

Master Lease Questionnaire

Overview

The purpose of this questionnaire is to provide sufficient information for DET to conduct a technical review of all master lease applications for IT projects and to provide a written recommendation to the Secretary's Office regarding the approval or rejection of the application.

Agencies must complete all questions in the General Information section, as well as all category-specific sections (Software, Hardware, Professional Services, and Cloud Services) for which relevant items have been included in the master lease request form.

For the purposes of this questionnaire, please use these definitions:

- Software: Use [CSRC definition](#).
- Hardware: Use [CSRC definition](#).
- Professional Services: All services provided by vendors other than software, hardware, and cloud services.
- Cloud Services: Use [NIST Special Publication 800-145](#).

If there are multiple items within a category, the relevant section must be completed for each item for be master leased.

General Information (Completed by agency)

1. What is the business use case or purpose for the items to be master leased?
2. How did you determine the useful life for each item to be master leased? Please provide relevant documentation, which should include any vendor-provided information and any applicable standards used in determining the useful life.
3. How will the items in the master lease request impact your organization? Will additional costs be necessary other than items included in the master lease request, like staff, hardware, software, bandwidth, or other costs? Please include all identified costs (include estimates if actual costs are not known) as well as a description of what will be purchased. This includes all items included in the master lease request as well as other items that must be purchased to successfully implement the items in the master lease request.
4. How will the items in the master lease request impact DET? Will there be any additional DET costs, such as staff, software, hardware, infrastructure, or services necessary to support this item? This includes all items that must be purchased by DET to successfully implement the items in the master lease request
5. Do the items requested compete with any items in the [DET service catalog](#)? If so, please provide a business justification for the item. (This question only applies to executive branch agencies other than the UW System, statutory authorities, and the State building commission)

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6. Do the items included in the master lease request compete with STAR? If so, please provide a completed and approved STAR Overlap form. (This question only applies to those agencies required to use STAR)
7. What software, hardware, professional services, or cloud services are being requested through the master lease process? Agencies must provide a thorough description of each item in the following categories that is being master leased.

Software:

Hardware:

Professional Services:

Cloud Services:

Vendor Information Section (Completed by vendor)

1. Will the vendor utilize subcontractors for any portion of the items or services provided under this request? If so, please provide the name, address, and website for all subcontractors who will perform any work under this request.
2. Will all items or services be provided by employees or from locations within the continental United States? If not, please detail all items and services which will be provided outside the continental United States, including the specific items and services and the country from which each item and service will be provided.
3. Will any employees located outside the continental United States have access to agency information? If so, please detail all information which will be available to employees outside the United States, including the counties in which the employees are located.
4. Please describe employee screening and background check procedures, including the type of background check conducted, criteria for employees to pass checks, frequency of rechecks, and audits of compliance with background check requirements.
5. Are all employees required to complete security awareness training at least annually? How is compliance confirmed?
6. Provide a general description of the documented procedures governing the communication of security incidents to the agency, as well as communication channels for employees and subcontractors to report incidents to the vendor, including the threshold of expectation for reporting incidents and time within which incidents must be reported internally and to customers.
7. Provide documented procedures governing the completion of independent security reviews. Include copies of the last three completed reviews.

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8. Describe procedures for return of vendor-provided equipment and revocation of access upon employee termination.

Software (Completed by agency for each software item)

1. Provide a detailed description of the software to be purchased, including any modifications, modules, add-ons, or third-party code that will be implemented.
2. Was a review conducted of all software end user license agreements? If so, provide documentation of the review that was completed and any findings that were documented.
3. Are there any expected software updates, upgrades, or materials changes within the master lease repayment period?
4. Will software updates and support be available throughout the master lease repayment period?
5. Provide a detailed explanation of where the software will be installed, including data centers, cloud vendors, or end-user devices.
6. Will the software integrate with any third parties or external IT systems? If so, please provide a detail explanation of all integrations.
7. Please describe the authentication mechanisms and identity stores that will be used, which could include State-provided authentication (e.g. Internal AD Domain, External AD Domain, WAMS, Okta etc.) or provider-specific accounts. If an internal AD domain other than the ACCOUNTS domain will be used, please provide justification.
8. Please detail the expected impact of this software, including security, compute, storage, and bandwidth at a minimum, on the hosting environment?
9. Please describe all types of classified data that will be accessed by the software. "Classified data" includes any data protected by federal, state, or private-sector regulations; that includes personally-identifiable information; is subject to contractual requirements requiring confidentiality; or otherwise defined as classified, restricted, or sensitive in the DET Data Classification standard.
10. Please describe the static and dynamic code testing procedures for the software.
11. Please describe the procedure for conducting code audits to ensure proper incorporation of third-party code.
12. How does vendor keep track of vulnerabilities in third-party libraries?
13. How does vendor track licensing of third-party code?
14. If the software will be accepting payments, will the vendor be utilizing the State's master contract for banking services? If not, please describe.

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15. Please describe all encryption utilized, including all applicable encryption standards for data in transit or at rest.

Hardware (Completed by agency for each hardware item)

1. Provide a detailed description of the hardware to be leased.
2. Please detail the support to be provided during the lifecycle of the project, including whether replacement parts and service will be provided.
3. What organization is responsible for support throughout the duration of the lease? If any organization other than the vendor or agency submitting the master lease request, please provide the name, address, and website for the organization, as well as a description of all support to be provided.
4. Where will this hardware be hosted? Please detail all locations where the hardware will be installed.
5. Who will be responsible for installation of the hardware? If the vendor or a subcontractor will be installing the hardware, are there any costs beyond those to be master leased??
6. Has the vendor audited their supply chain for vulnerabilities? If so, please provide the name of the organization conducting the audit as well as all standards used and the results of the most recently-completed supply chain audit.
7. Does this hardware duplicate functionality provided by any existing assets owned or leased by the State? If so, provide a justification for the item to be master leased.
8. Will any personal identifying information or other data protected by state, federal, or private-sector regulations be stored or accessed within the hardware? If so, detail the categories of protected data that will be stored or access and all measures to be taken to secure the hardware in line with relevant requirements.
9. Please detail all security testing performed on the hardware, both generally and on the specific devices to be master leased.
10. Please detail all encryption, including applicable standards, that are installed on the hardware prior to installation.
11. Are code audits performed to ensure that third-party code is properly incorporated as a library?
12. How does vendor keep track vulnerabilities in third-party libraries?
13. Please provide the vendors and locations for the manufacturers of all chipsets within the hardware.
14. Please provide the vendors and locations that will be conducting any portion of assembly of the hardware to be master leased.

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15. Please provide the vendors and locations responsible for the development of the hardware operating system.

Professional Services (Completed by agency for each professional service item)

1. Please provide a detailed description, including deliverables, of all professional services to be provided, including any subcontractors, and include a justification for each service provided.
2. Explain any possible risks and constraints associated with this engagement and detail any plans to mitigate them.
3. What access will the vendor be given to State IT systems? What safeguards has the agency established to protect State IT systems, including least privileged access?

Cloud Services (Completed by agency and vendor as noted below)

Agencies must complete the agency cloud service information form and have the vendor complete the vendor cloud service information form. If these were previously completed, please provide a copy of the completed forms and the cloud service decision document.

FOR DET USE ONLY

DET Recommendation (Completed by DET Employees)

Technical Architecture Recommendation (Completed by DET Technical Architecture staff)

DET Security Recommendation (Completed by DET Bureau of Security staff)