

ELECTION SECURITY ASSESSMENT COUNTY BRIEF

1. Project Background and Description

- i** The Election Security Assessment (ESA) is a security service being offered to all Texas counties as part of the 2018 Help America Vote Act (HAVA) Security Grant awarded to Texas. The Texas Secretary of State (SOS) has partnered with the Texas Department of Information Resources (DIR) to provide the assessment through DIR's Managed Security Services program.

2. Project Scope

- i** Thorough review of Elections Processes, Procedures, Technology and Staff to provide concerns and recommendations to improve the security of the elections process for a County. The ESA includes a site visit by one or more cybersecurity professionals to perform a holistic compliance, vulnerability and security assessment of the entire elections process.

3. Deliverables

- i** The following deliverables are provided as the output of the ESA Process to the County:
 - ✓ Election Security Assessment Scorecard
 - ✓ Election Security Assessment ReportThe deliverable WILL NOT be shared with any entities or individuals outside of the County.

4. Affected Parties

- i** The County official responsible for managing election administration and his or her staff. The official responsible managing voter registration and his or her staff (may be the same as Election Administration). County and Elections, if applicable, IT staff.

5. Affected Business Processes or Systems

- i** The areas that will be reviewed include the voter registration (VR) system, VR application storage, staff security knowledge, election devices, ballot creation process and tools, election results publication and tools, non-connected network and systems, general computer/endpoints, security devices, internet connected election network, network access, vulnerability detection, management tools, maintenance and remote support, threat intelligence, social engineering, external web-site vulnerability testing, third-party risk assessments, and cyber security capability.

6. Specific Exclusions from Scope

- i** The following services are out of scope: remediation for security incidents; onsite support for helpdesk and other IT infrastructure related support; forensic analysis for security incidents; monitoring for network related services; infrastructure management and support beyond those items identified as in scope; and, project management outside of the scope of the ESA.

7. Contract Documents

- i**
 - ✓ Interlocal Contract (ILC) between the County and DIR for Managed Security Services.
 - ✓ Solutions Proposal Package (SPP), which is similar to a scope of work and contains responsibilities for both parties. The SPP has been pre-negotiated by DIR, SOS, and the Vendor. No changes can be made without SOS approval.
 - ✓ Cost Estimate Tool (CET) that lists the total cost for the ESA. This has also been pre-negotiated.

8. High-Level Timeline/Schedule

- i** After the necessary contract documents have been executed and a request for service (RFS) has been issued by the County, the Vendor will contact the County within approximately one week to set up a kick-off meeting. During the kick-off meeting, the Vendor will coordinate the onsite assessment – the timing of which may vary depending on the volume of assessments in the queue statewide. The on-site review will last between three and five days (approximately). The deliverables, i.e., the scorecard and report, will be issued within four to eight weeks after the onsite visit.

9. Payment

- i** Costs within project scope have been pre-negotiated and will be paid by SOS directly to DIR. The County WILL NOT be invoiced.