

1. Service Overview

Microsoft 365 Assessment is a one-time professional service to assess your Microsoft 365 tenant and provide compliance reports against the CIS benchmark and our secure Intune baseline standard.

2. Service Deliverables

2.1 Service Scope

This Service is offered as a non-recurring professional service which will be delivered remotely.

We will assess and report on both your overall Microsoft 365 tenant configuration against the CIS Microsoft 365 Foundation Benchmark E3 Level 1 and assess your Microsoft 365 tenants Intune configuration against our Intune baseline which is made up of best practices from CIS, NCSC and Microsoft.

The output of this Service will be two reports:

- (a) A report of your overall Microsoft 365 tenant against the CIS Microsoft 365 Foundation Benchmark E3 Level 1. Full details and definition of the benchmark levels can be downloaded here: https://www.cisecurity.org/benchmark/microsoft_office/
- (b) A report of your Microsoft 365 tenants Intune configuration against our Intune baseline.

The reports will be delivered by email to your nominated contacts. Please note that remediation of any non-compliance identified is not included as part of this Service.

2.2 Delivery Process

The Microsoft 365 Assessment delivery process is set out in the following table:

| Service Delivery | Us | You |
|--|----|-----|
| You will grant our enterprise application access to your Microsoft 365 tenant either by providing us with the Global Administrator account to do this for you or by having one of your existing Global Administrator users approved the request. | | • |
| We will assess your Microsoft 365 tenant as defined in section 2.1. | • | |
| We will provide you with the two reports as defined in section 2.1. | • | |

All work will be carried out during Business Hours. We will invoice additional charges for any work undertaken outside Business Hours. We reserve the right to charge additional fees for any change in your requirements occurring after the implementation of the Service and outside the scope of the contract (as described in the MSA).



3. Service Billing

We will bill your Microsoft 365 Assessment as a Non-Recurring Fee for consultancy and professional services as described in the Billing Guide.

3.1 Additional Charges

We reserve the right to charge additional fees in the following situations:

- (a) Any work carried out outside Business Hours; and
- (b) Any change scope of the assessment from our standard defined assessment benchmarks and baselines.

4. Dependencies

We provide Microsoft 365 Security Assessment subject to the following dependencies:

4.1 Client Obligations

- (a) You will grant our enterprise application access to your Microsoft 365 tenant; and
- (b) You will be responsible for completing any remediation steps that we identify following the assessment. Upon request, we can provide additional professional services to perform remediation activities for you, which would be subject to a separate Fee.

4.2 Prerequisites

- (a) You must have an existing Microsoft 365 tenant.

5. Exclusions

The excluded items described below are outside the scope of this Service Description:

- (a) Any activities other than those specifically set out in this Service Description.

6. Definitions and Acronyms

6.1 Definitions

In this document “we” or “us” refers to the Supplier, and “you” refers to the Client.

The terms listed have the following meanings:

| Term | Meaning |
|---|---|
| CIS Microsoft 365 Foundation Benchmark E3 Level 1 | As defined at https://www.cisecurity.org/benchmark/microsoft_office/ |
| Global Administrator | The Global Admin role provides global access to most management features and data across Microsoft online services. |



| | |
|-------------------|--|
| Intune | Microsoft Intune is a Microsoft cloud-based unified endpoint management service for both corporate and BYOD devices. |
| Microsoft 365 | Microsoft 365 and Office 365 are cloud-based services designed to help meet your organization's needs for robust security, reliability, and user productivity. More information is available at https://support.microsoft.com/en-us/office/what-is-microsoft-365-847caf12-2589-452c-8aca-1c009797678b . |
| Statement of Work | A document which defines project-specific or client-specific activities, deliverables and/or timelines for providing services to that client. |

6.2 Acronyms

| Acronym | Meaning |
|---------|--------------------------------|
| CIS | Centre for Internet Security |
| NCSC | National Cyber Security Centre |
| SoW | Statement of Work |