-ni.gov.uk).

## **6. Management Information**

The Supplier will submit Framework management information to CPD on a quarterly basis.

Any additional MI required at Call Off Contract level can be obtained directly from the Supplier.

## **7. Key Contacts**

Gary Barclay can also be contacted in relation to this contract and will be responsible for holding and maintaining additional support resources generated via this framework.

He can be contacted at - [gary.barclay@finance-ni.gov.uk](mailto:gary.barclay@finance-ni.gov.uk) or by telephone on 028 90816797.

## **8. Invoicing**

**Account NI Customers:** This Framework is available via the AccountNI system. Any Body establishing a Call off contract will be able to use the established Contract Purchasing Agreement which is: 6260005587.

**Non AccountNI Customers:** Any participating Body listed in Annex A that are not AccountNI customers must confirm their invoicing/payment arrangements with the Supplier on award of each Call-Off contract with the Order Form.

Please note that all Non-AccountNI customers will be required to keep a record of any spend from this Framework and provide it to CPD upon request.

# Annex A

