



CONTRACT AWARDED

The CMS ISG selects and contacts the New Contractor. Thereafter ISG prepares the official approval of the contract to send to New Contractor. The contract is then executed by the New Contractor. However no work can start or meetings scheduled with the new contractor until the Period of Performance begins. It is required that the New Contractor have a least one Security Point of Contact (SPOC) and Account Administrator (AA) for every new contract. The SPOC and AA may be the same person. ***The New Contractor must identify the SPOC and AA within one day of the contract award***

Period of Performance:

The period of performance is the time span between the effective date of a contract (when the contracted effort begins) and the last day under the contract in which deliveries of goods are made or services are performed. Once the Period of Performance begins all calls, meetings and contract work can proceed.

Note to CORs

RBT & RoB Policy Training: *A specialized training is now available titled RBT & RoB Policy Updates: A Briefing for CORs. All CORs are expected to take this training annually.*

The COR training includes a review of RBT and RoB resource kits for use with CMS contractors. The training additionally covers the COR responsibilities for collecting training records demonstrating that all contractors with Significant Security and Privacy Responsibilities (SSR) complete specialized RBT commensurate with their roles within sixty (60) days of beginning work on a contract, annually thereafter and upon request. The COR is also responsible for implementing the HHS Rules of Behavior for the Use of HHS Information and IT Resources Policy prior to the completion of on-boarding for their contracting organizations. This requires contractors to acknowledge and accept the HHS RoB. The COR training addresses this responsibility and reporting process as well, which is similar to that for RBT.

Please access the training at cms.gov/cbt under the RBT menu on the Manage Training Information page. For additional guidance on RBT policy implementation, refer to the Risk Management Handbook Chapter 2 Awareness and Training, dated 02/27/2019. For more information on roles, visit [National Initiative for Cybersecurity Education \(NICE\) Cybersecurity Workforce Framework](#). For additional security requirements and training view [Security Training and Reference Materials](#)

Note to New Contractors

Security Requirements

RBT Training: All Contractors with Significant Security and Privacy Responsibilities (SSR) Roles must complete specialized RBT commensurate with their roles within sixty (60) days of beginning work on a contract, annually thereafter and upon request. / **HHS RoB:** All Contractors must acknowledge and accept the HHS Rules of Behavior for the Use of HHS Information and IT Resources Policy (HHS RoB) prior to the completion of onboarding. For additional security requirements and training view [Security Training and Reference Materials](#)

Contractor SSR Roles

Account Administrator (AA): The Contractor Account Administrator is the Contractor's facilitator for the registration process for employees at their organization. / **Security Point of Contact (SPOC):** The SPOC works directly with the HCQIS Infrastructure Contractor and the CMS HCQIS security team on multiple levels of security-related topics, and is the central point of contact at the Contractor organization regarding security matters.