



AGENCY CONTACT MEMORANDUM #2023-0202

DATE: February 2, 2023

TO: Agency IT Directors

FROM: David Carter, Chief Information Security Officer
Commonwealth Office of Technology

RE: Microsoft Licensing Assessment

The Commonwealth Office of Technology (COT) is preparing for the upcoming renewal of the Enterprise Agreement with Microsoft that encompasses all Microsoft licensing in the environment. To ensure that the projected licensing needs are correct and to minimize licensing cost, COT has engaged a trusted third party to assist with a full assessment of Microsoft licensing across the Executive Branch.

To complete this assessment, COT will be utilizing the Microsoft Assessment and Planning Toolkit (MAP). This is a Microsoft solution that will scan the environment and gather pertinent licensing information and infrastructure specific details that may relate to licensing such as process count. To achieve this, service accounts with elevated permissions will be needed as well as firewall permissions to allow the assessment servers to scan the environment.

Due to the nature of these accounts and firewall rules, COT has taken great care to ensure that the highest level of security is maintained and that no access to customer data will be obtained. The following are just some of the steps taken:

- The MAP tool, and the supporting database, will be placed on COT managed and secured servers by COT staff.
- COT will not provide any credential information to the vendor and all execution using these elevated service accounts will be done by the Enterprise Directory Services team.
- Firewall access will be limited to only the servers required for the scanning activity, and only those ports required to complete the scanning activity.
- Both service accounts and firewall rules will be removed immediately upon completion of the assessment scans.
- Enhanced monitoring of service account activity and assessment infrastructure will be maintained throughout the assessment.
- The output of the assessment tool will be carefully reviewed prior to engagement with the vendor to ensure that no sensitive information is contained in the results.
- The MAP tool does not collect any information contained within any database or file store. Only Microsoft licensing and infrastructure data is collected.

Should you have any questions or concerns, please feel free to contact David Carter via email at davidj.carter@ky.gov.