## Cabinet and Governor Appointed Agencies' Performance Audit Action Item(s) & Status

# **Contract Assurances for Vendor-Hosted State Information Technology Applications**

(See also <u>cabinet agency response</u> for full context to Washington State Auditor's Office (SAO) <u>report</u>, December, 2018)

Five state agencies were included in this performance audit with information also provided by Department of Enterprise Services (DES) and Washington Technology Solutions (WaTech).

SAO Recommendations summary (Rec):

#### To DES:

- 1. Create recommended contract draft language, in cooperation with OCIO that agencies can use to satisfy basic state IT security requirements when developing new contracts. When completed, share the recommended language with the Office of the Attorney General and agencies' staff responsible for contract monitoring.
- 2. Finalize policies and procedures to help agencies monitor IT contracts effectively and efficiently.
- 3. As an agency responsible for contracting policies, consider creating a forum for agency IT and contracting professionals and OCIO staff to share leading practices, and discuss challenges related to ensuring IT security over vendor-hosted applications.
- 4. Work with the Office of the Attorney General and OCIO to help develop recommended indemnification and notification language. Among other things, such language should clearly define a security breach, timelines for reporting a security breach, and the responsibility of each party in the event of a security breach. When completed, share the recommended language with the state agency procurement officers.

#### To the Office of the Chief Information Officer at WaTech:

- 5. Continue to clarify state IT security standards to help agencies determine how to ensure vendor compliance both before and after the application is deployed. That way agencies can gain assurance that vendors hosting applications are securely processing and storing confidential state data.
- 6. Determine if additional nationally recognized IT security frameworks or federal IT security standards could substitute for all or part of the state's IT security standards in IT vendor contracts.
- 7. Clarify expectations for the IT risk assessment that agencies must submit during the security design review process, by providing additional written guidance and tools.
- 8. Provide uniform guidance on how agencies should interpret the term "immediately" in RCW 19.255.010(2) so agencies can include consistent notification timeline requirements in contracts with their vendors.

### To the five audited state agencies:

- 9. Continue to work to ensure the security of confidential data in vendor hosted applications.
- 10. Improve the monitoring of vendors by following leading practices on contract monitoring.
- 11. Continue to work with DES and the Attorneys General to ensure robust indemnification and notification language, and to consider cyber liability insurance. Also ensure that data breach notification timeline in current and future contracts aligns with state laws and policies.

The table below shows the current status of action items the agency initiated to address issues identified in the performance audit report. Please see the <u>cabinet</u> <u>agency response</u> for additional context and any additional steps already taken.

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For an explanation of the columns below, see the legend.

Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources	Budget Impact ?	Legislation Required?	Notes
Rec. 1-	Complete	Work with the OCIO and the Attorney General's Office (AGO) to draft recommended contract language for agencies to address basic state IT security requirements for new contracts. This will include indemnification and notification language	DES	7/1/19		N/A	No	August 2021: Initial language developed in consultation with the AGO is included in the manual for the advanced contract management training program described below. An internal working team within the Contracts and Procurement Division is working to further develop and update such recommended contract language, and will coordinate with the OCIO and AGO in doing so.  August 2020: An internal working team within the Contracts and Procurement Division has met with SAO, ETS, customer agencies and has completed a draft Backgrounder which includes recommended contract language. Partner agencies need additional time to review and comment on the Backgrounder because of the pandemic and DES will continue to coordinate and collaborate with them until the Backgrounder is finalized or an agreement is made to post the draft tool.
Rec. 1- 4	Complete	Develop an advanced contract management training, to include procedures	DES	7/1/19		N/A	No	August 2020: DES Contracts and Procurement Division completed and launched a series of advanced contract management trainings in January 2019. As of July 31, over 5,000 state employees have completed this additional training.

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources ?	Budget Impact ?	Legislation Required?	Notes
Rec. 1-	Complete	Adopt an enterprise contract management and monitoring policy	DES	<del>12/31/19</del> 12/31/22		N/A	No	July 2023: DES Contracts and Procurement Division's Policy Team has completed the process of developing a new contract management and monitoring policy that will go into effect on August 1, 2023.  September 2022: DES Contracts and Procurement Division's Policy Team is in the process of developing a new contract management and monitoring policy, that is in alignment with the existing training program; and anticipate completion by December 31, 2022.  August 2021: DES Contracts and Procurement Division's Policy Team is in the progress of finalizing contract management and monitoring policy and anticipate completion in calendar year 2022.
Rec. 1- 4	Complete	Consider creating a forum for agency IT contracting professionals and OCIO staff to share leading practices and discuss challenges related to ensuring IT security over vendor-hosted applications	DES	12/31/19		N/A	No	September 2022: DES facilitates the Washington Association of Contracts Specialists (WACS) which is a statewide forum. Speakers with specific topic expertise are brought into meetings to address best practices and related challenges. DES partners with other agencies, including OCIO to discuss relevant procurement topics, including IT contracting practices.  August 2021: Due to delays brought about by the COVID-19 pandemic the development of an IT contracting forum in partnership with OCIO is still pending.

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec			Agency	Date	Resources	Impact	Required?	
					?	?		
Rec. 5-	Complete	Continue to educate and	WaTech	Ongoing	Yes	No	No	August 2020: DES had an IT forum in September 2019 and was going to have another forum in April 2020, but cancelled the event due to the pandemic. DES is looking at other options, including virtual meetings, to share this information.  July 2019: OCS, through its security design
8	Complete	clarify for agencies steps they can take to ensure vendor compliance	Watech	Oligoling		NO		review process, works actively with agencies to ensure vendors are compliant with OCIO security standards for all new projects prior to deployment. OCS will continue to work with agencies to further educate them on this requirement.  August 2020: This is a core function of the OCS Security Design Review process and OCS will continue to educate agencies on steps they can take to ensure vendor compliance. The State CISO actively educates and advises agencies on the various federal compliance requirements, in addition to the Secure Design Review process, that are required for vendor compliance.  August 2021: This is ongoing work within OCS.
Rec. 5- 8	Complete	Investigate where Federal standards could be used to explicitly substitute for part of the state's IT security standards in vendor contracts to	WaTech	12/2019 12/2021 12/2022 04/2024	Yes	No	No	January 2025 update: WaTech completed work on the remaining policies and standards. Updated security policies and standards have been approved and adopted by the TSB. IT Security policies,

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec	Status	Action steps		Date		Impact	Required?	Notes
Nec			Agency	Date	Resources	niipact	Requireur	
		establish "common language" and frame of reference for vendors who are compliant with Federal standards			?	?		standards, and guidelines are available at this link Policies   WaTech.  August 2023 Update: WaTech has suggested standard security language to the Department of Enterprise Services (DES) to include in contracts. Additionally, WaTech is in the middle of updating its primary security standard (141.10) into discrete policies and standards aligned to the NIST Cyber Security Framework. Based on currently identified policies and standards and this approach, WaTech estimates 26 policies and standards to ultimately be created as part of this update to the security policies. Of those, 9 have been published and adopted by the TSB, with 5 more currently recommended to the full board for approval. This effort is approximately 53% complete based on those figures, with a targeted completion date of Q1 2024. Policies are available at this link: Policies, Procedures and Guidelines   OCIO (wa.gov).  September 2022: An update of OCIO 141.10 to incorporate Federal security standards is scheduled to be completed by year-end 2022.  August 2021: No change to above, anticipate completion by end of the year.

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources ?	Budget Impact ?	Legislation Required?	Notes
Rec. 5- 8	-	Investigate risk assessment tools agencies can use to better understand their	WaTech	9/2019 6/2020 Complet	Yes	No	No	certifications, such as the Federal Risk and Authorization Management Program (FedRAMP), as substitutes for many of the state's security requirements. OCS is also in the process of revising and replacing the current state IT security standard 141.10 with a national standard that is more aligned with federal standards to fulfill this objective.  July 2019: OCS continues to investigate where Federal standards, or equivalent, could be incorporated into the state's IT security standards. OCS is also pursuing the use of the National Cyber Security Framework, which incorporates these federal standards.  July 2019: Facilitated by OCS, agencies will be participating in the national CyberSecurity Review Survey in October
		vulnerabilities and work with agencies to develop these tools		e				2019. The results of this survey will be used to help identify relevant risk assessment tools that can be used to help agencies identify vulnerabilities and additional needed controls.  August 2020: As part of the State CISOs FY 2021 – 2023 State Cybersecurity Operational plan, an initiative identified in that plan is to develop a statewide risk assessment program that provides the necessary procedures and the tools for the agencies to truly understand their vulnerabilities and the priorities in the

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Issue/ Stat	us Action Steps	Lead	Due Date	Current Resources	Budget Impact	Legislation Required?	Notes
Rec		Agency	Date	?	7	Requireur	
Rec. 5-8	Work with DES contracts and state agencies to develop guidance on how the term "immediately" should be interpreted in order to provide consistent notification timeline requirements in contracts with vendors	WaTech	7/1/ 19 12/2019 12/2020	Yes	No	No	context of the agency business. CISOs from agencies are also engaged in this effort.  August 2021: OCS implemented an enterprise initiative in January 2021 for all agencies to effectively assess and prioritize vulnerabilities. This service has been extremely beneficial and for the first time the state has visibility to vulnerabilities across the executive branch.  July 2019: OCS has begun discussions with DES contracts to uniformly define what the term "immediately" means. This will result in consistent instruction to vendors as to when security breaches and incidents should be reported to the agency.  August 2020: Work was suspended on this pending passage of Substitute House Bill 1071, which updated the state's breach notification laws. The updated law retains the language that vendors must "immediately" notify in the event of a breach. As this is a legal term codified in statute, OCS will work with the Office of the Attorney General, the State Privacy Officer and DES to determine whether a uniform time period (e.g. "24 hours") can be used in all vendor contracts as a means of interpreting "immediately."

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources	Budget Impact	Legislation Required?	Notes	
nec			Agency	Dute	?	?	nequired:		
Rec. 9- 11 (#1)-		Develop a process for condi- state and agency IT security			, to include		OCIO July 2019: The state CISO is in the process of chartering an agency CISO council, which will provide to means for agencies to corporately address risk and the means by which it can be measured and evaluated. OCIO August 2020: Please see response to related recommendation 5-8 above. August 2021: OCS operational plan identifies the risk management program development and this effort is planned for FY 2022 – 2023 September 2022: OCS will use the NIST 800-30 risk assessment methodology as a basis for its risk assessment procedure. Implementation of this methodology is planned for the year-end of 2022. It will use the NIST Management Framework to identify, analyze, prioritize treat, and report on risks. Implementation of the risk management program is planned for the year-end of 2022.		
	Complete		Agency 1	3/2020	Yes	Yes	No	The agency security department has in place a procedure to evaluate risk in the context of OCIO 141.10 compliance.  Additional work is being done to align the agencies security framework to the NIST Cyber Security Framework model. Risk assessments will include applicable federal security controls as well as the OCIO 141.10 standard. At this time, the security staff position that performs the risk assessments is vacant pending hiring exemption approval.  August 2021: The agency has adopted the NIST CSF and filled the open position that performs risk assessments.	

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources	Budget Impact	Legislation Required?	Notes
					?	?		
	Complete		Agency 2	3/2020	Yes	No	No	Built Risk Assessment methodology and templates, conducting recurring Risk Assessments for Agency Services.
	Complete		Agency 3	3/2020	Yes	No	No	Our process exists and encapsulates the required items listed in OCIO 141.10. Part of the process includes creating and utilizing an IT risk assessment tool which is continually updated to reflect current threats and vulnerabilities.
	Complete		Agency 4	3/2020	Yes	No	No	
	Complete		Agency 5	<del>04/2021</del> 09/2023	Yes	Yes	No	August 2023: The agency has adopted NIST 800-30 risk assessment methodology as a basis for its risk assessment procedure to align with OCIO 141.10.  August 2021: Our process implementation is dependent on OCIO's 2021 – 2023 State Cybersecurity Operational plan. We rely on their roadmap and toolset to accomplish this work successfully.  Depending on this plan, the outcome may result in budget impacts to the IT program due to limited resource capacity
Rec. 9- 11 (#2)		Include in RFPs for vendor- requirement for complianc federal IT security requiren	e with appli		y, state, and		their inceptio contractors co continue to st OCIO August state's IT secu advises and e applicable fec	I.9: The state's IT security standards, from in, have included the requirement that comply with these standards. OCS will cress this requirement.  2020: Complete. This requirement in the unity standards will remain. In addition, OCS ducates agencies to include in RFP the deral compliance requirements for the or-hosted applications.

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec	Status	Action Steps		Date	Resources	Impact	Required?	Notes
Rec			Agency	Date	?	?	Requireus	
	Complete		Agency 2	7/2019	Yes	No	No	Developed standard verbiage to include
								in RFPs and contracts.
	Complete		Agency 3	7/2019	Yes	No	No	The agency's process for developing, publishing and reviewing RFPs includes current security standards. All competitive solicitations require compliance with applicable agency, state and federal security standards. The RFPs either reference or include links to the OCIO policy site, as well.
	Complete		Agency 4	7/2019	Yes	No	No	pondy disc, as trem
	Complete		Agency 5	7/2019	Yes	No	No	The agency includes a data security
								element in our IT Procurements.
Rec. 9-		Develop a process to work	with vendor	s unable to	comply with		WA Tech Con	nments:
11 (#3)		IT security requirements to state's Chief Information S	ecurity Offic	er			process wher be submitted August 2020: which prescri to all standar	eby waivers to IT security requirements can to the state CISO for disposition.  Complete. OCIO has established Policy 103 bes the process required to submit waivers ds and policies, including 141.10.
	Complete		Agency 1	3/2020	Yes	Yes	No	The agency has been and will continue to work with OCS and the OCIO to identify risks and compliance gaps associated with vendor hosted solutions. This includes the completion and submission of Waivers of Non-Compliance for OCIO approval. At this time, the security staff position that performs the risk assessments is vacant pending hiring exemption approval.  August 2021: The agency has filled the open position that performs risk assessments and submission of waivers to OCIO.

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec			Agency	Date	Resources	Impact	Required?	
	Complete		Agency 2	3/2020	Yes	No	No	
	Complete		Agency 3	3/2020	Yes	No	No	The agency's IT security office will determine if vendors can meet requirements. If they cannot, the contracts office will not issue the contract.  Contractor compliance responses are part of the evaluation and selection process. It's noted that there is a gap in identifying the deviation during the security design review process and submission of the deviation.  Agency will follow OCS to lead this change.
	Complete		Agency 4	3/2020	Yes	No	No	7.geney will renew desics read this change.
	Complete		Agency 5	3/2020	Yes	No	No	The agency will work with OCS when necessary for waivers.
Rec. 9- 11 (#4)		Develop a process or conting complying with alternative demonstrate full compliance standards	IT security f	rameworks	to		resources to he compensating requirements  August 2020: Review function with vendors	L9: OCS makes available to agencies nelp assist with the identification of g controls when specific compliance cannot be met.  Complete. OCS, as part of its Security Design on has always provided the means to work who are complying with alternative to map those requirements to meet require
	Complete		Agency 1	3/2020	Yes	Yes	No	The agency security group is developing security control crosswalks between the OCIO 141.10 Standard and the federal regulatory controls to which the agency must comply. This crosswalk will allow the security group to effectively and consistently correlate vendor compliance

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec			Agency	Date	Resources	Impact	Required?	
					?	?		
								to OCIO 141.10, even when that vendor is
								using a security framework other than the
								OCIO 141.10 standard. This work is the
								result of the agency security group
								adopting the NIST Cyber Security
								Framework for its security program. At this
								time, the security staff position that
								performs the risk assessments is vacant
								pending hiring exemption approval.
								August 2021: The agency has completed
								the crosswalk of the NIST CSF controls to
								the OCIO 141.10. The open position has
								been filled for the risk assessor that will
								use the crosswalk in security design
	0 1.			2/2020				reviews.
	Complete		Agency 2	3/2020	Yes	No	No	Leverage a NIST CSF framework
								crosswalk to facilitate differences in
			A 2	2/2020	V	N1 -	NI -	framework taxonomy discussions.
	Complete		Agency 3	3/2020	Yes	No	No	The majority of IT vendors provide via their
	Complete							responses to the RFP that they can comply or will comply with not only OCIO security
								policies and standards but also with the
								policies of The agency's IT Security.
	Complete		Agency 4	3/2020	Yes	No	No	politics of the agency of the security.
	Complete		Agency 5	3/2020	Yes	No	No	All of our current vendors meet or exceed
								the current state standard.
Rec. 9-		Continue to or request a se					WA Tech Con	nments:
11 (#5)		with criteria outlined in the	state's IT st	andards O	CIO 141.10			
							_	19: OCS has made agencies aware, through
								ne states' IT security standards and ongoing
							workshops, ti	nat a security design review is required.
							August 2020:	Complete. The state's IT security standards
							_	equirement that agencies submit new

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec			Agency	Date	Resources	Impact	Required?	
					?	?		
							services or ap	oplications to OCS for a security design
							review. Thou	gh this is an agency responsibility, OCS and
							OCIO continu	e to stress this requirement to agencies.
	Complete		Agency 3	3/2020	Yes	No	No	The agency's operational processes and
								project management standards were
								reviewed and updated to ensure security
								design reviews are conducted when
								required by policy.
	Complete		Agency 5	3/2020	Yes	No	No	The agency performs design reviews as
								required by OCIO 141.10
Rec. 9-		Use the results of risk asses	sments con	ducted to d	evelop		WA Tech Con	nments:
11 (#6)		appropriate contractual mo			•			
		14)			, (		OCIO July 201	<b>19</b> : This is an agency requirement, as OCS
		- ',					does not have	e the means to monitor ongoing contractor
							compliance.	
							August 2020:	Ongoing. This is an agency responsibility
							and best prac	ctice; however, OCS will continue to work
							with DES to d	evelop contract language and guidance that
							provides a pro	ocess whereby agencies monitor ongoing
							vendor comp	liance to contractually mandated security
								s. This should include the requirement that
							·	ot additional controls as needed to address
								ut the duration of the contract. Procedures
								e third-party security controls and requiring
								monitoring based on that analysis is also part
								ide risk assessment program implementation
								f the State CISOs FY 2021-2023 State
							•	operational plan.
							, , , , , , , , , , , , , , , , , , ,	, ,
							September 2	<b>022:</b> OCS and DES will collaborate on supplier
								ent, identification of key risk indicators, and
								inguage consistent with the NIST 800-161r2
							_	ressing the supply chain risk management.
	I.	L				1		

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources	Budget Impact	Legislation Required?	Notes
						•		ract language will be coordinated for third- is in the future.
	Complete		Agency 1	5/2020	Yes	Yes	No	The agency security team works with the agency contracting team on an on-going basis to ensure that appropriate language for OCIO 141.10 compliance is present in all agency contracts with vendors. The agency security and contracting staff will continue to collaboratively work on contract templates. At this time, the security staff position that performs the risk assessments is vacant pending hiring exemption approval.  August 2021: The agency has filled the open position that performs risk assessments and works with contracts on red line reviews.
	Complete		Agency 2	5/2020	Yes	No	No	Use Risk Assessments to build Plans of Action and Milestones (POAM) documents to track remediation efforts.
	Complete		Agency 3	5/2020	Yes	No	No	The department utilizes multiple sources to develop appropriate contractual monitoring criteria for each contract. Program and IT Security will determine if there are any risks and/or concerns that need to be considered prior to executing the contract. These risks are used to determine if additional monitoring is necessary for that vendor. The additional monitoring criteria is then communicated to contracts to be included in the final contractual document.
	Complete		Agency 4	5/2020	Yes	No	No	

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec			Agency	Date	Resources	Impact	Required?	
	-				?	3		
	Complete		Agency 5	04/2020	Yes	Yes	No	<b>September 2022:</b> The contracts and
				01/2022				security offices implemented updated contract language to meet security, data,
								and privacy provisions.
								and privately providents.
Rec. 9-		Verify vendor compliance w	ith IT secur	ity requiren	nents using		WA Tech Con	nments:
11 (#7)		contractual timelines, tools	and proces	ses				
							_	L9: Individual agencies are responsible for
								oing compliance with stated contractual IT
							security requi	rements.
							August 2020:	Ongoing. Please see response to
							_	tion directly above. Procedures to analyze
							•	ry security controls and requiring the third-
							•	omit their audit reports (eg. SOC2) is also part
								ide risk assessment program implementation
							•	the State CISOs FY 2021-2023 State operational plan.
	Complete		Agency 1	7/2019	Yes	Yes	No	As part of the agency security programs
	Complete		7.86.107 1	7,2023	1.03	1.03		alignment to NIST Cyber Security
								Framework, gaps including this one will be
								tracked to completion on the security
								program roadmap. At this time, the
								security staff position that performs the
								risk assessments is vacant pending hiring
								exemption approval.  August 2021: The agency has filled the
								open position that performs risk
								assessments who will maintain the security
								programs roadmap and open issues
								tracker.
	Complete		Agency 3	7/2019	Yes	No	No	Vendors agree that technology products
								and services delivered as part of IT
								contracts will comply with the
								Department's information technology

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources ?	Budget Impact ?	Legislation Required?	Notes
								standards, as defined in the Technical and Security Requirements of the RFP. The agency's Security reviews this section of the proposal and work with vendors who may have concerns about the requirement.
	Complete		Agency 5	7/2019	Yes	No	No	Contract managers are monitoring and/or alerting IT and Contracts of issues that become apparent.
Rec. 9- 11 (#8)		Develop communication pl and responsibilities of ager well as how and when they	ncy and vend	dor represe	•		agencies deporate are defined in August 2020: roles and respongoing controls	I.9: This is the responsibility of individual ending on the way roles and responsibilities in their contracts.  Ongoing. Communication plans identifying consibilities for agencies and vendors for ract maintenance should be part of new uage and guidance developed in conjunction
	Complete		Agency 3	5/2020	Yes	No	No	Communication plans are routinely required as a deliverable in The agency's IT contracts either in the Statement of Work or the RFP. Vendor also participates in Implementation Planning Study Workshops prior to final award of contract.
	Complete		Agency 5	5/2020	Yes	No	No	This is ongoing. As each IT contract is developed, these requirements are flushed out.
Rec. 9- 11 (#9)		Continue to or develop a p of Risk Management and tl and consider cyber liability	he AGO whe	n developir	ng contracts		in July 2019, v guidance fror include cyber	nments:  19: OCS is providing a workshop to agencies whereby agencies will be provided with the DES state risk manager. Topics will liability insurance provided to agencies te's policy and how they should incorporate

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Issue/	Status	Action Steps	Lead	Due	Current	Budget	Legislation	Notes
Rec			Agency	Date	Resources	Impact	Required?	
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							vendor in the vendor.  August 2020: by the DES states This presentations insurance pro	evels of insurance to be provided by the ir contracts to address loss caused by the Complete. An OCS-facilitated presentation ate risk manager was conducted in July 2019. Ition included information on cyber liability wided by the state as well as the kind and per liability insurance to be carried by the
	Complete		Agency 1	3/2020	Yes	No	No	The agency security team is not currently working with DES ORM or the AGO for contract language. The security team will continue to collaborate with the agency contracting department to ensure that a process is developed to engage with DES ORM and the AGO going forward.  August 2021: The agency has filled the open position that performs risk assessments and that collaborates with the contracts team on state compliant contract templates.
	Complete		Agency 2	3/2020	Yes	No	No	We stay in close coordination with our Agency Risk Manager who is the POC for DES Risk Manager and cyber liability.
	Complete		Agency 3	3/2020	Yes	No	No	The agency's IT Contracts Administrator attended this workshop as well as one provided by the AGO. DOH IT contracts and RFPs have included the requirement for cyber liability since 2016 based upon consultation with and recommendations of the DES Risk Manager
	Complete		Agency 4	3/2020	Yes	No	No	

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources ?	Budget Impact ?	Legislation Required?	Notes
	Complete		Agency 5	3/2020	Yes	No	No	We carry cyber liability insurance and incorporate an appropriate level of insurance in contracts
Rec. 9- 11 (#10)		Work with DES and OCIO to develop guidance on how the term "immediately" should be interpreted and ensure data breach notification timelines are included in all future contracts that align with state laws and policies					contracts to u "immediately instruction to incidents sho  August 2020: passage of Su state's breach the language the event of a statute, OCS General, the S whether a un	I.9: OCS has begun discussions with DES iniformly define what the term "means. This will provide consistent vendors as to when security breaches and all be reported to the agency.  Work was suspended on this pending bstitute House Bill 1071, which updated the notification laws. The updated law retains that vendors must "immediately" notify in a breach. As this is a legal term codified in will work with the Office of the Attorney State Privacy Officer and DES to determine iform time period (e.g. "24 hours") can be not contracts as a means of interpreting
	Complete		Agency 1	7/2019	Yes	No	No	The agency will use the guidance from OCS and DES on the interpretation of the word "immediately".
	Complete		Agency 2	7/2019	Yes	No	No	We have defined notification timelines from vendors based on the sensitivity (CAT1-4) and business impact of data stored or processed by the vendor. 24-72 hours timeline.
	Complete		Agency 3	7/2019	Yes	No	No	The agency's standard contract templates provide for notification of actual or suspected breach within 1 business day based on advice from DOH Security Officer. DOH is awaiting the outcome of the OCS/DES discussion(s). DOH has

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Issue/ Rec	Status	Action Steps	Lead Agency	Due Date	Current Resources ?	Budget Impact ?	Legislation Required?	Notes
								implemented interim definition to mean one (1) business day and will determine if an adjustment is needed once we receive further instructions from DES/OCS.
	Complete		Agency 4	7/2019	Yes	No	No	
	Complete		Agency 5	<del>7/2019</del> 01/2022	Yes	No	No	September 2022: The contract language includes requirements for security, data, and privacy language. The agency will revise and ensure compliance with OCS updates as required.
Rec. 9- 11 (#11)		guidance to follow when verequirements, especially in the sole provider of a requithe product requires use of	and agency 5 work with DES and OCIO to develop to follow when vendors don't comply with IT security nents, especially in circumstances where a vendor is provider of a required service or where purchase of uct requires use of a click-through website that does of for review and acceptance of IT security nents				security standassist them in controls can be standards, or on the absendantigate risk.  August 2020: review function provide guidaclick-through requirements whether thes	19: In cases of non-compliance with state IT dards, OCS provides resources to agencies to determining whether compensating be applied in lieu of compliance with the if a vendor should not be considered based age of controls which would appropriately
	Complete		Agency 3	3/2020	Yes	No	No	The agency is looking for OCIO to lead this change.
	Complete		Agency 5	3/2020	Yes	No	No	We no longer conduct business with vendors who cannot meet the IT security standards.

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