

Attachment 8

**LOT 5
Case Study 1**

REQUEST FORM

Request type: Fixed Price (FP)

Title: Security guidance case study

Request Form ID ECHA/2009/39/5-1
Framework Contract N° ECHA/2009/39

To

Contractor: Your company
Contact person: You
Phone n°: Your phone
FAX n°: your FAX

Description of required service

Specifications: see below.

Expected start date: 1/8/2009

Delay for delivery (e.g. in months) : 6 months maximum

Place of delivery: Helsinki

Y/N date : 15/06/2009

Expected offer date (optional) : 30/06/2009

From the Agency

1. CONTEXT/INTRODUCTION

The European Chemicals Agency starts implementing an Information Security Management System (ISMS) based on international information security standard and best practice ISO/IEC 27001.

The study should focus on:

- Identifying the most important parts of the Information Security Management System (ISMS) according to ISO/IEC 27001 based on the organisational environment,
- Delivering the implementation of most important controls within the given time frame.

2. DESCRIPTION OF DELIVERABLES

- After 2 months: First draft of the study,
- After 4 months: Intermediate release of the study,
- After 6 months: Final release of the study.

3. WORK ENVIRONMENT/CONDITIONS

The study has to be provided in Microsoft Office format.

Most of the work has to be commenced in the Agency's premises.

- Project kick-off meeting,
- Interviews with the stakeholders,
- Workshops with the stakeholders,
- Presentation of each version of the study.

A monthly progress report has to be provided to the Agency by the Contractor.

4. CONTENTS OF THE OFFER

The offer must include:

- the concept that will be used for the study
- a proposal for the project plan of the study
- the roles, profiles and structure of the project team, the proposed workload of each member of the team