



City of Albuquerque Vendor Management Standard

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EFFECTIVE DATE:	5/15/2025
VERSION:	1.1
ISSUED BY:	DTI Security
APPROVED BY:	TRC
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1. PURPOSE

The purpose of this standard is to establish a framework for managing and monitoring third-party service providers (TPSP) to mitigate risks.

2. SCOPE

This standard applies to all third-party service providers (TPSPs) that are engaged in business with the City of Albuquerque in accordance with the Payment Card Industry Data Security Standard (PCI DSS) requirements.

3. STANDARD

The City will ensure that the management of third-party service providers (TPSP) adheres to the following conditions for purposes of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives (PCI DSS Requirements and Security Assessment Procedures, Current Version – presently 4.0):

- 3.1. A current and accurate list of service providers is to be maintained, complete with contact information of all TPSPs.
- 3.2. For any services engaged with service providers that may affect or have a relationship or function associated with the City of Albuquerque's cardholder data environment, the written agreement shall include an acknowledgement by the service providers of their responsibility for securing cardholder data.
- 3.3. Due diligence must be exercised before engaging with any service providers that may affect or have a relationship or function associated with the City of Albuquerque's cardholder data environment.
 - 3.3.1. Any requests for bids/proposals and contracts will include a clause related to PCI DSS certification requirements, including requiring a submission of PCI AOC.



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- 3.4. Maintain a program to monitor service providers' PCI DSS compliance status at least annually. This is performed by obtaining an Attestation of Compliance (AOC) report from the service provider.
 - 3.4.1. Annually, the PCI Coordinator will reach out to current contacts for updated (and signed) Attestations of Compliance.
- 3.5. Maintain information about which PCI DSS requirements are managed by each service provider, and which are managed by the City.

The City of Albuquerque has developed and implemented a comprehensive Management of Service Providers program, which encompasses the categories and supporting activities listed on our service providers' page. These directives will be fully enforced by the City of Albuquerque to ensure that the management of service provider's initiatives are executed in a formal manner and on a consistent basis.

4. DEFINITIONS

Payment Card Industry Data Security Standard (PCI DSS) – An information security standard designed to govern the secure storage, processing and transmitting of credit card information

Third-Party Service Provider (TPSP) – An external entity that provides services to a client under a contractual agreement.

Attestation of Compliance (AOC) – A document that validates an organization's compliance with a specific regulation or standard.

PCI Coordinator – An individual from the client's organization [City of Albuquerque] that is responsible for assisting or managing the annual PCI DSS audit.



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5. REFERENCE:

Payment Card Industry Data Security Standard (PCI DSS) v4.0, Requirement 12.8. – Describes the requirement to implement and maintain a program to manage service providers with whom cardholder data is shared. *Refer to the most recent Payment Card Industry Data Security Standard (PCI DSS) published by the PCI Security Standards Council.*

PCI DSS v4.0.1 (Requirement 12.8) to City of Albuquerque Vendor (CoA) Management Standard

Milestone	Requirement	Sub-requirement	CoA Standard
2: Protect systems and networks and be prepared to respond to a system breach. This milestone targets controls for points of access to most compromises and the response processes.	12.8: Risk to information assets associated with third-party service provider (TPSP) relationships is managed.	12.8.1	3.1
		12.8.2	3.2
		12.8.3	3.3
		12.8.4	3.4
		12.8.5	3.5

6. Revision History:

Version	Date	Description	Author	Approved By
1.0	10/23/2024	Initial Draft	Anthony Ballo	DTI Security
1.1	2/18/2025	Standard designation	Anthony Ballo	DTI Security