# **A picture containing text, clipart Description automatically generatedKCMO PRELIMINARY VENDOR SECURITY QUESTIONNAIRE**

FORM 1

This vendor or 3rd party-vendor cybersecurity questionnaire is required to be completed by all potential vendors proposing or already doing business with the City of Kansas City, Missouri (KCMO) or with any KCMO affiliated agency or department.

Additional information may be requested depending on the answers or lack of answers that are provided. (Please attach all related information and documentation including contact information).

This information is discoverable under the MO Sunshine Law. No redactions will be allowed.

(Vendor/Supplier/Service Provider Name and description of services to be provided to the City of KCMO must be entered in this paragraph)

**Vendor Questions:** Each yes or no question must be checked, All N/A answers must be explained as these questions are related to your general cybersecurity business practices. Please provide requested details under each question or append to the end of this document with reference to the specific question being answered

Yes  No - Does your company have a pre-employment screening policy for employees and contractors? If yes, please explain the process or attach policy/operating procedure.

Yes  No - Does your company carry cybersecurity insurance. If yes, please provide information regarding carrier, limits and any special coverages you may purchase. If available, please attach a current certificate insurance.

Yes  No – Where applicable will you comply with all applicable privacy and security laws for KCMO business? If no, please explain why.

Yes  No - Does your company have any cybersecurity or industry certifications (ex. ISO 27001, SOC, PCI, HIPAA, etc.). If yes, please provide documentation.

Yes  No – Does your company periodically review your client files and records for retention and purging purposes?

Yes  No – Does your company have a formal process for purging all files and records and removing access upon completion of the service, task, or contract? If yes, please provide description or policy.

Yes  No – Does your company provide a commitment to response times when KCMO has a request or an emergency? If yes, please describe them and any "off" hours.

Yes  No - Does your company maintain up-to-date versions of anti-virus software, anti-malware, antispyware, and operating systems security patches on all your company computers and systems? If no, please explain why not.

Yes  No - Will your company always allow KCMO to retain ownership of its data? If no, please explain why and/or when.

Yes  No - Does your company plan to or currently have agreements with any third parties that could allow them to have access to or potentially have access to any KCMO data? This question should be answered from the perspective that anyone who has access to your network or systems or provides your company with electronic connectivity could be a potential cybersecurity risk.

Yes  No - Will any third-party vendors (e.g., subcontractor, managed shared hosting) be used by your company and if so will they be restricted from having access to the system or application data of KCMO?

Yes  No - Does your company hire any external audit firm to perform a compliance review of your operational controls? If yes, how often.