



Checklist for Contract Review

- Opex/Capex Delivery Code and Name Identified.
- Vendor contact information available
- *If the contract is with a new vendor, execute the MSA (Master Service Agreement). If any of the following data elements are involved, contact the respective departments, and obtain approval:
 - Personal Credit Information (PCI)
 - CTC Security Review
 - Information Governance Questionnaire (IG)
 - Privacy Impact Analysis (PIA)

- CTC Work Owner has been identified.
- PIF # or ITPR # has been included.
- The contract's effective and end dates are in alignment with CTC requirements.
- The deliverables are in line with CTC requirements.
- *Will CT Bank use supply or service. If the answer is yes, initiate the CTB CIF Process.
 - Include the Vendor Risk Assessment Questionnaire (VRAQ)
 - CTB Risk Assessment and Response (RAR) Form, if necessary.

- *If this is a software contract, contact respective teams to complete the following:
 - Personal Credit Information (PCI)
 - CTC Security Review
 - Information Governance Questionnaire
 - Privacy Impact Analysis

- Verify if the contract fee aligns with the funding available.
- *If the vendor is EPAM, check for any related contracts that can be combined for a Volume Discount.

- The invoice contact has been identified.
- The Resource Plan has been provided, with names mapped to their respective roles.
- Verify if the consultant rates align with the CTC approved vendor rate cards.



Third Party Checklist for Business Stakeholders to Complete

Status	Component	Accountability	Notes
<input type="checkbox"/> *	CTB CIF Process – inclusive of: - Vendor Risk Assessment Questionnaire (“VRAQ”) - CTB Risk Assessment and Response (“RAR”) Form (if required)	CTB LCG team/IT or Business team; ITP to assist in contract inquiries	Business to engage CTB’s Contract Management mailbox to determine when the CIF process is required. ITP can send the link to the CIF template to the business if required. Completion of VA/MA is responsibility of the business. Completion and finalization of any CIFs/RARs is required before contract is executed. Refer to the ‘LCG Process Training’ presentation below.
<input type="checkbox"/> *	PCI Review *	PCI Team; ITP to be informed	Engage Mike Williams -Yeagers’ team (David Chen/Nancy Wood) if credit card data is at play for the applicable initiative.
<input type="checkbox"/> *	CTC Security Review - Tiering Questionnaire Vendor Risk Assessment Questionnaire (“VRAQ”) - Risk Acceptance Form (“RAF”) (if required)	Finance, BCM/DR, Privacy, Regulatory Compliance, Information and Cyber Security, and PCI Teams; ITP to be informed	Engage Jim Vernon to complete a Tiering Questionnaire to outline the scope of services being received and confirm if a CTC Security review is required. Business/IT to facilitate the completion of the VRAQ, if required, with the vendor with ITP in copy. VRAQ document to be provided by CTC Security. Business/IT to facilitate the completion of the RAF and keep ITP informed. RAFs to be approved before contract is executed. RAF will be submitted by CTC Security in ServiceNow.
<input type="checkbox"/> *	Information Governance Questionnaire	Info Governance/IT or Business team; ITP to be informed	Engage IG to classify the ‘data at play’ through the completion of an IG Questionnaire and if there are requirements for the contract (typically required if the solution will be the system of record (“SOR”)).
<input type="checkbox"/> *	Privacy Impact Analysis	Privacy/IT or Business team; ITP to be informed	Engage Freda Kuang/Alison Nicks to understand if PPIA/PIA is required to be completed and if there are requirements for the contract.

EPAM Volume Business Discount Details

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SOW Total Value	Discount
Under CAD \$3M	0.0%
Between CAD \$3M – CAD \$5M	2.0%
Over CAD 5M	3.0%