

# **TMC/TMCC Access Security Requirements and Protocols**

## **IT SYSTEM SECURITY**

The Owners must ensure that appropriate levels of security are implemented and maintained in order to protect the integrity and reliability of their Information Technology resources, information, and services. The Owners' resources, information, and services must be available on an ongoing basis, across all three agencies, with the appropriate infrastructure and security controls to ensure business continuity and safeguard networks, systems, and data. To that purpose, the Owners are working with their respective IT professionals to provide the following:

- Establish persistent, bi-directional virtual private network (VPN) tunnels that will allow data transfer between MaineDOT and NHDOT.
- Establish persistent, bi-directional VPN tunnels that will allow data transfer between MTA and NHDOT.
- MTA IT professionals will provide Public IP addresses with Access Control Lists and port forwarding for the ITS field equipment that will be maintained by MTA.

The State will evaluate the degree to which the proposed System is designed and architected to ensure the confidentiality and integrity of its valued asset, Data.

IT Security involves all functions pertaining to the securing of Owners' Data and systems through the creation and definition of security policies, procedures and controls covering such areas as Identification, Authentication and non-repudiation. This shall include but is not limited to:

- Develop Software applications based on industry best practices and incorporating information security throughout the Software development life cycle.
- The ITS equipment is required to adhere to the NH DoIT security policy requiring Operating Systems and Databases to be built and hardened in accordance with guidelines as set forth by the National Institute of Standards and Technology (NIST), or the National Security Agency (NSA). Therefore, the ITS network and devices shall support and maintain those same standards when possible.

## **ACCESS AND HEALTH SCREENINGS**

The Owners acknowledges that through most of 2020, there have been restrictions in place due to COVID-19 that limited non-essential and/or non-Owners personnel from entering the Owners' facilities, including the TMC and TMCC. While the Owners cannot determine at this time the potential access restrictions that may be in place in 2021 and beyond, the Contractor is hereby advised that access to the Owners' buildings may require health screenings, sanitation protocols, or may continue to be restricted against non-Owner personnel. The Contractor shall develop their Security Plan (specifically their Physical Security Plan) with an acknowledgment that access to the Owners' buildings and facilities may be limited and/or restricted during some or all of the Project.

## **SECURITY PLAN**

The Contractor shall develop a Security Plan that shall protect the Owners' facilities, networks, systems, and data to conduct the installation and acceptance testing in a manner that minimizes

disruption to operations. The Owner's Information Technology personnel shall have approval authority of this plan prior to any ITS device testing and integration.

## **NHDOT TRANSPORTATION MANAGEMENT CENTER (TMC)/ NHDOS INCIDENT PLANNING & OPERATIONS CENTER (IPOC) FACILITIES ACTIVITIES**

The Contractor will be required to submit to security measures for access to the NHDOT TMC facilities to conduct the installation and acceptance testing in a manner that minimizes disruption to operations.

### **ESCORTS REQUIRED**

#### **NHDOT TMC**

The Contractor and any Subcontractors will require a NHDOT TMC escort for all on-site (TMC) activities. The escort will arrange access to the facility through the New Hampshire Department of Safety (NHDOS) and monitor Contractor activities for each entry to the TMC workspace. NHDOT will provide this escort at no fee to the Contractor for activities that will occur during normal business hours (defined as 8:00 am to 4:00 pm Monday-Friday, non-holidays). The Contractor will provide as much advanced notice as feasible but in no case shall notice be served less than two business days to the State Project Manager for the provisioning of an escort. This notification shall include the following information:

- Description of proposed work activity
- Identification of the proposed activity start/stop times
- Identification of all personnel involved in the proposed activity

For activities that will occur outside of normal business hours, the Contractor will provide not less than five business days notification to NHDOT for the provisioning of an escort. The notification will include the information defined for the normal business hours escort as well as a justification for conducting this activity outside of normal business hours. NHDOT reserves the right to deny an escort or deny facility access to the Contractor / project Subcontractors due to staff availability or disruption of NHDOS Operations. The Contractor shall not be compensated by the Owners for any interruption of activities due to staff availability or disruption of NHDOS Operations.

#### **MaineDOT TMC**

The Contractor and any Subcontractor will require a MaineDOT escort to enter the Headquarters building for all on-site (TMC) activities. The escort will arrange access to the facility and monitor Contractor activities for each entry to the TMC workspace. MaineDOT will provide this escort at no fee to the Contractor for activities that will occur during normal business hours (defined as 8:00 am to 4:00 pm Monday-Friday, non-holidays). The Contractor will provide as much advanced notice as feasible but in no case shall notice be served less than two business days to the MaineDOT Assistant State Traffic Engineer for the provisioning of an escort. This notification shall include the following information:

- Description of proposed work activity
- Identification of the proposed activity start/stop times
- Identification of all personnel involved in the proposed activity

For activities that will occur outside of normal business hours, the Contractor will provide not less than five business days notification to MaineDOT for the provisioning of an escort. The notification will include the information defined for the normal business hours escort as well as a justification for conducting this activity outside of normal business hours. MaineDOT reserves the right to deny

an escort or deny facility access to the Contractor / project Subcontractors due to staff availability or disruption of TMC Operations. The Contractor shall not be compensated by the Owners for any interruption of activities due to staff availability or disruption of TMC Operations.

### **MTA TMCC**

The Contractor and any Subcontractor will require a MTA escort to enter the Headquarters building for all on-site (TMCC) activities. The escort will arrange access to the facility and monitor Contractor activities for each entry to the TMCC workspace. MTA will provide this escort at no fee to the Contractor for activities that will occur during normal business hours (defined as 8:00 am to 4:00 pm Monday-Friday, non-holidays). The Contractor will provide as much advanced notice as feasible but in no case shall notice be served less than two business days to the MTA TMCC Manager for the provisioning of an escort. This notification shall include the following information:

- Description of proposed work activity
- Identification of the proposed activity start/stop times
- Identification of all personnel involved in the proposed activity

For activities that will occur outside of normal business hours, the Contractor will provide not less than five business days notification to MTA for the provisioning of an escort. The notification will include the information defined for the normal business hours escort as well as a justification for conducting this activity outside of normal business hours. MTA reserves the right to deny an escort or deny facility access to the Contractor / project Subcontractors due to staff availability or disruption of TMCC Operations. The Contractor shall not be compensated by the Owners for any interruption of activities due to staff availability or disruption of TMCC Operations.

### **NHDOS OPERATIONS AT THE INCIDENT PLANNING & OPERATIONS CENTER (IPOC)**

All NHDOT TMC on-site activities of the Contractor shall be performed in a manner that minimizes disruption to NHDOS Operations. The Contractor's Project Manager will be required to submit a detailed work plan for on-site activities to NHDOT for approval detailing how the Contractor proposes to conduct activities that may have a significant impact on NHDOS Operations.

### **CRIMINAL RECORD REQUEST**

All Contractor personnel who will participate in any on-site activities within Owners' facilities will be required to submit to a Criminal Record Request or "background check". The results of this check for each person requiring on-site access shall be submitted by the Contractor's Project Manager to the State Project Manager for approval not less than fourteen (14) calendar days prior to any scheduled or unscheduled on-site activities.

NHDOT reserves the right to deny facility access to any Contractor Team personnel based on the results of the background check or changes to the criminal record of Contractor personnel. The Contractor shall have no claim against the Owners for failure to provide facility access to unqualified Contractor personnel.

Information and application forms for a Criminal Record Request are available on the NHDOS website:

<http://www.state.nh.us/safety/divisions/nhsp/ssb/crimrecords/>

The New Hampshire Department of Safety contact for a background check is:

New Hampshire Department of Safety  
DIVISION OF STATE POLICE  
Support Services Bureau  
Criminal Records Unit  
33 Hazen Drive, Concord, NH 03305

Open Monday-Friday; 8:15 am to 4:15 pm

An applicant shall have the following documents for the Criminal Record Request: Photo ID (current driver's license, non-driver's license, or passport); a completed Criminal Record Release Authorization Form (Sections 1 and 2); and the required payment.

The NHDOT reserves the right to suspend the activities of the identified Contractor employees until the required security clearance is obtained. All costs associated with the acquisition of a security clearance shall be assumed by the Contractor.