Information Technology Cost Report (SIMM 55)
Frequently Asked Questions (FAQs)
February 2018

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.

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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? Or only the Information Technology Costs Report?

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: 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.

3. 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 the primary purpose of the purchase is for security, then report the cost as Hardware, IT Security. If not, then report the expense under Hardware.

4. 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).

5.   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 of the costs incurred are for the benefit of other departments or are shared with other departments?

A: For this year's report, report those costs that you incur whether for the direct benefit of your department and/or for other departments that you provide services to. Note in the comments section the departments, Boards and Commissions who receive security services through those expenditures. This will be further refined in future year's reporting.

6.   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 <u>primary</u> responsibilities are IT Security.

7.   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.

8.   Q: If the security costs are incurred this FY but is for a multiple year lease, license or maintenance, for example, do I report all of the 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 the entire cost in the year that it was incurred. Make a note in the comments that it is a multi-year expense and note the number of years that it covers.