

# Open Source Intelligence

## Statement of Work



Date 28/02/2018

Version: 1.3

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## 1. Document Control

### 1.1. Document Information

<b>Customer</b>	Corrections
<b>Title</b>	Open Source Intelligence Consultancy - Statement of Work
<b>Document Filename</b>	OSINT - ZX Security Consultancy v1.3

### 1.2. Revision Control

Version	Date Released	Pages Affected	Author	Description
0.1	11/01/2018	All	Simon Howard	Initial Draft
1.0	11/01/2018	All	Simon Howard	Release to Client
1.1	29/01/2018	All	Simon Howard	Updated based on feedback from Brenda Sergent
1.2	26/02/2018	All	Simon Howard	Updated scope to include high-level requirements gathering, solution options and documentation review.
1.3	28/02/2018	All	Simon Howard	Updated based on feedback from Brenda

### 1.3. Distribution List

Name	Organisation	Title
Brenda Sergent	Corrections	Senior Project Manager
Noeleen Hill	Corrections	OSINT Project Manager
Simon Howard	ZX Security	Security Consultant

## 2. Security Services Subscription Agreement

### 1.1 Subject to Security Services Subscription Agreement

This Statement of Work is entered into under, and is part of, the Security Services Subscription Agreement dated December 2017 between the Service Provider and the Subscribing Party (Security Services Subscription Agreement).

### 1.2 Interpretation

Unless the context otherwise requires, terms defined or referred to in the Security Services Subscription Agreement have the same meaning in this Statement of Work and the rules of construction recorded in clause 19 of the Security Services Subscription Agreement apply to this Statement of Work (except that references to paragraphs and appendices in this Statement of Work are references to the paragraphs and appendices of this Statement of Work).

## 2. Term

### 2.1 Term

This Statement of Work will commence in 31<sup>st</sup> of January 2018 and, unless otherwise terminated or removed in accordance with the provisions of the Security Services Subscription Agreement, will continue until completed (Statement of Work Term) on 30<sup>th</sup> of March 2018. The Statement of Work Term may be extended upon written agreement between the parties.

### 2.2 Consistent with Term of Security Services Subscription Agreement

Notwithstanding any other provision of this Statement of Work, this Statement of Work will terminate immediately upon the termination of the Security Services Subscription Agreement, because this Statement of Work is part of the Security Services Subscription Agreement.

## 3. Background

Simon Howard from ZX Security held discussions Corrections around providing consultancy on Open Source Intelligence (OSINT) tactics and strategy to Corrections staff.

In order to assist their staff in performing their duties more efficiently, Corrections has requested that assistance be provided to cover tools and techniques used for gathering information from open-source and social media sources. ZX Security will participate in planning workshops in which these topics will be covered along with the organisations overall strategy.

This statement of work details the tasks that will be conducted as part of the OSINT consultancy, the associated costs and estimated timeframes.

## 4. Objectives

The objective of this engagement is to:

- Provide expert advice and consultancy in the development and validation of the Departments business requirements
- Provide expert advice relating to relevant technical areas associated with Open source technology
- Assist Corrections in defining their OSINT strategy

## 5. Scope

The scope of this engagement is as follows;

- Assistance in developing the Corrections OSINT strategy, specifically
  - Attendance in the high-level requirements gathering workshop for overt monitoring
  - Review the high-level requirements produced for overt monitoring
  - Run a workshop to gather the high-level requirements for covert monitoring
  - Review the high-level requirements produced for covert monitoring
  - Research and run a workshop for potential solution options based on the outcome from the requirements gathering workshops
  - Document the high-level solution options and provide a recommendation
  - Review of the high-level solution options

## 6. Approach

The approach used to deliver this presentation will be as follows:

- Participate in OSINT workshops with Corrections
- Run OSINT workshops with Corrections
- Research potential OSINT solution options
- Provide subject matter expertise as required

## 7. Deliverables

No major deliverables will be produced as part of this engagement. ZX Security will be required to:

- Attend and/or facilitate meetings and workshops where required and provide expertise input into decisions and strategy
- Deliver a high-level solutions options document
- Respond to emails
- Provide quality assurance of documentation produced through the meetings

## 8. Project Structure

This project will be resourced as follows:

Role	Name	Organisation
Principal Consultant	Simon Howard	ZX Security Limited
OSINT Consultant	David Robinson	ZX Security Limited

## 9. Assumptions

The following assumptions have been made:

- All work will be conducted during normal business hours
- Corrections will provide appropriate resources for workshops



## 10. Project Schedule

Based on the scope of work as outlined above Corrections have scheduled the OSINT workshops to be held over the following dates:

- Wednesday 31 January, 08:30-16:00 day – high-level requirements gathering workshop for overt monitoring
- Wednesday 7<sup>th</sup> March, 09:00-13:00 – high-level requirements gathering workshop for covert monitoring
- Thursday 15<sup>th</sup> March, 09:00-13:00 – high-level solution options workshop
- Thursday 29<sup>th</sup> March – Deliver high-level solution options document

## 11. Project Costs

The assignment has been priced on a time and materials basis. All quoted items exclude GST and disbursements.

The project scope will not change without prior written agreement between ZX Security and Corrections. In the event of a change, ZX Security will work with the project manager to ensure an appropriate resolution can be reached.

### 11.1. Payment and Invoicing Terms

ZX Security will invoice Corrections in instalments on the last day of the month for the work conducted during that month. The payment target for invoices is 20 days after receipt of the invoice.

### 11.2. Defined Scope

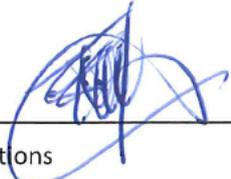
The follow items have been deemed to be in scope for this engagement. Rates are listed and agreed in New Zealand dollars at the time of engagement.

Phase	Stage	Hours	Rate	Total
Consultancy	OSINT Consultancy	50	s9(2)(b)(ii)	
Lead Agency Fee				
	<b>Total</b>	<b>50</b>		

All quotes exclude GST and disbursements. Should the project scope change, we will work with the Corrections project manager to ensure an appropriate resolution can be reached.

## 12. Acceptance

The project as defined within this document is deemed acceptable, and gives approval to proceed with the assignment as described.

  
\_\_\_\_\_  
Corrections

12/3/18  
\_\_\_\_\_  
Date

Name: Wayne Woodfield  
Position: Chief Information Officer

  
\_\_\_\_\_  
ZX Security Ltd

12/03/2018  
\_\_\_\_\_  
Date

Name:  
Position:

Embossed   
02/03/18





ZX Security Limited  
Level 1, 50 Manners St  
Wellington, New Zealand

# OSINT Training

## Statement of Work



Date 7/11/2018

Version: 1.1

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12. Acceptance .....11



## 1. Document Control

### 1.1. Document Information

Customer	Corrections
Title	OSINT Training - Statement of Work
Document Filename	Corrections - OSINT Training SoW v1.1

### 1.2. Revision Control

Version	Date Released	Pages Affected	Author	Description
0.1	02/11/2018	All	Simon Howard	Initial draft
0.2	02/11/2018	All	Ian White	Quality assurance
1.0	02/11/2018	All	Simon Howard	Release to client
1.1	07/11/2018	All	Simon Howard	Updated back on feedback from Shaun.

### 1.3. Distribution List

Name	Organisation	Title
Shaun Sullivan	Corrections	Project Manager, Service Design & Implementation
Simon Howard	ZX Security	Security Consultant
Ian White	ZX Security	Operations Manager

## 2. Background

Simon Howard from ZX Security held discussions Corrections around providing training on Open Source Intelligence (OSINT) tactics to Corrections staff.

To assist their staff in performing their duties more efficiently, Corrections has requested that training material be developed to cover tools and techniques used for gathering information from open-source and social media sources.

This statement of work details the tasks that will be conducted as part of the OSINT training, the associated costs and estimated timeframes.

## 3. Objectives

The objective of this engagement is to:

- Increase the knowledge of the Corrections intelligence teams regarding Open-Source Intelligence (OSINT) and Social Media Intelligence (SOCMINT)
- Introduce team members to the latest tools and techniques used to extract data from OSINT/SOCMINT sources to support their day-to-day work activities
- Heighten Operational Security (OPSEC) awareness
- Introduction to advanced techniques and strategic thinking around intelligence gathering

## 4. Scope

The scope of this engagement is as follows:

- Delivery of an OSINT training course to Corrections employees

## 5. Approach

The approach used to deliver this presentation will be as follows:

- Research topics and prepare slide deck material
- Prepare workshop material including software and module tasks
- Deliver course material to Corrections employees

## 6. Deliverables

The following deliverable will be produced as part of this statement of work

- A one-day course on open-source intelligence gathering techniques delivered as a PowerPoint presentation
- The course will run from 09:00-17:00 (8 hours)

Module	Description	
<i>Operational Security - Introduction</i>		
OPSEC practices	An overview of operational security processes and measures	
<b>s6(c)</b>		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
<i>Open Source Intelligence Gathering</i>		
OSINT/SOCMINT information sources	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Tools and techniques used for information gathering	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

	[REDACTED]
<i>Procedures for evidence collection</i>	
Methodology	[REDACTED]
Evidence Collection Tools	[REDACTED]
<i>Workshop</i>	
[REDACTED]	[REDACTED]

## 7. Project Structure

This project will be resourced as follows:

Role	Name	Organisation
Security Consultant	Simon Howard	ZX Security Limited
Security Consultant	David Robinson	ZX Security Limited

## 8. Assumptions

The following assumptions have been made:

- Corrections will provide a location to hold the training course which has the necessary seating to accommodate the numbers and a projector to display the training material
- The course will be delivered to Corrections staff in Wellington
- All work will be conducted during normal business hours



## 9. Project Schedule

Based on the scope of work as outlined above we have scheduled the OSINT training to be held over the following dates:

- 09-00-17:00 - 21<sup>st</sup> November 2018

### 9.1. Training Location

The OSINT training will be held at located at Corrections head office in Wellington

- ~~44-52 The Terrace, Wellington, 6011~~ *National Learning Centre  
20 Somme Road  
Silverstream, Upper Hutt*

J.C.

### 9.2. Equipment Requirements

Due to the fact Corrections wish to use their own equipment and training facilities, the following reequipments must be met:

PM

#### 9.2.1. Hardware:

- PC or Laptops with 8GB of RAM, Core i7 or equivalent processor, 20GB of free disk space
- A 19" or greater monitor (laptop screens can be used by will be restrictive for some applications)

#### 9.2.2. Room Requirements:

- A projector capable of 1080p resolution with HDMI connectivity
- A whiteboard, markers and eraser or flipchart
- Tea, coffee and water facilities

## 10. Cancellation Policy

### 10.1. Cancellation and Refund Policy

Training course registrations will not be confirmed until registration is complete and billing information is received in full.

Registrants who must cancel may substitute another person by submitting in their place.

In order to cancel or reschedule a confirmed training please submit an email request to [simon@zxsecurity.co.nz](mailto:simon@zxsecurity.co.nz)

Please submit all cancellation requests within 60 calendar days of registration and no later than 30 days prior to the scheduled course date in order to receive a full refund of paid registration fees.

Failure to attend the training without written notification as detailed above prior to the start of the course will be considered a "No Show" and will result in forfeiture of fees paid in full.

No shows and cancellations not made within the specified cancellation period will incur the full cost of registration.

If you register, have not paid, and do not cancel prior to 30 days before the training, your registration may be automatically cancelled. If you do not respond to ZX Security attempts to contact you regarding the status of your payment, your registration will be cancelled. You will receive notification of your cancelled registration via email.

### 10.2. Cancellation by ZX Security

ZX Security reserves the right to cancel any training course due to insufficient enrolment at least 30 calendar days in advance of the scheduled course date. Notice will be provided with the option to reschedule for a future course date or to receive a full refund of registration fees.

ZX Security is not responsible for any expenses incurred by the customer if a training course is cancelled.

If a training class is cancelled due to any unforeseen circumstances such as weather or natural disaster, the customer is entitled to reschedule for a future training course.



## 11. Project Costs

The assignment has been priced on a per-course basis. All quoted items exclude GST and disbursements.

The project scope will not change without prior written agreement between ZX Security and Corrections. In the event of a change, ZX Security will work with the project manager to ensure an appropriate resolution can be reached.

### 11.1. Payment and Invoicing Terms

ZX Security will invoice Corrections in instalments on the last day of the month for the work conducted during that month. The payment target for invoices is 20 days after receipt of the invoice.

### 11.2. Defined Scope

The follow items have been deemed to be in scope for this engagement. Rates are listed and agreed in New Zealand dollars at the time of engagement.

Phase	Stage	People	Rate	Total
Training	One Day OSINT Course	10	s9(2)(b)(ii)	
	<b>Total</b>	<b>10</b>		

## 12. Acceptance

The project as defined within this document is deemed acceptable, and gives approval to proceed with the assignment as described.

Van Beynen

Corrections

13/11/2018

Date

Name:

Position:

*Van Beynen*  
**QMJ (Ray) van Beynen**  
Director Intelligence and Tactical Operations  
Department of Corrections

Howard

ZX Security Ltd

Name: **Simon Howard**

Position: **Director**

13/11/2018

Date

Quality Training

1. Acceptance

The project is defined within the document, the document is accepted and approved by the project team. The document is accepted.

*[Signature]*  
Date

*[Signature]*  
Date



ZX Security Limited  
Level 1, 48 Willis St  
Wellington, New Zealand

**Contractors and Consultancy Compliance Policy Memo**

To:	Neil Cherry - Deputy Chief Executive
From:	Ray Van Beynen – Director Intel & Tactical Operations <i>RVB</i>
CC	Rachel Leota – National Commissioner Wayne Woodfield – Chief Information Officer Sam Andrews – Manager IT Security and Assurance
Author:	Brenda Sergent – Project Manager
Subject:	Engagement of an external consultancy firm to provide Open Source Intel subject matter expertise to the OSINT Project
Date:	29/1/2018

**Purpose**

1. The purpose of this memo is to formally seek your approval to engage an external provider from the AoG Security and Related Services (SRS) panel to provide the Department with Open Source Intel subject matter expertise for the OSINT project.

**Background**

2. There is limited amount of knowledge within the Department regarding the opportunities for the collection of open source intel.
3. To ensure the Department obtain the correct outcome for the business it is important that appropriate subject expertise is available to the project.
4. In order for the project to deliver a solution to the business it must identify and understand the associated risks and what solutions are available.
5. The Department does not have capacity to perform the required assessment within the desired timeframes.
6. ZX Security have a knowledge of open source intel and have been engaged by many other Government agencies.
7. The Department is party to and can access the provision of ZX Security through the external security consultancy services via the AoG SRS Panel, which is administered by DIA in accordance with the AoG panel rules.

### Requested Services

8. The following services will be requested to be provided by the selected provider:
- Participate in OSINT workshops with Corrections on 31 January 2018
  - Attend meetings where required and provide expertise input into decisions and strategy
  - Provide quality assurance of documentation produced through the meetings
  - Provide ad-hoc subject matter expertise as required

### Funding

9. It is estimated that the total cost for the external provider will amount to a maximum of **s9(2)(b)(ii)**.
10. Funding source – Opex Budget FY17/18 via approved NIF for OSINT project WBS C-00849-90

**Recommendation**

It is recommended that the Deputy Chief Executive:

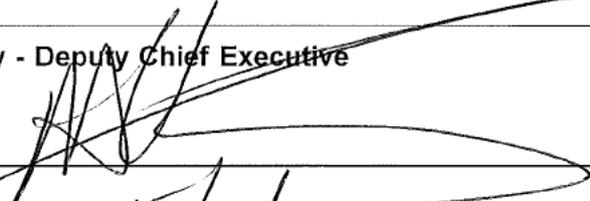
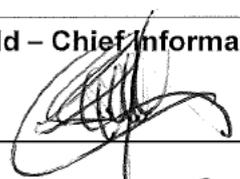
- 1) **Note** that the external provider will be selected from the DIA SRS panel.
- 2) **Note** that the consultancy fees incurred for this assessment activity is affordable from within the proposed budget.
- 3) **Note** that the provider's fees incurred for this assessment activity will be spent within the current financial year.
- 4) **Authorise** the CFO to spend up to **s9(2)(b)(ii)** for this engagement.

 YES/NO

 YES/NO

 YES/NO

 YES/NO

<p><b>Neil Cherry - Deputy Chief Executive</b></p> <p>Signature: </p> <p>Date: <u>15/2/18</u></p>
<p><b>Rachel Leota - National Commissioner</b></p> <p>Signature: </p> <p>Date: <u>8/02/18</u></p>
<p><b>Wayne Woodfield - Chief Information Officer (CIO)</b></p> <p>Signature: </p> <p>Date: <u>30/1/18</u></p>
<p><b>Ray Van Beynen - Director Intel &amp; Tactical Operations</b></p> <p>Signature: <u>Van Beynen</u></p> <p>Date: <u>30/01/2018</u></p>