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| STATE OF NEW JERSEY TECHNOLOGY CIRCULAR 169-00-01 – Business Entity, IT Services and/or Extranet Procedure | POLICY NO: 09-11-P1-NJOIT | |
| | SUPERSEDES: NEW | EFFECTIVE DATE: 08/07/2009 |
| | VERSION: 2.0 | LAST REVIEWED: 01/22/2015 |

ATTN: Directors of Administration and Agency IT Managers

1 PURPOSE

The purpose of these procedures is to establish access rules, security expectations and responsibilities for the Sponsoring Agencies and Business Entities when Information Technology (IT) services are planned, or are made available to agencies, and/or when establishing an operating an extranet connection(s) to the State of New Jersey Next Generation Services Network (NGSN) for conducting electronic business with the State of New Jersey.

2 AUTHORITY

This policy is established under the authority of the State of New Jersey. [N.J.S.A. 52:18a-230 b](#). This policy defines New Jersey Office of Information Technology's (NJOIT) role with regard to technology within the Executive Branch community of State Government.

The New Jersey Office of Information Technology (NJOIT) reserves the right to change or amend this circular.

3 SCOPE

These procedures apply to all personnel including, business entities, employees, temporary workers, volunteers, contractors and those employed by contracting entities, and others who are authorized to access enterprise information resources and/or systems regardless of what technology is used for the connection.



4 DEFINITIONS

Please refer to the statewide policy glossary at <http://www.state.nj.us/it/ps/glossary/index.html>.

5 PROCEDURES

5.1.1 All Sponsoring Agencies and their Business Entities utilizing an IT and/or Extranet services shall adhere to the following:

5.1.1.1 *Sponsoring Agencies that require IT services and/or extranet connectivity to a Business Entity must complete a System Architecture Review. This process is initiated by completing a BCR (Business Case Review) form.*

5.1.1.2 *Sponsoring Agencies that have completed the business case review and have obtained preliminary approval for IT services and/or extranet connectivity, must file a Business Entity Application form ([Appendix A](#)) through the Statewide Office of Information Security.*

5.1.1.3 *Before any extranet connections are established, the Sponsoring Agency and the Business Entity must execute the Extranet Agreement ([Appendix B](#)).*

5.1.1.4 *The Sponsoring Agency together with the Business Entity and OIT where applicable, must complete the Business Entity Extranet Operational Form ([Appendix C](#)).*

5.1.1.5 *The Sponsoring Agency must maintain all documentation associated with extranet activity. They must review the details of the documentation on a regular basis to ensure the accuracy of the content. They must also notify all parties if any contact information changes.*

5.1.2 The Business Entity must complete the Security Controls Assessment Checklist ([Appendix D](#)). The checklist must be reviewed and approved by the Statewide Office of Information Security prior to the system or application going into production.

5.1.2.1 *Any agency that wishes to connect to a pre-existing IT service and/or extranet connection must execute an Extranet Agreement ([Appendix B](#)) with the Sponsoring Agency and OIT.*



5.1.2.2 *When access is no longer required, the Sponsoring Agency must notify OIT's SOIS and WAN groups within 30 days. Staff at these groups will then terminate connectivity.*

5.1.3 Establishing Agreement

Sponsoring agencies that require connectivity to or from a Business Entity must complete a Business Case Review (BCR) form that can be obtained by sending an email request to sar@oit.nj.gov. The agencies must also participate in the SAR to review the anticipated project, prior to submission of a Business Entity IT Service and/or Extranet Application (Appendix A).

Sponsoring Agencies that have completed the SAR and have obtained preliminary approval for extranet connectivity, must file a Business Entity IT Service and/or Extranet Application form (Appendix A) through the Statewide Office of Information Security at njinforesecure@oit.nj.gov.

Upon completion of the SAR review and approval by the Office of Information Technology, and before any IT service and/or connections are established, the Sponsoring Agency and the Business Entity must agree to, complete and sign the Business Entity IT Service/Extranet Agreement (Appendix B). Only original signed forms will be accepted.

This Agreement must be signed by the Office of Information Technology's Chief Administrative Officer (or designee); the Sponsoring Agency and Business Entities counterpart's signatures must also be provided.

The signed Business Entity IT Service/Extranet Agreement is to be kept on file with the relevant Sponsoring Agency. The original, signed agreement must be provided to the Statewide Office of Information Security prior to implementation. If the Sponsoring Agency and Business Entity also want signed originals, sufficient signed originals must be provided.

5.1.4 Establishing Connectivity

Prior to and as part of the Physical System Architectural Review (PSAR) within the SAR (<http://www.state.nj.us/it/reviews/>), the sponsoring agency and Business Entity will complete the Extranet Operational Form (Appendix C) and submit copies to the Statewide Office of Information Security and the OIT WAN group at the email addresses provided in Appendix C. The Business Entity IT Service/Extranet Operational Form will be discussed as part of the PSAR.

The OIT WAN group will designate where the connection(s) is (are) to terminate and provide this information to the Sponsoring Agency.



The Sponsoring Agency will work with the Business Entity to establish the IT service and/or extranet connectivity.

5.1.5 Making Changes to Existing Business Entity IT Services/Extranet Connections

All Business Entity IT Services/Extranet changes and enhancements must be submitted by the Sponsoring Agency to the OIT Office of Change Management.

The Sponsoring agency must complete a PSAR when an existing Business Entity IT Services/Extranet requires a change or upgrade as defined in the Business Entity IT Services/ Extranet Policy.

The Sponsoring agency must complete both the Logical and Physical System Architecture reviews for enhancements to an existing Business entity IT services/ extranet connection. Enhancements are defined in the Business Entity IT Services/ Extranet Policy.

An updated Business Entity IT Services/ Extranet Operational Form is required, and notification must be sent to the OIT Office of Change Management before changes or enhancement are implemented.

5.1.6 Maintenance and Terminating Access

The OIT WAN and SOIS groups, Business Entity, and Sponsoring Agency will collaborate on developing IT Services/Extranet specific contingency procedures to follow in the event of an outage or service disruption that affects business processes. Such a procedure will define roles and responsibilities including but not limited to: maintaining active IT services/extranet equipment and data circuits, tracking and monitoring equipment, using an approved notification process, specifying points of contact for all stakeholders, defining access to equipment, and setting the process for resolution and recovery. It is the responsibility of the Sponsoring Agency to ensure these collaborative efforts are developed.

The OIT WAN group will conduct a periodic review of all existing IT services/extranet connections to ensure that all existing connections are actively in use, still needed, and suitably configured for current needs.

Unused connections will be terminated with at least 14 days prior notice to the Sponsoring Agency.

The Sponsoring Agency will be responsible for retrieving any State-owned equipment from the Business Entity.



Should a security incident necessitate a change to existing permissions, or termination of connectivity, the OIT WAN group and/or Statewide Office of Information Security will notify the Sponsoring Agency of the change prior to taking any action.

6 FORMS

- 6.1.1 [Appendix A](#) - Business Entity, IT Service and/or Extranet Application form.
- 6.1.2 [Appendix B](#) - Business Entity Extranet Agreement.
- 6.1.3 [Appendix C](#) - Business Entity Extranet Operational form.
- 6.1.4 [Appendix D](#) - Business Entity, IT Service and/or Extranet Security Controls Assessment Checklist.

7 EXCEPTIONS AND NON-COMPLIANCE

Any individual found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment by the appropriate department or agency. Any Business Entity found in violation of this procedure may result in a filtered connection or be denied future IT services and/or extranet access.