Per Technology Letter (TL) 17-01, all Agencies/state entities shall submit a summary of actual and projected information technology, telecommunications and information security costs for the immediately preceding fiscal year and current fiscal year. The summary must include current expenses and projected expenses for the current fiscal year in order to capture statewide information technology expenditures, including the expenditure of federal grant funds for information security purposes.

1. **Q:** Are all the spreadsheets on the Information Technology Cost Report workbook, including the IT Security Spend Summary and IT Security Spend Allocation spreadsheets for both fiscal years required to be completed?

   **A:** Per the instructions in SIMM 55, departments should complete and transmit all spreadsheets, including the IT Security Spend Summary and IT Security Spend Allocation spreadsheets for both fiscal years.

2. **Q:** Should one-time project costs be included in the Information Technology Cost Report?

   **A:** All IT project costs, including staff, one-time and ongoing maintenance should be reported in SIMM 55-B.

3. **Q:** Tab 1 has a formula in the Column F (Total) that only sums the IT Security items, not the total cost of each category (i.e. security plus everything else). Additionally, Column L, “Total” fields also have formulas that do not total all rows within the domains. Are these formulas accurate?

   **A:** The spreadsheet was revised on 1/8/2020. Please use the latest version which correct formula errors.

4. **Q:** Are departments supposed to report all department IT costs even when their IT is not centralized?

   **A:** Yes, include all IT cost information whether an Agency/state entity’s IT is centralized or not.

5. **Q:** What is included in #7 Mobile Phones? Does this include Jetpacks (WIFI hotspots), for example?

   **A:** Per the instructions in SIMM 55, departments should report the total number and costs associated with mobile phones and all costs associated to mobile phones and their respective, data internet and other usage plans.

   Additionally the requirement to report Mobile Phones in the IT Cost Report only applies to devices that meet the definition of a Mobile Phone as identified in SIMM 55. Mobile computing devices with the capability to connect to a cellular network, such as wireless hotspots, do not
meet this definition and should not be included in “Mobile Phone” line item of the IT Cost Report. Only mobile phone purchases that access the cellular network for voice and data and comply with the definition of a mobile phone be added to this line item.

6. Q: How do we report infrastructure or services that are only partially utilized for security purposes? For example, a firewall or switch that has security features but has other purposes. Do I report this as Hardware or the sub-category Hardware, IT Security?

A: If security is the primary purpose of the purchase, report the cost in the sub-category “Hardware, IT Security”, if not, then report the expense under “Hardware”.

7. Q: What types of costs should be reported under the Network Security domain?

A: Report under the Network Security domain, any devices whose primary purpose is to protect computers and computer networks from attack and infiltration. Typical costs are firewalls, Next Generation Firewalls (NGFW), Network Intrusion Detection and Prevention (NIDS and NIPS), Virtual Private Networking (VPN), Hardware Security Modules (HSM) Proxy Servers, and Unified Threat Management (UTM).

8. Q: Our department provides the infrastructure and network security and/or hosts systems for other departments, Boards or Commissions. How do I report IT Security costs if some costs benefit other departments or are shared with other departments?

A: For this year’s report, include incurred costs whether for the direct benefit of your department and/or other departments that receive your services. Note in the comments section the departments, Boards and Commissions who receive security services through those expenditures.

9. Q: How do I calculate the Personnel PY Costs on the IT Security Spend Allocation worksheet? Many staff within our IT organization perform duties that have a security component.

A: For Personnel PY Costs on the IT Security Spend Allocation worksheet, report only staff whose primary responsibilities are IT Security.

10. Q: What is the difference between IT Security Contractor Personnel, IT Security Services and IT Security Consulting on the IT Security Spend Allocation worksheet?

A: IT Security Contractor costs are for contractors who are on-site performing security related duties as their primary duties. These may include network monitoring, security hardware maintenance, patching or other security related duties. IT Security Services are costs for outsourced services such as monitoring and/or managing security devices, remote or subscription based monitoring, management of firewalls and advisory services that analyze and improve security strategy and operations. Report the cost of independent security assessments and information security audits in IT Security Services. IT Security Consulting costs include consulting services used for purposes such as developing a departmental security plan or consulting to develop security technology strategies and implementation.
11. Q: If the security costs are incurred this FY but are for a multiple year lease, license or maintenance, do I report all costs in the year they were paid or do I pro-rate and report only a portion of the expense for the term of the lease, license or maintenance?

A: Report all costs in the year incurred. Notate in the comments that costs are a multi-year expense and include the number of years.