

Issued by Purchasing/Property Governance – DGP-7



Damian J. Kelly  
Head of Contracting Activity

**SUBJECT: BPI UPDATE 14-2, EFFECTIVE DATE 05/08/14**

An online copy of the Bonneville Purchasing Instructions (BPI) is available at <http://www.bpa.gov/Doing%20Business/purchase/Pages/default.aspx> . The online BPI is a conformed copy with all changes included as of the current date and is effective until superseded.

**A. BACKGROUND:**

The purpose of BPI Update 14-2 is to add contractor notification requirements for personnel actions on contracts that require access to NERC CIP sites and BPA critical cyber assets.

**B. SUMMARY OF SUBSTANTIAL CHANGES:**

1. Add the following text to BPI 23.4:

**23.4 ACCESS TO BPA NERC CIP SITES AND CRITICAL CYBER ASSETS**

BPA is subject to the North American Electric Reliability Corporation's (NERC) Critical Infrastructure Protection (CIP) standards. NERC may impose financial penalties on BPA for non-compliance with those standards. BPA's Grid Operations Information System Security Program (ISSP) implements the NERC standards for physical and cyber access to critical cyber assets.

To assure BPA meets the requirements of the ISSP, the Contractor shall notify the COTR within 48 hours when a worker with physical or logical access to a BPA NERC CIP Site or Critical Cyber Asset (CCA) is transferred to another duty station or an assignment that does not require access to BPA's facilities or assets, or when the worker terminates their employment with the contractor. The Contractor shall notify the COTR and the CO within four (4) hours when a worker with physical or logical access to a BPA NERC CIP Site or CCA is discharged or terminated by the Contractor.

Contractors and contract workers with access to a BPA NERC CIP Site or CCA shall follow the procedures and requirements provided in the *Grid Operations Information Security Program (GOISSP) Policy Manual*. Additional requirements and procedures may be included in the statement of work and the technical specifications.

2. Add the following clause prescription to BPI 23.4.1:

**23.4.1 Clause Usage Prescription**

The CO shall include Clause 23-6 ACCESS TO BPA NERC CIP SITES AND CRITICAL CYBER ASSETS in all solicitations and contracts when a contractor employee needs logical or physical access to a BPA NERC CIP site or a CCA to perform work.

3. Add the following clause at BPI 23-6:

Clause 23-6 ACCESS TO BPA NERC CIP SITES AND CRITICAL CYBER ASSETS  
(May 14)([BPI 23.4.1](#))

(a) Contractors and contract workers with access to a BPA North American Electric Reliability Corporation Critical Infrastructure Protection (NERC CIP) Site or a BPA Critical Cyber Asset (CCA) shall follow the procedures and requirements in the BPA Grid Operations Information Security Program (GOISSP) Policy Manual. Additional requirements and procedures may be included in the statement of work and the technical specifications.

(b) Notifying BPA of Contractor Personnel Changes:

(1) Routine Personnel Actions: The Contractor shall notify the COTR within 48 hours when a worker with physical or logical access to a BPA NERC CIP (Critical Infrastructure Protection) Site or critical cyber asset is transferred to another duty station or an assignment that does not require access to BPA's facilities or assets, or when the worker terminates their employment with the contractor.

(2) Other Personnel Actions: The Contractor shall notify the COTR and the CO within four (4) hours when a worker with physical or logical access to a BPA NERC CIP Site or CCA is discharged or terminated by the Contractor.

(End of clause)

**C. INSTRUCTIONS TO THE CO**

Clause 23-6 ACCESS TO BPA NERC CIP SITES AND CRITICAL CYBER ASSETS:

1. Include Clause 23-6 in new contracts and solicitations for services covered by the clause prescription.
2. Immediately add Clause 23-6 to existing contracts covered by the clause prescription.
3. Advise COTRs in writing of their responsibilities for reporting and terminating contractor access to BPA NERC CIP sites and CCAs as described in BPI 23.4 and BPI Clause 23-6.

(End of Transmittal)