ENTERPRISE information services

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES STATEWIDE PROCEDURE	**NUMBER** 107-004-155_PR	**SUPERSEDES** New
	EFFECTIVE DATE October 24, 2024	**PAGE NUMBER** Pages 1 of 6
	REVIEWED DATE December ##, 2025	
DIVISION Enterprise Information Services	**REFERENCE** • ORS Chapter 256 • OAR 128-020-0005-0035 • Statewide Procedure 107-004-155	
POLICY OWNER Cyber Security Services		
SUBJECT Covered Products and Vendors	**APPROVED** _____ Terrence Woods, State Chief Information Officer	

PURPOSE

This procedure outlines the timeline of tasks Executive Branch agencies must accomplish to comply with Statewide Policy 107-004-155 (Covered Products and Vendors).

APPLICABILITY

This policy applies to any board, commission, department, division, office, or other entity of state government, as defined in ORS 174.111, except the Secretary of State or State Treasurer.

EXHIBITS

Attachment A: Sample law enforcement need email
Attachment B: Sample Section 2 compliance email
Attachment C: Sample Section 4 compliance email

DEFINITIONS

Please refer to policy 107-004-155 for definitions.

PROCEDURE

RESPONSIBILITY	STEP	ACTION
State CIO	1	Determine changes to the covered vendor list.
EIS - Cyber Security Services (CSS)	2	Update the covered vendor list.
	3	Communicate covered vendor list changes to agencies and partners, and post the list on the Enterprise Information Services Covered Vendors page Enterprise Information Services: Covered Vendors.
Agencies	4	Determine whether covered vendor(s)/product(s) are used, accessed, downloaded, or installed by the agency's information technology assets, using methods such as asset inventory review and querying in collaboration with CSS, and proceed with either Step 4a or 4b.
	4a	Absent a law enforcement/investigatory need, agency: Within 30 days, removes all covered vendor products and implements measures to prevent their use as prescribed in Policy 107-004-155. Go to Step 5.
Agency IT Leadership	4b	With an identified law enforcement and/or investigatory need, agency: Within 30 days, discloses justification to CSS via email to das_dl_oscio_css_risk_management_team@das.oregon.gov. (CSS will track the justification in the enterprise risk register for current and future assessments.) Go to Step 6
Agency IT Leadership	5	Agency confirms compliance with Policy 107-004-155 Section 2 with CSS assessment team via email to das_dl_oscio_css_risk_management_team@das.oregon.gov. (CSS will track the compliance in the enterprise risk register for current and future assessments.)
Agencies	6	Within 120 days, agency incorporates Policy 107-004-155 into the agency's Information Technology (IT) security plans and operations.
Agency IT Leadership	7	Agency confirms compliance with Policy 107-004-155 Section 4 with CSS assessment team via email to das_dl_oscio_css_risk_management_team@das.oregon.gov. (CSS will track the compliance in the enterprise risk register for current and future assessments.)
CSS and Agencies	8	CSS works with agencies to validate compliance with requirements and includes the results in its assessment report and executive summary for the agency director, policy area Assistant State CIO and CSS leadership.

RESPONSIBILITY	STEP	ACTION
	9	If agency is not in compliance, CSS creates a finding in the enterprise risk register; the agency is notified of non-compliant status; and the State CIO decides on remediation and/or consequence. Return to Step 4. If agency is in compliance, CSS documents status in the enterprise risk register.
CSS	10	CSS monitors for compliance via the enterprise risk register.

Attachment A: Sample law enforcement need email

To: DAS_DL_OSCIO_CSS_Risk_Management_Team

Subject: Covered Vendor Law Enforcement/Investigatory Need Disclosure

[Agency name] has a need to use [covered product name] for law enforcement/investigatory purposes.

This need is justified by [justification].

[Name]

[Title]

[Agency]

Attachment B: Sample Section 2 compliance email

To: DAS_DL_OSCIO_CSS_Risk_Management_Team

Subject: Covered Vendor Section 2 Compliance Notification

[Agency name] has achieved compliance with Section 2 of Statewide IT Policy 107-004-155 (Covered Products and Vendors.

[Name]

[Title]

Attachment C: Sample Section 4 compliance email

To: DAS_DL_OSCIO_CSS_Risk_Management_Team

Subject: Covered Vendor Section 4 Compliance Notification

[Agency name] has achieved compliance with Section 4 of Statewide IT Policy 107-004-155 (Covered Products and Vendors).

[Name]

[Title]