



Information Technology (IT) Policy



070.110 Technology Acquisition

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Revision History

Date	Version	Description	Author
7/30/2013	1.0	Effective Date	CHFS IT Policies Team Charter
2/9/2016	2.1	Revision Date	CHFS IT Policies Team Charter
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Sign-Off

Sign-off Level	Date	Name	Signature
CHFS Executive Director (or designee)	2/9/2016	Bernard Decker	

070.110 Technology Acquisition	Current Version: 2.1
070.000 Administrative	Effective Date: 7/30/2013

Table of Contents

- 1 070.110 TECHNOLOGY ACQUISITION.....4**
- 1.1 PURPOSE.....4
- 1.2 SCOPE.....4
- 1.3 ROLES AND RESPONSIBILITIES4
- 1.3.1 Security Lead4
- 1.3.2 Privacy Lead.....4
- 1.3.3 CHFS Staff.....4
- 1.4 MANAGEMENT COMMITMENT.....4
- 1.5 COORDINATION AMONG ORGANIZATIONAL ENTITIES5
- 1.6 COMPLIANCE.....5
- 2 POLICY REQUIREMENTS5**
- 2.1 REGULATIONS5
- 2.2 POLICY VIOLATIONS5
- 3 POLICY MAINTENANCE RESPONSIBILITY.....5**
- 4 EXCEPTIONS.....5**
- 5 POLICY REVIEW CYCLE.....6**
- 6 REFERENCES.....6**



070.110 Technology Acquisition	Current Version: 2.1
070.000 Administrative	Effective Date: 7/30/2013

1 070.110 Technology Acquisition

Category: 070.000 Administrative

1.1 Purpose

The Cabinet for Health and Family Services (CHFS) Office of Administrative and Technology Service (OATS) must establish an acceptable level of security controls to be implemented through an audit and accountability policy. This document establishes the agency's Technology Acquisition Policy which help manage risks and lays out guidelines for implementing security best practices in regards to technology acquisition.

1.2 Scope

The scope of this policy applies to all CHFS OATS employees, consultants, temporary personnel, contractors, and other entities that interact with CHFS information related resources. This policy covers the applicable computer and data communication systems owned and administered by CHFS OATS or third party providers under contract with a CHFS agency.

1.3 Roles and Responsibilities

1.1.1 Security Lead

Responsible for the assessment, planning, and implementation of all security standards, practices, and commitments required. This role is responsible for the adherence of the Technology Acquisition Policy.

1.1.2 Privacy Lead

Responsible to provide the security and privacy guidance of sensitive information to all CHFS information technology (IT) staff. This role is responsible for the adherence of the Technology Acquisition Policy alongside the Security Lead.

1.1.3 CHFS Staff

Responsible to adhere to the Technology Acquisition Policy as well as referenced documents that pertain to the agency's applications.

1.4 Management Commitment

This policy has been approved by OATS Division Directors and the OATS Executive Director. Senior Management supports the objective put into place by this policy.

1.5 Coordination among Organizational Entities

OATS coordinates with other organizations or agencies within the cabinet who access their applications or systems. All organizational entities that interact with OATS are

070.110 Technology Acquisition	Current Version: 2.1
070.000 Administrative	Effective Date: 7/30/2013

subject to follow guidelines outline within this policy.

1.6 Compliance

CHFS has chosen to adopt the security awareness and principles established in the National Institute of Standards and Technology (NIST), the Internal Revenue Services (IRS), the Social Security Administration (SSA), the Centers for Medicare and Medicaid Services (CMS), as well as other federal and state organizations as the official guidance domain for this policy.

2 Policy Requirements

2.1 Regulations

This policy establishes the framework for which all CHFS IT related procurements are to be made. All information technology purchases for the Kentucky CHFS follow the Kentucky Finance and Administration Cabinet law and regulations for procurement. CHFS IT purchases adhere to the following Finance and Administration Cabinet law, regulation, and policy:

- KRS Chapter 45A - Kentucky Model Procurement Code
- KAR 200 - Chapter 5 - Purchasing
- Finance and Administration Policies
- Finance and Administration Bid Protest Resources

Additionally, all CHFS software development vendors/contractors are required to follow the 065.014 - Division of System Management (DSM) Software Development Life Cycle (SDLC) Policy.

2.2 Policy Violations

Individuals found to be in violation of this policy shall be subject to disciplinary actions that may result in, and not be limited to, suspension, termination, and may also be subject to criminal prosecution.

3 Policy Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) IT Security & Audit Section is responsible for the maintenance of this policy.

4 Exceptions

Any exceptions to this policy must follow the procedures established in CHFS IT Policy: 070.203.

070.110 Technology Acquisition	Current Version: 2.1
070.000 Administrative	Effective Date: 7/30/2013

5 Policy Review Cycle

Annual

6 References

- Centers for Medicare and Medicaid Services (CMS) MARS-E 2.0
- CHFS IT Policy: 065.014- Division of System Management (DSM) Software Development Life Cycle (SDLC) Policy
- CHFS IT Policy: 070.203- Exceptions to Standards and Policies Policy
- Finance and Administration Policies
- Finance and Administration Bid Protest Resources
- Internal Revenue Services (IRS) Publication 1075
- KRS Chapter 045A- Kentucky Model Procurement Code
- KAR 200- Chapter 5- Purchasing
- National institute of Standards and Technology (NIST) Special Publication 800-53 Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations
- Social Security Administration (SSA) Framework