Service Provider Security Assessment Questionnaire

SERVICE PROVIDER SECURITY ASSESSMENT QUESTIONNAIRE
Instructions: I. Attach additional pages or documents as appropriate.
   II. As used in this Questionnaire, government information shall have the meaning
defined in the clause titled “Information Security.”

1. Describe your policies and procedures that ensure access to government information
   is limited to only those employees/Contractors who require access to perform your proposed
   services.
2. Describe your disaster recovery and business continuity plans to include agency notification of
   incident and pre-prepared communications plan for notifying individuals affected by the incident
   and the timeframes within all of these items are addressed.
3. What safeguards and practices do you have in place to vet employees and Contractors who
   have access to government information?
4. Describe and explain your security policies and procedures related to use of Contractors/sub -
   contractors.
5. List any certifications that you have that demonstrate that adequate security controls are in
   place to properly store, manage and process government information (for example, ISO or
   SSAE certifications). Will these certifications be in place for the duration of the contract? Will
   you provide the state with most recent and future audit reports related to these certifications?
6. Describe the policies, procedures and practices you have in place to provide for the physical
   security of your data centers and other sites where government information will be hosted,
   accessed or maintained.
7. Will government information be encrypted at rest? Will government information be
   encrypted when transmitted? Will government information be encrypted during data
   backups?
8. Describe safeguards that are in place to prevent unauthorized use, reuse, distribution,
   transmission, manipulation, copying, modification, access or disclosure of government
   information.
9. What controls are in place to detect security breaches? Do you log transactions and network
   activity? How long do you maintain these audit logs?
10. How will government information be managed after contract termination? Will government
    information provided to the Contractor be deleted or destroyed? When will this occur?
11. Describe your incident response policies and practices to include agency notification of incident
    and pre-prepared communications plan for notifying individuals affected by the incident and the
    timeframes within all of these items are addressed.
12. Identify any third party which will host or have access to government information.

Offeror’s response to this questionnaire includes any other information submitted with
its offer regarding information or data security.

SIGNATURE OF PERSON AUTHORIZED TO REPRESENT THE ACCURACY OF THIS
INFORMATION ON BEHALF OF CONTRACTOR:

By: ________________________________ (Authorized Signature)
Its: ________________________________ (Printed name of person signing above)
Date: ____________________________________ (Title of person signing above)

[09-9025-1]