



## Amendment Approval Form

**Contract Between:**

**Northrop Grumman Systems Corporation**

7575 Colshire Drive  
McLean, VA 22102-7508

and

**The Commonwealth of Virginia**

11751 Meadowville Lane  
Chester, VA 23836

<b>Contract Number</b>	<b>VA-051114-NG</b>
<b>Amendment Number</b>	<b>86</b>
<b>Description of Contract Change</b> – Provide a brief description of contract change	Adds Secure Envelope Service to the CIA.
<b>Section(s) of CIA Referenced</b> – Identify section(s) of CIA modified, including Attachments and Schedules	<ul style="list-style-type: none"><li>• Appendix 13 to Schedule 3.3 (Other Services SOW)</li><li>• Addendum 1 to Appendix 13 to Schedule 3.3 (Other Services Technical Approach)</li><li>• Schedule 10.1 (Fees)</li></ul>

This is Amendment No. 86 to the Comprehensive Infrastructure Agreement between the Commonwealth and Vendor originally dated as of November 14, 2005 and as subsequently amended (hereinafter, "Amendment No. 86"). The Commonwealth and Vendor have agreed to modify the Comprehensive Infrastructure Agreement as set forth below. Except as expressly modified in Amendment No. 86, the terms and conditions of the Agreement shall remain in full force and effect. Capitalized terms used but not defined in Amendment No. 86 shall have the meanings assigned to them in the Agreement. Amendment No. 86 is effective as of August 2, 2013.

1. In Appendix 13 to Schedule 3.3 (Other Services SOW), a new section is added as follows.

**"Secure Envelope Service**

Vendor will install, configure, support, and maintain Cisco IronPort email encryption software on Vendor's existing Cisco IronPort email security appliances in accordance with the technical approach (hereinafter, "Secure Envelope"). Vendor will provide a quick summary reference guide for new users of this service.

Secure Envelope sends encrypted communication to email users outside of the COV mail system without requiring the outside entity to have a PKI infrastructure in place. Secure Envelope only encrypts outbound email to external (non-COV) email recipients. Secure Envelope will not encrypt emails sent to email boxes on the COV email system even if the sender marks the outbound email for encryption before sending.

Secure Envelope is offered by the software vendor on a subscription basis, under a Software as a Service (SaaS) model where services are delivered on an annual pay-for-use basis. Each Secure Envelope subscription has a one-year term and is non-refundable and non-cancelable during that term. An Eligible Customer may transfer subscriptions between mailboxes within its agency to account for departing and new employees, or among other Eligible Customer mailboxes, excluding DMAS, to account for agency consolidation or elimination by the General Assembly. Vendor will set all Secure Envelope subscriptions to renew on the same date and inform VITA of such date. VITA, through its Customer Account Managers, must provide Vendor with written instructions regarding Secure Envelope subscription renewal for each subscribing Eligible Customer at least 90 days prior to Vendor's renewal date. Per VITA's instructions, Vendor will not automatically renew Secure Envelope subscriptions. In order to subscribe to Secure Envelope, the End-User must use Vendor's Messaging Services, have a CoV email account, and be listed in the active directory. The table below provides the specific roles and responsibilities between the Commonwealth and Vendor for Secure Envelope Service. No Service Levels apply to this Service."

**Secure Envelope Service Roles and Responsibilities**

Secure Envelope Roles and Responsibilities	Vendor	VITA
1. Procure and purchase software licenses and software maintenance for Secure Envelope.	X	
2. Deploy Secure Envelope infrastructure.	X	
3. Provide detailed requirements for Secure Envelope through the Work Request process.		X

Secure Envelope Roles and Responsibilities	Vendor	VITA
4. Install and configure Outlook plug-in on End-User workstations as specified in a Work Request.	X	
5. Make quick summary reference guide for Secure Envelope available to End-Users.		X

2. In Addendum 1 to Appendix 13 to Schedule 3.3 (Other Services Technical Approach), a new section is added as follows.

**“Technical Approach for Secure Envelope Service**

Secure Envelope provides out-of-the-box functionality for an envelope-based push of encrypted messages which can be received by any email user regardless of the recipient’s email client, operating system, or device, and without the need to install any additional software or requiring the sender and recipient to exchange encryption credentials. As requested through the Work Request process, Vendor will install the Secure Envelope Outlook plug-in on requested End-User workstations in accordance with the requirements provided by the Eligible Customer. Secure Envelope includes software, software maintenance, and subscriptions but does not include hardware, hardware upgrades, hardware maintenance, or software upgrades, except for patches and other updates provided by the software vendor to Vendor at no additional charge.

When using Secure Envelope, the End-User will mark the email they wish to encrypt using an Outlook plug-in before sending the email. When that marked outbound email passes through Vendor’s Cisco IronPort gateway, the marked email is wrapped in an encryption envelope, preventing access to the contents without the correct encryption key. Key retrieval instructions are automatically added to the marked outgoing email message body, advising the recipient in simple language how to retrieve the encryption key. Secure envelope sends the encryption key to a centralized service maintained and provided by Cisco. Once the recipient has retrieved the key from the centralized Cisco service, the recipient can use the key to decrypt the email and view its contents through a web browser.”

3. In Schedule 10.1 (Fees) a new section is added to the end of Section 5.3 as follows.

**“Fees for Secure Envelope Service**

There will be no charge during the Term for up to 500 Secure Envelope subscriptions for email mailboxes associated with Department of Medical Assistance Services (DMAS) (*i.e.*, email accounts with addresses ending in @dmass.virginia.gov); however, no credit will be issued for such no-charge subscriptions if unused.”

4. In Attachment 10.1.3-A to Schedule 10.1 (Definition of Resource Units) the following row of new text is inserted at the end of the “Other Services” Section (the header row is shown for context only).

Other Services	Unit	Definition
Secure Envelope	Per Email Box (Recurring)	Monthly, recurring fee for each individual messaging or group mailbox subscribed to Secure Envelope.

5. In Attachment 10.1.4-B to Schedule 10.1 (Additional Resource Unit Baselines) the following row of new text is inserted at the end of the “Other Services” Section. The values for the periods prior to Contract Year 8 shall be “N/A.” The values for Contract Years 8 through 13 are as shown below (the header row is shown for context only).

Other Services	Unit
Secure Envelope	Per Email Box (Recurring)

Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
N/A	N/A	N/A	N/A	N/A	N/A

6. In Attachment 10.1.5-A to Schedule 10.1 (Post-Transition Phase Fees - Fixed Recurring Fees and Baseline Resource Unit Rates by Service Tower) the following row of new text is inserted at the end of the "Other Services" Section. The values for the periods prior to Contract Year 8 shall be "N/A." The values for Contract Years 8 through 13 are as shown below (the header row is shown for context only).

Other Services	Unit
Secure Envelope	Per Email Box (Recurring)

Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
N/A	N/A	N/A	N/A	N/A	N/A

7. In Attachment 10.1.7 to Schedule 10.1 (Post-Transition Phase Fees - Additional Resource Charges (ARC) Rates by Service Tower) the following row of new text is inserted at the end of the "Other Services" Section. The values for the periods prior to Contract Year 8 shall be "N/A." The values for Contract Years 8 through 13 are as shown below (the header row is shown for context only).

Other Services	Unit
Secure Envelope	Per Email Box (Recurring)

Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
2.00	2.00	2.00	2.00	2.00	2.00

8. In Attachment 10.1.8 to Schedule 10.1 (Post-Transition Phase Fees - Reduced Resource Credits (RRC) Rates by Service Tower) the following row of new text is inserted at the end of the "Other Services" Section. The values for the periods prior to Contract Year 8 shall be "N/A." The values for Contract Years 8 through 13 are as shown below (the header row is shown for context only).

Other Services	Unit
Secure Envelope	Per Email Box (Recurring)

Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
N/A	N/A	N/A	N/A	N/A	N/A

*SIGNATURES APPEAR ON THE NEXT PAGE*

The Parties have executed this Amendment No. 86 on the dates indicated below.

<b>VITA for the Commonwealth of Virginia</b>	<b>Northrop Grumman Systems Corporation</b>
By: 	By: 
Name: Perry Pascual	Name: Roxanne Esch
Contract Manager	Director, Contracts
Date: 8/7/2013	Date: August 21, 2013