

## MDRP Existing Service Provider Management Checklist

**Service Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MDRP Name:** \_\_\_\_\_ **MDRP Signature of Approval** \_\_\_\_\_

**\*\*Please note: the MDRP is responsible for managing the Service Provider(s) utilized in their department.**

### **EXISTING SERVICE PROVIDERS - ANNUAL DUE DILIGENCE**

**MDRP's must perform Service Provider "due diligence" on an annual basis or upon significant changes with the Service Provider.** Please collaborate with the Service Provider to receive the current compliance document prior to the expiration of the documentation on file. Forward to the PCI Compliance Team. following documentation is to be forwarded to the PCI Compliance Team annually:

- \_\_\_\_\_ Service Providers must provide either an Self Assessment Questionnaire (SAQ) D-Service Provider Attestation of Compliance (AOC) or an On-Site Assessment AOC for Service Providers-Sections 1 - 4. Date Service Provider validated compliance \_\_\_\_\_.
- \_\_\_\_\_ The AOC submitted must specifically note assessment for the services being provided - Part 2a on AOC.
- \_\_\_\_\_ The AOC submitted must contain a Matrix of Responsibility - Part 2g on AOC. \*Can be separate document.
- \_\_\_\_\_ **CARD PRESENT ONLY:** Verify PCI SSC P2PE validation if applicable (Retail Food Op's, Bookstore, Bluefin devices) P2PE Validation Number: \_\_\_\_\_

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**\*Note:** All Service Providers must complete **either** an Self Assessment Questionnaire (SAQ) D-Service Provider AOC or an On-Site Assessment AOC for Service Providers. Any other SAQ is not applicable to a Service Provider.

**AOC** Attestation of Compliance  
**SAQ** Self Assessment Questionnaire