




STATE OF WASHINGTON
WASHINGTON TECHNOLOGY SOLUTIONS
Office of the Chief Information Officer
1500 Jefferson Street SE • Olympia, Washington 98504-1501

July 6, 2021

TO: Agency Heads and Agency CIOs
FROM: Mark Quimby, Acting State Chief Information Officer 
SUBJECT: **2021 Annual Technology Certification Requirements**

Each year, agency partners are asked to provide information regarding compliance with selected statewide policies that support our statewide technology programs.

Technology underpins virtually every business function in state government. Washington state residents depend on us to keep their data safe and secure. As good fiscal stewards, we strive to ensure our scarce resources are wisely applied to support agency priorities.

Each topic highlighted in the 2021 certification process has significant business implications or considerations and are key indicators of risk within your agency. While there may be an inclination to treat this as a 'check the box' exercise, I encourage you to use this opportunity to engage in conversations within your agency to ensure that all appropriate steps are being taken to mitigate risk.

2021 Certification Requirements

The 2021 Annual Technology Certification process has four parts with due dates that fall between August and December 2021, as indicated below:

Part 1 – Application Inventory Due by Sept. 30, 2021

Each agency must update their Application Inventory and include responses to the additional questions contained in the inventory template. Updates this year should include additions, changes and deletions from the data collected last year. Please review the [application inventory template](#) for instructions and guidance. Submit the completed inventory to ocioannualcertification@ocio.wa.gov.

Part 2 – Infrastructure Inventory Due by Sept. 30, 2021

Please review the [infrastructure inventory template](#) for instructions and guidance. Submit the completed inventory to ocioannualcertification@ocio.wa.gov.

Part 3 – Technology Policy Certification Due by Sept. 30, 2021

The [2021 Annual Agency Technology Policy Certification](#) is an online form. Each agency must submit a completed form and where the agency is not in compliance with a policy, a waiver request must be submitted as outlined in [Technology Policy 103](#).

Part 4 – Privacy Assessment Reporting Due by Sept. 30, 2021

Each agency must provide a completed Privacy Assessment Survey. The survey will take the agency privacy officer approximately 30 minutes to complete.

Additional information and instruction on filling out the assessment will be distributed by August 6, 2021.

Part 5 - Annual IT Security Reporting Due by Dec. 31, 2021


The Office of Cyber Security (OCS) reporting will again be the online assessment through Nationwide Cybersecurity Review ([NCSR](#)). The NCSR process will enable our state to establish a baseline regarding security posture and could help agencies gain insight into their cybersecurity gaps and capabilities.

Submittal through NCSR will be available online starting in October and closing on December 31, 2021. Additional information and instructions about NCSR will be distributed to agencies by September 30, 2021.

Part 6 – 2021 Annual Certification Attestation Form due by Sept. 30, 2021

This completed [attestation form](#) must be signed by the agency head and Chief Information Officer then submitted to the [OCIO Annual Certification mailbox](#) by September 30, 2021. There are several signature options this year, including Adobe Sign – a cloud-based e-signature service. Please see the attestation form for more information.

2021 Certification Timelines

3rd Quarter 2021			4th Quarter 2021		
July	August	September	October	November	December
Application Inventory					
Infrastructure Inventory					
Annual Policy Certification					
Privacy Assessment					
			Annual IT Security Reporting		
			Signed attestation form due 9/30/21 		

Questions concerning IT security reporting should be directed to [Vinod Brahmapuram](#), State Office of Cyber Security, at (360) 407-8899.

Questions concerning the Privacy Assessment reporting should be directed to [Katy Ruckle](#) at (360) 407-9013.

If you have any other questions, please contact [Cammy Webster](#) at (360) 407-8912.

Thank you for your help with this effort.