

Master Lease Questionnaire

Non-Enterprise Agency Overview

THIS QUESTIONNAIRE VERSION IS FOR AGENCIES THAT ARE NOT SUBJECT TO DET STATUTORY OVERSIGHT, INCLUDING THE UW SYSTEM, LEGISLATURE, JUDICIARY, AND STATUTORY AUTHORITIES.

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 DOA 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 (Professional Services, Cloud-Based Solutions, or State-Hosted Solutions – which includes software or hardware) for which relevant items have been included in the master lease request form.

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

- Cloud-Based Solutions: Use [NIST Special Publication 800-145](#).
- Professional Services: All services provided by vendors other than cloud-based solutions, State-hosted software, and State-hosted hardware.
- State-Hosted Software: Computer programs and associated data that may be dynamically written or modified during execution that will operate in a State-owned or State-leased facility, vehicle, etc.
- State-Hosted Hardware: The physical components of an information system that will operate in a State-owned or State-leased facility, vehicle, etc.

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

General Information

1. What is the business use case or purpose for the items to be master leased?
2. What professional services, cloud solutions software or hardware are being requested through the master lease process? Provide a thorough description of each item in the following categories that is being master leased.

Professional Services:

Cloud-Based Solutions:

State-Hosted Software:

State-Hosted Hardware:

3. 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.
4. Please include all identified costs (include estimates if actual costs are not known), which could include software, hardware, staff, integrations, bandwidth, etc. This includes all items included

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in the master lease request as well as other items that must be purchased to successfully implement the items in the master lease request.

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 have been established to protect State IT systems, including least privileged access?

Cloud-Based Solutions (Completed by agency)

Provide all information gathered from the vendor to conduct a security and technical review, including the cybersecurity framework used by the agency to determine that the vendor has appropriate security measures. Additionally, provide the security and technical justification that resulted in the vendor being chosen.

If a technical and security review has not been conducted, DOA will provide the agency with DOA's cloud brokerage forms for reference.

State-Hosted Solutions (Completed by agency)

Provide all information gathered from the vendor to conduct a security and technical review, including the cybersecurity framework used by the agency to determine that the vendor has appropriate security measures. Additionally, provide the security and technical justification that resulted in the vendor being chosen.

If the agency has not completed a security and technical review has not been conducted, please complete the questions below for each item.

Software

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?

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5. Provide a detailed explanation of where the software will be installed, including data centers, cloud vendors, or end-user devices.
6. 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.
7. Please provide code testing procedures for the software.
8. Does the vendor perform vulnerability assessment and what process exists to remediate any vulnerabilities that are identified, especially for third-party libraries and third-party code?
9. If the software will be accepting payments, will the vendor be utilizing the State's master contract for banking services? If not, please describe.
10. Please describe all encryption utilized, including all applicable encryption standards for data in transit or at rest.

Hardware

1. Provide a detailed description of the hardware to be leased.
2. What organization is responsible for providing 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.
3. Please detail what level of support is to be provided during the lifecycle of the project, including whether replacement parts and service will 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 transmitted, processed, or stored within the hardware? If so, detail the

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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.

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DET Recommendation: