



**Provincial IDIM Program  
BC Services Card**

**Sample Letter of Intent**

## Document Information

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## Purpose

This Letter of Intent demonstrates and acknowledges the Ministry of Advanced Education's commitment to work in partnership with the Provincial Identity Information Management Program (IDIM) to integrate their Student Aid Portal service (the Client) with the BC Services Card (BCSC) Authentication Service.

## Description of Client Service

The Student Aid Portal will modernize the student financial aid system to offer students and their parents, or spouses, ability to interact online to initiate and complete applications for student financial aid, as well as with loan status and repayment schedules.

## Scope of Work

The milestones achieved to date include:

- Information sessions which included IDIM presenting the BCSC integration approach and the Client providing an overview of their online service,
- Review of the onboarding kit and BCSC Authentication Service website,
- Completion of a Client Self-Assessment form.
- Joint planning sessions between IDIM and the Client, and,
- Completion of impact assessments by the BCSC Partners, i.e., Ministry of Health, the Insurance Corporation of BC, and Ministry of Technology, Innovation and Citizens' Services.

In addition to the Client's systems development lifecycle for their application, it is understood that Client and IDIM staff will be assigned to document a solution and complete the following deliverables.

IDIM and the Client together will be responsible for the following:

Integration Solution Document

The Client's solution

Business problem or opportunity

Existing services

New technology details, high level network/architecture

Timelines

Expected volumes (users and their frequency of access)

The IDIM services utilized

The BCSC integration

Authentication method / Integration Pattern (SiteMinder/SAML)

Card types

Environment alignments

Testing approach

BCSC Authentication Service - Service Agreement and Information Sharing Requirements (between the Client and IDIM)

Communications Plan and Materials

The Client will be responsible for the following deliverables:

Client Privacy Impact Assessment (PIA)

Client Security, Threat and Risk Assessment (STRA)

Signed on behalf of Client:

\_\_\_\_\_  
<<Name>>

<<Title>>

<<Program Area>>

\_\_\_\_\_  
Date

Signed on behalf of IDIM:

\_\_\_\_\_  
Sophia Howse  
Executive Director  
Provincial IDIM Program

\_\_\_\_\_  
Date