

# IT Determination Questions

Your response to the questions below is required to assist VITA with determining whether your agency procurement has an IT component requiring IT Oversight (i.e., PMD Oversight, COV Ramp, etc.). It is recommended that the agency procurement officer work with their agency AITR and business owner/customer to provide accurate responses to the questions below. Once completed, please send this form in an email to [SCMInfo@vita.virginia.gov](mailto:SCMInfo@vita.virginia.gov). Please title the subject line of that email "IT Determination – AGENCY NAME", with your agency's name substituted. Based on your responses to these questions, VITA will respond to your agency via [SCMInfo@vita.virginia.gov](mailto:SCMInfo@vita.virginia.gov). Through the course of your procurement if the scope of the procurement changes to include a larger IT component and/or answers to any of the questions below changes, VITA may need to collect further information and redetermine whether IT Oversight will apply.

Please Note: If it is determined that your agency's procurement is in scope for COV Ramp, in order to be awarded a contract, an assessment must be conducted based on Supplier's responses to the "Security Assessment and Governance Map for Non-Premise Based Services" (ordered via the "[Security Assessment](#)" form in the Service Catalog). Supplier's failure to successfully answer, negotiate, and/or comply with security requirements to approve Supplier's cloud application, may result in removal from further consideration.

## Section I - General Questions:

1. Provide business context of what is being procured and the business need that will be addressed through the procurement. Describe the comprehensive scope of the procurement.
2. Describe the IT components of the service being provided by supplier and how the IT component fits into the overall scope of the procurement. For example, is delivery of some of the service web-based? Will the supplier be using supplier-owned IT tools (software/application/solution) to deliver or perform some services?
3. Is the Commonwealth procuring any IT tool directly?
4. Does the contract require the development or customization (e. g. changes to Supplier Source Code) of a solution, system, or software program(s) to meet a specific business need?
5. Is the IT component intended to be used directly by the agency/agencies or citizens?
6. Is the software/application/solution cloud-hosted or a Software as a Service (e. g. SaaS)?
7. Is the Supplier providing a web portal that will be accessed by Commonwealth employees? If so, provide link to the website/portal.
8. Will the solution or system connect to the Commonwealth of VA network?

## Section II - Data Questions:

For the purposes of this document, COV Data, Sensitive Data and Content are defined as follows:

**COV Data** – is defined in the ITRM Glossary, as data maintained, transformed or stored by an agency or it's designee in the performance of Commonwealth business.

**Sensitive Data** - is defined in [SEC530](#), as any data of which the compromise with respect to confidentiality, integrity, and/or availability could adversely affect COV interests, the conduct of agency programs, or the privacy to which individuals are entitled. Sensitive Data includes Personally Identifiable Information, including non-public information about Commonwealth employees, contractors, and customers, or Protected Health Information (PHI).

**Content** – is defined as any data (including the selection, arrangement, and organization of such data) entered, uploaded, or otherwise provided to Supplier by Users.

1. Is there any component of the resulting contract that requires access to, retention, maintenance, transmission or storage of any Data or Content? If “yes”, describe the relevant data or content elements and classification as sensitive or non- sensitive.
2. Will the solution store, transmit, or process COV Data? If “Yes”, describe the relevant data elements.
3. Will the solution be the system of record for this request?
4. Is there any Data or Content that will be migrated or converted into a new solution/system?
5. Is any Data or Content being managed or accessed by a supplier providing an on-premise solution/system?
6. Is any Data or Content being housed and maintained by a third party (e.g. Cloud Hosted)?
7. Do we know what the supplier is doing with the Data or Content after they have utilized it to provide the service, reports, etc.? Is the supplier saving this data/ content in their hosted environment/network or is the supplier returning the data/ content to the agency or destroying it?
8. Will the Supplier access any Data or Content during performance of development work or maintenance on an application located on a Platform as a Service (PaaS) (e. g. Salesforce platform, AWS platform, etc.)?

### Section III. - Artificial Intelligence Question:

1. Is Artificial Intelligence (AI) intended to be used in the proposed Solution or in performance of the proposed Services as defined in VITA Standards:  
<https://www.vita.virginia.gov/artificial-intelligence/> ?