

CYBERFORT

G-Cloud 14 Service Description

Governance, Risk & Compliance

Table of Contents

1. Service Overview	1
1.1 Summary of Service	1
1.2 Service Detail	1
2. Delivery Approach	4
2.1 Maximum results, minimal risk	4
2.2 Client Lifecycle Journey	4
3. Service Management Approach	6
3.1 Your satisfaction is the heart of our service	6
3.2 Service Delivery Management	6
3.3 Service Satisfaction and Improvement	6
3.4 Service Desk Information and Processes	6
4. Commercials & Pricing	8
4.1 Ordering & Invoicing Process	8
4.2 Service pricing model	8
4.3 Minimum contract period	8
5. About Cyberfort	9
5.1 Our Values	9
5.2 Our Accreditations	9
5.3 Our Services	10
6. Our Experience	11
6.1 Case Study Example	11
7. Governance Compliance	12
7.1 GDPR	12
7.2 Government and industry standards	12
7.3 Quality Management	12

1. Service Overview

1.1 Summary of Service

Cyberfort's suitability to deliver Governance, Risk & Compliance services comes from our deep on the ground experience of delivering complex cyber security services to HMG clients by deploying and managing large teams of expert consultants. In a fast-digitising environment with a constantly evolving threat landscape, Cyberfort leads from the front, developing new techniques, constantly upskilling our staff and clients, and actively involved in key UK cyber security institutions, contributing to the latest cyber security thinking through various ways, as described below that we will feed into your day-to-day security.

- **NCSC assured consultancy community network:** As an NCSC assured cybersecurity consultancy, we are members of the NCSC Assured Consultancy Scheme Community Network and leverage the CiSP (Cyber Information Sharing Platform). We regularly attend the quarterly Assured Consultancy Community Events.
- **British Computer Society (BCS) Information Security Specialist Group (ISSG):** We meet regularly to discuss latest threats, innovations, and advancements.
- **Chartered Institute of Information Security (CII Sec):** As members, we support and attend Cyber Security events for example CII Sec Live to engage with world-leading cyber security experts.
- **UK Cyber Security Council's (UKCSC) Professional Standard Programme:** We focus on leadership, outreach, and diversity to develop our services.
- **Information Systems Audit and Control Association (ISACA):** We are actively involved in several areas including Special Interest Groups (SIG's), Risk, Cloud & Training.

To stay up to date and adapt our services and approach, we partner with:

- **TechUK:** Our Founder, is Vice-Chair for the Cyber Security SME Forum (CSSMEF), which provides a conduit for TechUK's SME members to engage with stakeholders in HMG, and closely related Security Agencies.
- **Eastern Cyber Resilience Centre (ECRC):** Our Chief Operating Officer (COO), is Vice-Chair of the board and we attend regular networking sessions with public and private sector organisations.

1.2 Service Detail

1.2.1 Service Description

Cyberfort's Governance, Risk & Compliance service supports our clients achieve business goals by managing Cyber Security risk, addressing the following:

- **Security Governance:** Governance structure detailing roles/responsibilities.
- **Security Risk Management:** Security services/capabilities to support effective risk management.
- **Security Risk Assurance:** Drive consistent approach to management of risk.

Governance, Risk and Compliance (GRC) are intrinsically linked facets that help organisations to achieve business goals, assess and manage Risks and embed Cyber resilience.

Cyberfort supports its clients by designing and implementing GRC strategies that drive positive business cultures, revenue growth, market expansion and ensure that enterprise and Cyber Risks are measured and managed appropriately. By addressing all aspects of people, processes and technology, Cyberfort's methodology ensures clients keep their assets secure and reduce the Risk posed by external and internal threat actors.

Cyberfort's flexible and pragmatic approach means that clients benefit from either a modular approach focusing on a specific domain or a fully integrated GRC programme. Cyberfort understands that every business is unique and therefore is experienced in capturing the 'as is' and transitioning to the 'to be' state.

1.2.1.1 Governance

Governance is the framework of policies, standards, processes and activities that together secure an organisation against cyber risk. Cyberfort has in-depth knowledge and experience in how to achieve this rapidly and effectively. Cyberfort will review the overall management approach, business activities and requirements, then align them using a harmonised method to achieve the business goals and objectives.

Cyberfort appreciates that effective corporate governance needs to promote a climate of transparency by creating systems, procedures and internal structures that are aimed at complying with external regulation and legislation. These drive a corporate culture that motivates all stakeholders.

We support clients through close work with key stakeholders and the leadership team to build an understanding of business strategies, direction and objectives to enable the design and implementation of a Governance system that aligns to this seamlessly.

1.2.1.2 Risk

Awareness and a measured approach to Risk enables growth for businesses. Understanding threats to the business provides vision and insight. Protecting against them is therefore essential; organisations are fully aware that in today's hyper-connected world, it's not a question of "if" threats materialise but "when".

Cyberfort's Risk Assessment and Risk Management services help clients to understand and manage Cyber Risks to prevent them from materialising and causing substantial and costly impacts.

Cyberfort's expert Cyber Practitioners will evaluate the value of business information assets, identify where they reside and any interdependencies, then use a step-by-step process to assess and evaluate an organisation's Risk and threat profile. This will ensure that Clients have visibility and insight into their enterprise and Cyber Risks which could threaten attainment and success of their business goals. Cyberfort will then ensure the appropriate remediation is translated back into business language. The steps include:

- Identification - Analyse Evaluate / Prioritise
- Treatment - Monitor and Review

1.2.1.3 Compliance

Compliance with regulatory or industry standards should be regarded as an enabler for business, providing access to new clients and markets in a secure manner. Compliance functions need innovation and evolution to manage and maintain the demands of transforming services, solutions and Risk ecosystems.

Embracing the digital age and the importance of strong data privacy is the essence of success; Cyberfort's Consultants will advise, guide and deliver Compliance services to support organisations' evolving needs.

1.2.2 Features

- Design and ensure Security of businesses from the outset.
- Help clients to maintain a Security lifecycle across their ecosystems.
- Deconstruct complexities of Security into actionable and prioritised steps.
- Identify early any Security Risks with potential threat to programmes.
- Communicate impact analysis and enforce required remediation.
- Orchestrate and integrate activities and deliverables with other business priorities.
- Continuous improvement of end-to-end Risk Management and Governance.
- Implement Governance Risk and Compliance (GRC) Operational Handbook.

- Risk Education and Awareness.
- Controls Testing Process and Governance.

1.2.3 Benefits

- Enables elimination of silos and a joined-up approach between departments.
- Access new markets and clients by demonstrating Cyber Risk management.
- Capitalise on opportunities and minimise losses (reputational, financial, clients).
- Reduce Cyber Insurance costs.
- Introduce new and innovative ways of working.
- Initiate a company culture that is efficient and productive.
- Deliver Risk Management methodology in line with internationally recognised standards.
- Risk-based security ensures proportionate spending on controls.

1.2.4 NCSC Assured

Cyberfort is an NCSC Assured Cyber Security Consultancy, and to ensure that we remain fully aligned to the NCSC Assured Consultancy Lifecycle, Cyberfort's NCSC Head Consultant will oversee the end-to-end service delivery. They will continue to certify that NCSC Cyber Security Consultancy Standards & Code of Ethics, GovAssure, together with CAF principles, are adhered to at each stage.

2. Delivery Approach

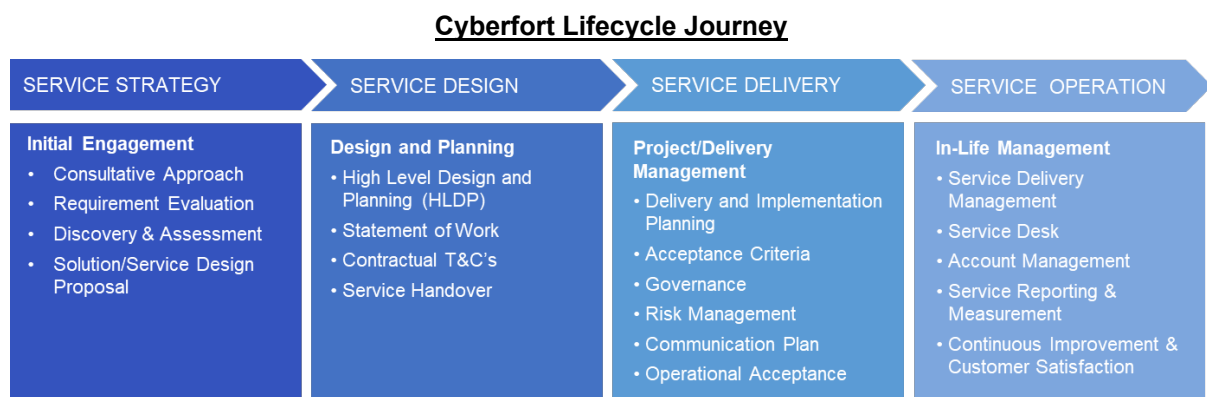
2.1 Maximum results, minimal risk

Our working practices to ensure delivery of services meet our clients' requirements.

Cyberfort works with the core principle of providing you with an auditable and assured approach to the design and delivery of services. We take a "one team" approach to working with clients, engaging with stakeholders to focus on business objectives and build working relationships that are conducive to the agile delivery of project outcomes. We'll take ownership for activities within our specialist areas, ensuring that outcomes are delivered within required deadlines. Through applying our accredited standards, predefined check point stages are built into our delivery processes, from initial conception through delivery and into lifecycle management, as follows:

2.2 Client Lifecycle Journey

Our delivery and service approach will be fully aligned to best practices, recommendations and guidance. The below Lifecycle Journey forms the foundation of everything we do in the delivery of our service to our clients. We work closely with our clients to integrate our delivery and service methods to align with any existing processes, operating models and associated tooling in place within the department.



2.2.1 Service Strategy: Initial Engagement

- **Consultative Approach:** Our approach is to engage and work collaboratively and in partnership with our clients to ensure delivery of the specific requirements.
- **Requirement Evaluation:** We will initially conduct a stakeholder engagement meeting, or a series of meetings/workshops, to better understand the specific aspects of the clients business challenges and requirements.
- **Discovery & Assessment (DA):** This initial phase of DA is critical to providing the foundation for successful outcomes, by building a comprehensive understanding of the requirements, and applying this knowledge to the target environment/service, delivery plan and future operations.
- **Solution/Service Design Proposal:** Based upon the DA by our specialists, we will translate the specific aspects of the clients security, technology and business needs to develop and deliver a proposal that meets all your requirements.

2.2.2 Service Design: Design and Planning

- **High Level Design and Planning (HLDP):** Upon completion of the initial DA and Solution/Service Design Proposal phase, we'll engage our Subject Matter Experts to develop the HLDP from an informed position.

- **Statement of Work (SOW):** Upon acceptance of the HLDP with the client, we will draft a SOW, that provides a high-level narrative description of the solution/service to be delivered.
- **Contractual T&C's:** In line with the SOW, a Call-Off Contract relevant to the goods and/or services will be prepared and agreed with the client, as per the framework.
- **Service Handover:** Following contract signature, we will complete a formal handover from the Sales team to the Project /Delivery team.

2.2.3 Service Delivery: Project/Delivery Management

- **Delivery and Implementation Planning:** The assigned Project/Delivery Manager will lead a Project-Kick Off meeting with the client. To ensure the scoped success factors are delivered they will build a Delivery and Implementation plan to define project specific deliverables, dependencies, resource requirements and timeframes for each deliverable.
- **Acceptance Criteria:** Agreement and acceptance with the client for all project deliverables.
- **Governance:** We recommend following a governance framework to ensure regular updates (on a daily, weekly, monthly and quarterly basis), which we'll agree with the client to ensure we are providing enough information at the correct frequency.
- **Risk Management:** We will ensure that a full and thorough risk assessment is conducted across all aspects of the project. This will highlight any potential problems from the outset, which are recorded and tracked within the Project RAID Log.
- **Communication Plan:** The Project/Delivery Manager will agree with the client the frequency, format and parties to be communicated to throughout the project lifecycle.
- **Operational Acceptance (OA):** The OA records the process that the Project, Technical Delivery, Facilities and Service Support Teams (as required) will follow to ensure the services are introduced consistently and efficiently and that associated documentation, configurations and processes/service boundaries are defined. The OA Process is the final sign-off stage recording completion of a project and delivery into Service.

2.2.4 Service Operation: In-Life Management

- **Service Delivery Management:** The Service Delivery Manager (SDM) will work closely with the client to ensure that a close relationship is reached, and frequent communication is maintained to ensure a high level of client service can be maintained.
- **Service Desk:** Cyberfort's 24x7x365 Service Desk will manage all communications in relation to incident or request management.
- **Account Management:** Your account manager will be your Cyberfort internal ambassador, taking leadership of delivery and management of all commercial matters. Account managers will facilitate regular touch points across all areas of Cyberfort's client success framework and have accountability of all services provided to the client.
- **Service Reporting & Measurement:** The SDM will perform regular service reviews and provide a service management report based on availability metrics whilst also including service operation metrics and KPIs for support tickets and tasks, and any other information agreed.
- **Continuous Improvement & Client Satisfaction:** Enhancing Client satisfaction is a key part of our success and how Continual Improvement is achieved. There are several mechanisms in place such as Net Promoter Score (NPS), Service Delivery Management and Key performance Indicators that we'll use to ensure the services we offer our clients are the best possible.

3. Service Management Approach

3.1 Your satisfaction is the heart of our service

We have a proactive, consultative approach that allows us to gain a better understanding of our clients' needs, requirements, objectives and measures of success in order to help you meet your strategic objectives. Ongoing support and management of services under this framework will be based on this approach. From the Service Desk to your dedicated Account Manager, all are in place to manage the relationship across your business and ensure that you receive the right engagement to help drive and deliver a great service.

3.2 Service Delivery Management

Cyberfort's service management model is designed to meet ISO 9001 and ISO 27001 guidelines and has been established in alignment with ITILv3 service management processes. Clients will have a combination of the best people, using the best tools, delivering a 'best-in-class service management' experience. We recognise that to support your business operational requirements we need to have in place the right team structure, governance and engagement processes.

The ultimate responsibility for the achievement and validation of services delivered will be the Service Delivery Management function, which will be led by a dedicated Account Manager and supported by the Service Delivery Manager (SDM). The SDM will be responsible for the delivery of services, ensuring end-to-end service accountability, responsibility and effectiveness. The service structure is ultimately scalable and will be monitored through the Service Governance processes to ensure Cyberfort deliver all in-scope supported services against agreements, expectations, and commitments with the client.

3.3 Service Satisfaction and Improvement

Key to ensuring Client Satisfaction, is the Continuous Improvement of our services. Measurement and validation of service outcomes is therefore a critically important part of the delivery of services. Cyberfort will provide a comprehensive Service Report, tailored to the specifics of each service/project. This report is provided by the SDM to identified client stakeholders who are then invited to a Service Review meeting where the details are discussed, and any follow-on actions are agreed and documented.

3.4 Service Desk Information and Processes

3.4.1 Service Desk Information

Cyberfort's Service Desk operates 24 hours a day 365 days a year and is the primary point of contact for all service requests, incidents, events, or support escalations.

Cyberfort Service Desk can be contacted via:

- Telephone 01304 814890
- Email service@cyberfortgroup.com

The Service Desk will undertake initial triaging of any service requests, incidents, or events directly with the client.

The Service Desk will manage all communications in relation to service requests, incidents, or events for IT infrastructure or managed services hosted within Cyberfort.

For security purposes, client validation will be required by contacts recorded in the Authorised Contacts Form prior to any work being undertaken.

Each inbound query made by the client will be captured by Cyberfort's ticketing system and assigned a unique reference number with an appropriate severity level. This severity level will be calculated using an impact, urgency, and priority matrix.

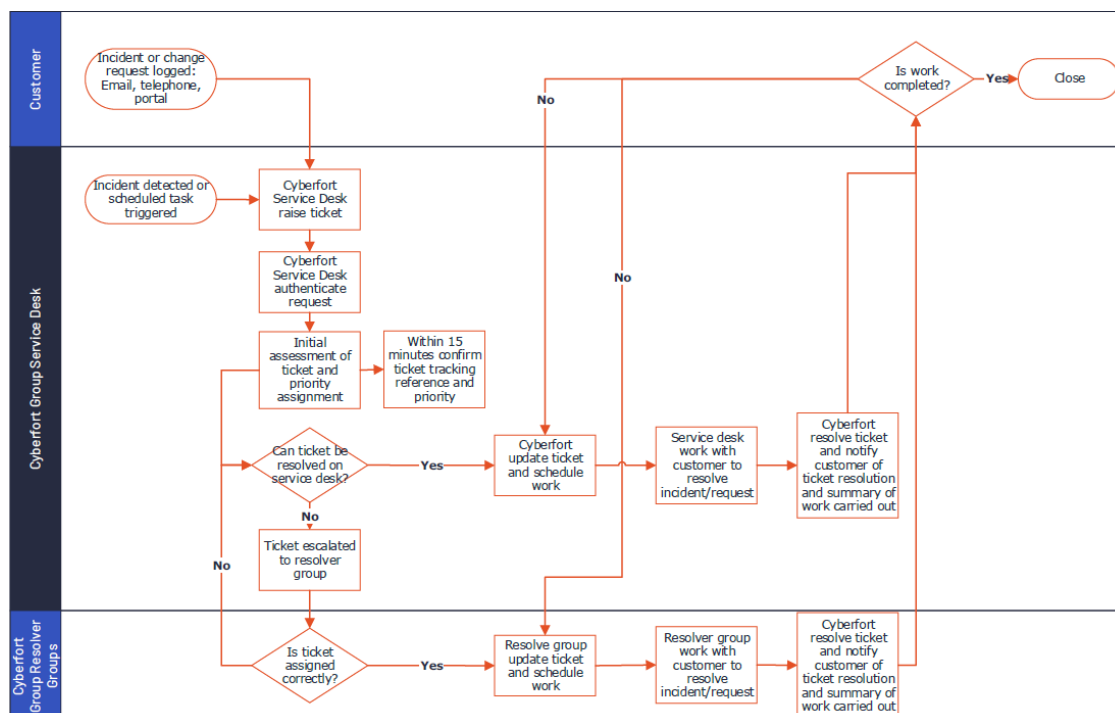
A ticket number will be issued with an initial response within the first fifteen minutes of logging a query. Resolution time goals will be calculated in accordance with a priority matrix. If a client would like to discuss assigned resolution times, they should contact the Service Desk.

Throughout the ticket lifecycle the Service Desk or technical owners will:

- Function as the first point of contact for tickets relating to the provisioned service.
- Ensure tickets are correctly logged, categorised, and prioritised.
- Conduct investigation and diagnosis where appropriate.
- Ensure that all tickets are assigned to the correct analyst or support partners for investigation.
- Manage tickets throughout their lifecycle, escalating where appropriate.
- Keep the client informed of the status of tickets, using ticket updates, telephone communication or emails as appropriate.

3.4.2 Call Handling Process Flow

All tickets logged through the Service Desk will be processed as shown in the figure below.



3.4.3 Client Escalations

In the event that a client is dissatisfied with the progress of their support ticket, they are entitled to request its escalation. Upon such a request, our Service Desk will promptly elevate the matter through our specialised service support engineering team for in-depth analysis and potential solutions. Should the situation necessitate further expertise, it will be advanced to our technical consultancy team to ensure a comprehensive approach to resolution. Recognising the importance of timely and effective responses, escalation to the client's account manager, and depending on the severity, to senior management, will be undertaken to guarantee that all necessary resources are mobilised to meet resolution targets and uphold the highest level of client satisfaction.

4. Commercials & Pricing

4.1 Ordering & Invoicing Process

Please contact us for a quote via email (bidmanagement@cyberfortgroup.com)

Orders are processed on receipt of a purchase order.

Prior to commencement of any work ordered via the G-Cloud framework, Cyberfort requires client acceptance of the order and also completion of a Call-Off Contract.

Clients are invoiced on a monthly basis or according to agreed milestones.

4.2 Service pricing model

Cyberfort's services are priced based on scoped client requirements, documented in a Schedule of Work (SOW), with the following options:

- **Time & Materials:** Agreed SFIA day-rate for Cyberfort resources will apply; services are invoiced monthly in arrears.
- **Outcome Based:** Cyberfort will quote for defined service outcomes, with milestone-payments agreed as appropriate.

Cyberfort's pricing for Consulting Services links clearly to Resources Based Pricing detailed in our SFIA rate card framework. Please refer to our Pricing document for more details.

4.3 Minimum contract period

Contract terms will be provided at the time of quotation, based on specification. These will not exceed the maximum contract constraints of the G-Cloud framework.

5. About Cyberfort

As one of the leading cyber security organisations in the UK, Cyberfort is an SME with over thirty years' experience in the market, offering end-to-end cyber security solutions from Consulting to Secure Cloud and Data Centre Services. Security is in the DNA of Cyberfort and our company culture and it's this culture that shapes our approach to ensuring we continue to innovate, improve, develop, and share in the ever-changing world of security.

5.1 Our Values

One Team

We put ourselves in our client's shoes and work together to deliver the best solution. This symbiotic relationship leads to successful outcomes. We are on the same team, our diversity makes us strong; when we collaborate and play to these strengths, we become even more formidable. We respect each other's differences, we give honest feedback and by being accountable for our actions, we act positively to grow and develop.

Curious

We are inquisitive and looking to find the best solution, technology and approach for our clients' requirements. Our approach allows us to unpick and probe every avenue with a focus on successful outcomes. Striving for knowledge and driving our own development with energy and enthusiasm, we are constantly questioning how to improve and innovate; by learning from others we will thrive and grow.

Transparent

We are responsible for ensuring strong and clear communication with our client; Our bedrocks of trust and professionalism are demonstrated in all that we do. As colleagues, we are open and honest with each other, we share opinions, ideas are sought and given due consideration; we act upon decisions and feedback on outcomes. We trust each other to do the right thing, take pride in our actions and celebrate our successes.

Owners

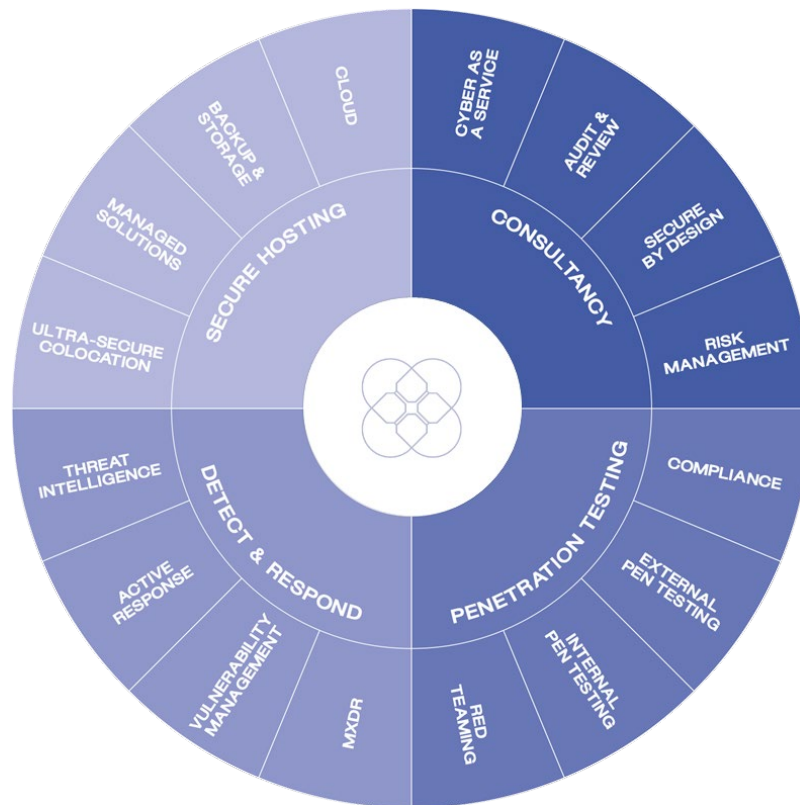
Providing the best solution and support is not always the easiest path; we proactively support our clients, are empowered to make a difference and take accountability to ensure we do what is right. We step up and do not wait for others to act, we care about the outcome and showing others that they can trust us to do the right thing.

5.2 Our Accreditations

We're proud of the extensive list of industry and government accreditations we hold. We understand the need for independent validation when entrusting the security of valuable or sensitive data to a third party.



5.3 Our Services



Consultancy

Cyberfort understands risk and our consultancy services provide you with a realistic view of the risks your business faces and we do this in quantifiable and objective terms. Managing risk is a balancing act between avoiding threats and missing out on positive opportunities; and our consultants are experts in helping organisations achieve this. Our consultants will work closely with you to help you understand your business, cyber and data related risks and where you should focus your available resources. We provide practical advice, helping you implement pragmatic solutions that will help your organisation run smoothly, while keeping risk at a level you're comfortable with.

Detect & Respond

Cyberfort's MXDR services defends clients and pervasively monitors your network. We combine organisational context with security expertise to detect, correlate analyse and respond across the multiple sites, devices and environments that you and your clients depends on. We understand the criticality of the services provided to often vulnerable individuals, and as such our service defends you with a focus on availability, and effective and appropriate defences.

Cyberfort's SOC operates as an extension of your own team, monitoring your environments 24x7x365, detecting, correlating and analysing events, and providing both guided response and active defences for your environment under your predefined governance.

Penetration Testing

Cyberfort's Penetration Testing and Offensive Security will give you the confidence that the technology you are using or developing is as secure as it possibly can be, and if it isn't - what you need to do. Whether you are developing internal software solutions, or you want to ensure your own infrastructure is secure, you need to test your technology for vulnerabilities. This is done by carrying out a penetration or 'pen test' of your IT infrastructure. Cyberfort pen testers are renowned for finding system vulnerabilities other pen testers just haven't dug deep enough to uncover. We tell you what you don't know, not what you know already, allowing you to make informed decisions about where best to invest your resources and budget.

Secure Hosting

Our cloud services are designed to enable your organisation to deliver hosted cloud services in a secure way. We ensure your mission-critical data is always secure and available within our ultra-secure, UK-based data centres. We partner with you, becoming a trusted extension of your team and designing bespoke solutions that enable you to grow and meet your business objectives. Our cloud services include public cloud and bespoke technical solution architecture, managed public and private clouds, hosting, colocation services including secure and managed suites.

6. Our Experience

Our clients range from the largest of HMG departments, to non-departmental public bodies including projects of critical national infrastructure status. Our private sector work is equally wide-ranging, including blue-chip and FTSE companies, SMEs and agile technology start-ups.

6.1 Case Study Example

LEADING DIGITAL PRINT AND DOCUMENT SOLUTIONS PROVIDER

The Challenge

Client needed to stay relevant in an increasingly competitive marketplace and win against competitors who were becoming progressively disruptive.

Client wanted to improve probability of supplying to the NHS and meet the requirements of the HSCIC (Health and Social Care Information Centre).

Lack of defined roles, responsibilities or dedicated programme associated with GDPR.

The Solution

Strengthen position in the marketplace by adopting internationally recognised Governance and Risk Assessment and Management standard ISO 27001 to demonstrate that organisation takes the Security of their Clients' Information Security seriously.

Achieving IG Toolkit compliance, in line with sector requirements, ensured that the Client meets the necessary compliance requirements enabling them to engage with the NHS on multiple new business opportunities.

Implement a structured GDPR alignment strategy that could run in parallel to other Governance and Compliance efforts.

The Outcomes

An integrated GRC programme, including GRC tooling where appropriate, overseen and managed by Cyberfort's Delivery Management Office (DMO), ensured that the Client had ongoing visibility and reporting mechanisms for tracking milestones and progress.

Flexible availability of expert Security resources meant that tactical scaling up and scaling down of delivery resulted in minimised business disruption.

SOLUTION PROVIDED

- Support to adopt ISO 27001 standard and comply with IG Toolkit (UK Department of Health's Information Governance policies and standards).
- Integrated GRC programme to provide ongoing visibility of compliance.

BUSINESS RESULTS

- Successful ongoing supplier engagement with NHS as Tier 1 Client.
- Integrated GRC programme meant minimised business disruption and continuous compliance visibility for Board.

7. Governance Compliance

Cyberfort confirm that we will deliver our services to clients in line with all industry and Government recognised standards, best practice and legal regulations, including but not limited to the following:

7.1 GDPR

We adhere to the legal and statutory requirements outlined in the UK Data Protection Act 2018 and the General Data Protection Regulations (GDPR). Our organisation has a current registered Information Commissioners Office (ICO) certificate for Data Protection.

7.2 Government and industry standards

Throughout the life of any contract, our consultants will ensure that all service standard principles are adhered to so that clients can be assured that all delivered outcomes conform with Government and industry standards and expectations. Our teams are deeply experienced in operating services, to deliver outcomes and outputs that fully comply with:

- The principles defined in the Government's Service Standard and Technology Code of Practice (TCoP).
- The Government Functional Standard (GovS 007: Security), ensuring that the stated principles (for example security objectives are aligned to government policy and organisational objectives) are applied to all projects.
- Open standards supported include TOGAF, NIST-CSF, ISO/IEC27000, SANS and OWASP.
- Government Cyber Security Strategy, including National Cyber Security Centre (NCSC).
- As an NCSC assured Cyber Security Consultancy, we are members of the NCSC Assured Consultancy Scheme Community Network and leverage the CiSP (Cyber Information Sharing) platform.

7.3 Quality Management

Further, we have a fully implemented Quality Management System (QMS) and are certified to ISO 9001:2015 International Standard, which details our policy, objectives and processes, as well as demonstrating how our QMS framework enhances client satisfaction whilst ensuring consistent delivery of product and services is maintained to meet client, statutory and regulatory requirements.

Our delivery is underpinned by certifications and associated management systems including :

ISO:27001,

ISO:14001,

ISO:9001,

ISO: 45001

PCI DSS,

DSPT,

NCSC Cyber Security Consultancy,

NCSC CHECK ITHC,

Cyber Essentials Plus,

CREST Certified Body CE,

CREST Penetration testing

NHS Digital Toolbox.



CYBERFORT

www.cyberfortgroup.com

For more information, please contact us on:

01304 814800

info@cyberfortgroup.com