



GSA/OP/09/16
"Provision of specialised support to GSA's market development"

ANNEX I.L
Instructions for the definition of "PRS Information Management Plan"
Applicable only for Lot 5 tender submission

Name of tenderer: _____



1 Introduction

The tenderers are required to submit the “PRS Information Management Plan”.
Tenderers are therefore kindly asked to carefully read the present instructions for the definition of the
“PRS Information Management Plan”.

Please Note

The provision of the “PRS Information Management Plan” is applicable only for the submission of the offer related to Lot 5 described in the par. 2.2.5 of the Tender Specifications.

The “PRS Information Management Plan” shall specify how the Tenderer and its subcontractors with the relevant need-to-know intend to manage PRS information.

In particular, for each legal entity participating to this Tender, the need-to-know PRS Information (for which a PRS Authorisation is required) shall be justified. The PRS Information Management Plan shall illustrate an organisation chart showing clearly the units within each legal entity and naming the natural persons (with a justification of their need-to-know) that may require access to classified PRS information.

All the legal entities having the need-to-know PRS Information shall define a specific “PRS Point of Contact” the exchange of PRS Information and for the handling of specific security incidents affecting PRS information.

In particular, the identified “PRS Point of contact” (s) shall be responsible for:

- The management of PRS-related procedures carried out within the concerned entity;
- The establishment and the maintenance of a registry for PRS items (including documents containing classified PRS information) in the possession or under the control of the concerned entity;
- The reporting to the GSA on request on all aspects concerning PRS information in the possession or under the control of the entity concerned
- Supervision of the implementation of the identified procedures.

Measures to ensure the segregation of PRS Information among the entities with the relevant need-to-know shall be described as well.

Measures shall be defined and implemented for collecting, reporting and managing breaches of security and compromises of classified PRS information.

A procedure to update the PRS Information Management Plan shall be included in the PRS Information Management Plan. Any update of PRS Information Management Plan shall be subject to the GSA approval.

For this purpose, documents containing PRS information are marked accordingly.

The “PRS Information Management Plan” shall include, but is not limited to, the following sections:

- i. PRS Organisation presentation:
 - List of legal entities having the need-to-know PRS Information;
 - Justification for the PRS need-to-know of the listed legal entities;
 - Organisation chart showing clearly the units within each legal entity and naming the natural persons (with a justification of their need-to-know) that may require access to classified PRS information;

- Points of contact:
 - Role, responsibility and contact details of the “PRS Point of Contact”(s) vis-à-vis the GSA;
- ii. Procedures for the management of PRS information:
 - Information distribution;
 - Production, reproduction and destruction;
 - Markings;
 - Incident handling and reporting;
 - Procedure for the update of the PRS Information Management Plan.
- iii. Evidence that the security measures are adequate to preserve the segregation of PRS information
- iv. Compliance to the defined procedures.