COMMONWEALTH OF VIRGINIA

eVA Electronic Procurement System
Security Policy

Department of General Services
Division of Purchases and Supply

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PREFACE

Publication Designation
Electronic Procurement Security

Subject
eVA Security Policy

Effective Date
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Compliance Date
10/01/2015

Supersedes

Scheduled Review
One (1) year from effective date

Authority
Code of Virginia § 2.2-1111
(DGS/DPS Authority and Responsibility)

SCOPE

This policy is applicable to all entity employees, contractors, vendors, business partners and any other authorized users of the Commonwealth’s electronic procurement system otherwise known as eVA.

PURPOSE

The purpose of this policy is to set expectations for authorizing the use of eVA by entity personnel, including, but not limited to, managers, administrators, requestors, and buyers by establishing a practical security environment that meets the following requirements:

- Protecting the confidentiality and integrity of eVA data
- Preventing unauthorized access to eVA
- Verifying adequate security measures are used by all Entities using eVA
- Providing a secure method of conducting eVA on-line transactions
- Providing a secure bid placement environment
- Securing eVA user data from unauthorized users
- Securing a vendor’s data from other vendors
- Ensuring that eVA security policies and procedures are consistently enforced

DEFINITIONS

Advanced Level Security Access
Advanced Level Security Access includes all security responsibilities and capabilities given to an Entity eVA Security Officer at the basic level plus access to and responsibility for the user account administration functions (User Management and User Bulkload) on the Secure Portal for their entity.

Basic Level Security Access
Generally, all Entity eVA Security Officers are at the basic level upon initial designation by the Entity Administrative Head. At the basic level, the Entity eVA Security Officer is responsible for approving user role changes within personal profiles and coordinating the user account management process for their entity.
Custodian/Steward
An individual at the agency granted access to a deactivated account for the purposes of completing outstanding changes to purchase orders, receiving or completing active Quick Quotes. The individual shall not perform any approvals in the custodial account.

Department of General Services / Division of Purchases and Supply (DGS/DPS)
The Department of General Services /Division of Purchases is charged by the Code of Virginia § 2.2-1110 to maintain the Commonwealth’s central electronic procurement system. At a minimum this procurement system shall provide for the purchase of goods and services, public posting of all Invitations to Bid, Requests for Proposal, sole source award notices, emergency award notices, and reports on purchases. Every Entity shall utilize the Department of General Services' central electronic procurement system as their purchasing system beginning at the point of requisitioning for all procurement actions, including but not limited to technology, transportation, and construction, unless otherwise authorized in writing by the Division.

Division of Purchases and Supply (DPS) Account Executive
The Division of Purchases and Supply staff member assigned to the entity to assist them in effectively using and configuring eVA. Advanced Level Security Access will be granted for all assigned entities upon completion of advance level security training and approval by the Global eVA Security Officer.

Entity
Commonwealth of Virginia public body which is defined in the Code of Virginia §2.2-1110 and §2.2-4301 as “any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board, political subdivision, or other unit of state government created by law to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the activities described in the Virginia Public Procurement Act.” or similar jurisdiction or private organization

Entity Administrative Head
Administrative Head is used in the code of Virginia to mean the highest ranking person in the entity. For eVA purposes the Entity Administrative Head is the administrative head as used in sections §15.2-1541 (local government) or 2.2-106 (state executive agencies) in the Code of Virginia. For institutions, authorities, universities, legislative or judicial entities the Administrative Head is the highest ranking employee with direct responsibility for the organization’s administrative functions. Customary titles would include Executive Director, VP Administration, Commissioner, Deputy Commissioner for Administration, Clerk, etc.

Entity eVA Security Officer
Individual designated in writing by the Entity’s Administrative Head to administer security of eVA for the organization.
Entity eVA Lead
An individual designated by the Entity Procurement Director that is responsible for the entity’s day to day eVA functions including working with the Entity eVA Security Officer and the DPS Account Executive to ensure proper agency setup and user access is maintained.

Entity Procurement Director
An individual designated by the Entity Administrative Head that is responsible for the entity’s day to day management of the purchasing function and having been delegated the authority to bind the agency in making contractual commitments.

eVA Acceptable Use
Acknowledgement Form
eVA Acceptable Use Acknowledgement Form is an agreement between the user and the DGS/DPS Director that specifically identifies user responsibilities in order to be granted access to eVA. An Acceptable Use Agreement shall be signed before access is given to a user. Entities may establish and use an electronic equivalent of the written format. The content of the electronic format must be submitted to the eVA Global Security Officer for approval prior to implementation.

eVA Users
Any approved individual that is granted a login and password. When used for the purpose of this document, the term “eVA Users” reflects the secured portal users of eVA (known as buyers and vendors).

Global eVA Security Officer
Individual designated at the Commonwealth level to administer overall security of eVA.

Global eVA Technical Lead
Individual designated at the Commonwealth level to oversee all technical aspects of eVA.

Portal
The portal is the electronic gateway through which entities’ and vendors’ transactions pass in order to do business electronically within eVA. The portal presents one face for procurement to entities and vendors.

Service Provider Administrator (CGI)
CGI employee(s) responsible for maintaining security, reliability, and data integrity of the eVA service offering.

REGULATORY REFERENCES

Code of Virginia § 2.2-1111
(DGS/DPS Authority and Responsibility)

INTERNATIONAL STANDARDS


DGS Information Technology Security Policy – IS2
ITRM SEC519-00
GENERAL RESPONSIBILITIES

Department of General Services / Division of Purchases and Supply (DGS/DPS)
The Department of General Services / Division of Purchases and Supply is responsible for ensuring the eVA policy and standards are maintained and enforced.

Division of Purchases and Supply (DPS) Account Executive
The Division of Purchases and Supply staff member assigned to the entity to assist them in effectively using and configuring eVA. This staff member shall also be responsible for coordinating Security Access training with the Global eVA Security Officer.

Entity Administrative Head
Entity eVA Security Management and business continuity planning for entity purchasing is the responsibility of the Entity Administrative Head. Each Entity Administrative Head will designate, in writing, primary and backup Entity eVA Security Officer(s) for his/her organization by submitting the “COVA Entity eVA Designation Form”.

Entity eVA Lead
Responsible for the entity’s day to day eVA functions including working with the Entity eVA Security Officer and the DPS Account Executive to ensure proper agency setup and user access is maintained.

Entity eVA Security Officer
The Entity eVA Security Officer shall be responsible for ensuring all entity eVA users have signed the eVA Acceptable Use Acknowledgement and maintain a copy either electronically or in hard copy form. The Entity eVA Security Officer is responsible for ensuring Entity Personnel identified in this standard are trained and are aware of their responsibilities to comply with these standards. The Entity eVA Security Officer shall perform the user access review quarterly and annually.

Entity Procurement Director
The Entity Procurement Director shall be responsible for authorizing access to eVA. The procurement director shall notify the Entity eVA Security Officer and the DPS Account Executive in writing of any Entity eVA Lead that is also approved to authorize access to eVA by submitting the “COVA Entity eVA Designation Form”.

Global eVA Security Management
Global eVA Security Management is the responsibility of DGS. The DGS Director shall designate the Global eVA Security Officer based on the recommendation of the DPS Director and the Director of DGS Information Systems and Services.

Global eVA Security Officer
The Global eVA Security Officer is responsible for administering, monitoring and facilitating the eVA Security program in compliance with the eVA Security Policy and Standards. This position will also be responsible for developing and maintaining the procedures necessary for the execution of the eVA Security Policy and Standards. These procedures must be reviewed and approved by the DPS Director or designee. The Global eVA Security Officer will create, update, or deactivate any user account at the request of the Entity eVA Security Officer, the Entity Administrative Head,
or Designee where the request cannot be performed by the Entity or the DPS Account Executive.

The Global eVA Security Officer is empowered to take or authorize appropriate actions deemed necessary to protect COVA from fraud, misuse, or abuse. Actions taken to prevent or respond to incidents including: fraud, waste, or abuse shall be reported to the DPS Director or designee and the Director of DGS Information Systems and Services, who will review the action within ten (10) workdays. The DPS Director or designee shall approve the action or direct access to be re-established with or without conditions.

**Global eVA Technical Lead**

The Global eVA Technical Lead is empowered to take or authorize appropriate actions deemed necessary to protect COVA from security incidents. For occurrences of intrusion reported by service provider, the DGS Information Security Officer will also be notified

**Service Provider Administrator (CGI)**

Overall security to protect eVA is the responsibility of CGI. Examples of their responsibilities include providing:

- Technical training materials to the Global eVA Security Officer.
- A technical security architecture that secures telecommunications, data and systems interoperability.
- Physical security for the service offering hardware, software, and data as well as personnel security.
- Threat detection, incident handling, and monitoring and controlling of systems activities as required, detecting security violations and maintaining audit trails of security administration activities and/or system administration access to the eVA service offering.

- For establishment of an incident response team charged with responding to misuse, abuse, or unauthorized access of eVA. The Global eVA Security Officer shall be a member of this response team and shall follow all directives of the designated response team leader.
- For monitoring of the eVA solution, responding to incidents, and informing the Global eVA Security Officer of any intrusions or attacks that penetrate eVA firewalls or violations of eVA or CGI security standards.
- For business continuity of eVA.
STATEMENT OF POLICY FOR eVA PROCUREMENT SYSTEM SECURITY

eVA is an innovative, web-based, purchasing service solution provided by CGI and administered by the Department of General Services (DGS). eVA streamlines and automates government purchasing activities. eVA makes purchasing easier and faster for both vendors and employees with purchasing responsibilities. eVA users are able to shop from catalogs and statewide contracts, notify vendors of business opportunities, and provide one-stop vendor registration.

The ability to provide a robust, fully hosted electronic procurement solution such as eVA is highly dependent on the security of its infrastructure, as well as the security of each and every transaction that takes place on the eVA solution. As a service offering, CGI maintains ultimate control and responsibility for providing a consistent service offering that does not compromise data integrity. In execution of this responsibility, CGI has the system access and capability to manage eVA production and eVA users without detection by the Global eVA Security Officer. This is a necessary and acceptable risk. The contractual agreement between COVA and CGI requires notification and acceptance by COVA of any modification or change to the eVA production system and/or eVA user accounts made by the CGI System Administrator or other CGI employees.

It is the policy of the Commonwealth of Virginia that the e-procurement solution be used only for conducting legitimate and authorized eVA business transactions within the approved authority level of the user and in the manner in which it was intended. Although CGI maintains ultimate responsibility for the security of eVA, the function of this policy is to protect eVA assets from creditable threats, whether internal or external, deliberate or accidental, natural or man made. All entities that are authorized to use eVA shall use all reasonable security control measures to ensure that:

a. e-procurement information will be protected against unauthorized access.

b. Confidentiality, integrity, and availability of e-procurement information shall be maintained.

c. Regulatory and legislative requirements will be met.

COMPLIANCE

Compliance with this policy is mandatory. In order to determine compliance, a set of standards are maintained and published by the Virginia Department of General Services, Division of Purchases and Supply (DPS).

A set of standards sets forth the mandatory requirements for the eVA Security program. A standard must be followed in order to comply with this policy. A standards statement will always use a verb that has the strong connotation of urgency, usually a word like “shall”, “will”, or “must”. When read, the reader is left with a clear sense of what must be done and there is usually no ambiguity as to the meaning or intent. There is no
deviation allowed unless a specific exception to policy is received from the DGS/DPS Director. All eVA Security Standards will be clearly identified as mandatory requirements.

A set of guidelines generally informs the reader that these are things that can be done to meet a given standard. It usually implies that there are options. Guidelines generally identify industry best practices and procedures. As long as an acceptable option is selected and implemented, the standard is usually met and compliance is affirmed. A guideline will usually use, but not always, a verb like “should”, “can”, or “might”. Before deviating from the guidelines, check with the eVA Global Security Officer as to whether following some other procedure other than the options suggested in the guidelines would fulfill any obligations when meeting a standard. All eVA Security Guidelines will be clearly identified. Although various options may be provided, the choice of an applicable option is mandatory.

RESPONSIBLE STAFF DIRECTOR

DGS Division of Purchases and Supply Director

CONTACT PERSON FOR INTERPRETATION

Personnel desiring clarifications, explanations or other interpretations should contact the eVA Global Security Officer at: eVASecurity@dgs.virginia.gov

EXCEPTIONS

Requests for exceptions to this policy shall be submitted in writing by the appropriate Entity eVA Security Officer to the eVA Global Security Officer for review and subsequent routing to the DGS/DPS Director who is authorized to grant exceptions. Requests for exceptions may be submitted by FAX, E-mail, or conventional paper (hard copy) correspondence.

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Richmond, VA 23219

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