

Letter of Engagement (Independent Attested Report)

This Letter of Engagement (“Agreement”) is entered into on **{{date}}** (“Effective Date”) by and between:

Party	Details
Provider	Bubba AI, Inc. d/b/a Comp AI 2261 Market Street, San Francisco, CA 94114 (“Comp AI”)
Client	{{compnayName}} {{companyAddress}} (“{{comapnyName}}”)

1. Purpose

Comp AI will advise and support {{compnayName}} (“Confyde LLC”) in achieving SOC 2 Type II readiness. A core outcome of this engagement is the delivery of an independently attested SOC 2 Type II report issued by an AICPA-qualified CPA firm (“Attested Report”) assessment.

2. Scope of Services

- Platform Access & Configuration – onboarding{{compnayName}}to the Comp AI GRC platform, tailoring policies, automating evidence collection, and continuously monitoring control performance.
- Readiness & Gap Remediation – performing penetration tests, cloud-configuration reviews, and iterative pre-audit readiness assessments; providing remediation guidance.
- Audit Coordination – assisting{{compnayName}} in selecting and contracting with an independent CPA firm, tracking auditor requests, and facilitating secure evidence transfer. Comp AI doesn’t perform the audit and will not express any attestation opinion.

Our timeline to complete the observation period of the engagement is set to be on **{{observationEndDate}}**

- Post-Audit Support – monitoring any follow-up actions identified by the auditors and updating control processes as needed.

3. Responsibilities

Comp AI	{{companyName}}
<ul style="list-style-type: none">• Configure the Comp AI platform and maintain evidence automations.• Provide recommendations to remediate control gaps.• Liaise with the independent CPA firm to coordinate audit logistics.	<ul style="list-style-type: none">• Grant timely access to systems, personnel, and documentation.• Implement remediation actions and control improvements.• Provide evidence to selected CPA firm

4. Timeline & Term

Implementation Period:{{compnayName}}may cancel with 30 days' written notice before the end of this period without penalty.

Ongoing Term: upon successful completion of the Implementation Period, the Agreement continues for 12 months and automatically renews annually unless either party provides 30 days' written notice before a renewal date.

5. Audit Independence

Comp AI is an advisory and technology provider only. It will not perform the SOC 2 examination, will not make management assertions, and will not issue the Attested Report. An AICPA-qualified, independent CPA firm engaged by{{compnayName}}through Comp AI will conduct the examination and express the attestation opinion, ensuring full auditor independence.

6. Service Levels

Comp AI warrants 99.95 % monthly platform uptime, excluding scheduled maintenance (48 hours' prior notice).

7. Confidentiality

Each party will protect the other's confidential information using the same care it applies to its own (never less than reasonable care) and will disclose it only as necessary to perform this engagement or as required by law.

8. Data Security & Privacy

Comp AI will maintain industry-standard administrative, technical, and physical safeguards and comply with all applicable data-protection laws, including GDPR where relevant.

9. Indemnification

Each party will indemnify and defend the other against third-party claims arising from its breach of this Agreement or gross negligence.

10. Limitation of Liability

Except for indemnification obligations or willful misconduct, neither party is liable for indirect or consequential damages, and total liability shall not exceed proven direct damages.

11. Governing Law


This Agreement is governed by California law; disputes will be resolved in the state or federal courts located in San Francisco County, California.

12. Entire Agreement

This Letter of Engagement supersedes all prior understandings on this subject. Amendments must be in writing and signed by both parties.

Acceptance

	Comp AI	{{compnayName}}
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Signature:		
Name:	Lewis Carhart	{{personSigning}}
Title:	Founder	{{title}}
Date:	{{date}}	{{date}}

Thank you for choosing Comp AI as your partner on the journey to compliance. We look forward to supporting{{compnayName}}and collaborating with your chosen independent auditors.