


### General Information

<b>PTA / PIA Name:</b>	OS - Smartsheet - QTR4 - 2025 - OS3127541	<b>PTA / PIA ID:</b>	4000342
<b>Component Name:</b>	OS - OS - OS - IBx Connect Smartsheets	<b>ATO Boundary Name:</b>	IBx Connect Smartsheets
<b>Overall Status:</b>	Complete 	<b># of Days - Open:</b>	68
<b>Submitter:</b>		<b>Submit Date:</b>	11/20/2025
<b>Next Assessment Date:</b>	12/08/2028	<b>Expiration Date:</b>	12/8/2028
<b>Office:</b>		<b>OpDiv:</b>	OS
<b>Security Categorization:</b>	Low		
<b>Make PIA available to Public?:</b>	No	<b>PIA Required:</b>	Yes
<b>General 01:</b>	Identify the Enterprise Performance Lifecycle Phase of the system.		Operations and Maintenance
<b>General 02:</b>	Is this a FISMA-Reportable system?		Yes
<b>General 03:</b>	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		No
<b>General 04:</b>	ATO Date or Planned ATO Date.		10/11/2025
<b>General 05:</b>	Is the system or electronic information collection, agency or contractor operated?		Contractor
<b>History Log:</b>	<a href="#">View History Log</a>		

### Privacy Threshold Analysis

#### Privacy Threshold Analysis

<b>PTA 01:</b>	Point of Contact (POC) Name	Sean Cease
<b>PTA 01A:</b>	POC Title and Organization	System Owner ASPR/IBMSC
<b>PTA 01B:</b>	POC Email Address	Sean.Cease@HHS.gov
<b>PTA 01C:</b>	POC Phone Number	202 402 2783
<b>PTA 02:</b>	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
<b>PTA 02A:</b>	Describe in further detail any changes to the system that have occurred since the last PIA.	No changes have occurred since last PTA submission
<b>PTA 03:</b>	Is the data contained in the system owned by the agency or contractor?	Agency

<b>PTA 04:</b>	Please give a brief overview of the purpose of the system by describing what the functions of the system are and how the system carries out those functions in support of HHS.	The system provides a form for Industry to register their ideas regarding our mission. A simple form is completed from the website link. The topic is reviewed for relevancy and if it is of interest we coordinate a time for a presentation
<b>PTA 05:</b>	List and/or describe all the types of information that are collected, maintained, and/or shared by the system regardless of whether that information is PII and how long that information is stored.	<p>General Purpose Data and Statistics Data. We plan to keep the data for 18 months.</p> <p>Company</p> <p>First Name</p> <p>Last Name</p> <p>Email</p> <p>Address</p> <p>City</p> <p>State/Region</p> <p>DUNS Number</p> <p>Company Size</p> <p>Requestors Phone Number</p> <p>Product Name</p> <p>Product Uniform Resource Locator (URL)</p> <p>Product Category</p> <p>Technical Readiness Level</p> <p>Product Maturity</p> <p>Manufacturing Readiness Level</p> <p>Brief Product Description</p> <p>Current government funding</p> <p>Pending government funding</p> <p>Biomedical Advanced Research and Development Authority (BARDA BAA) Submitted</p> <p>Participants</p> <p>Participants US Citizenship Status</p>
<b>PTA 05A:</b>	Are user credentials used to access the system?	Yes
<b>PTA 05B:</b>	Please identify the type of user credentials used to access the system.	<p>HHS User Credentials</p> <p>HHS/OpDiv PIV Card</p>

<b>PTA 06:</b>	Describe why each type of information is collected, maintained, and/or shared by the system. Specify what information is collected about each category of individual.	<p>Company information is collected (Company Name, Address, City, State, Data Universal Numbering System (DUNS) Number, Company size, Current government funding, Pending government funding, Biomedical Advanced Research and Development Authority (BARDA) Broad Agency Announcement (BAA) This information is collected to identify the company presenting the idea and to determine if they have already presented in BARDA or have any pending government funding.</p> <p>Registrant Information (First Name, Last Name, Email, Phone number) This information is collected so that we can communicate back with them to coordinate the meeting/presentation.</p> <p>Product Information ( Product Name, Product URL, Product Category, Technical readiness level, Product Maturity, Manufacturing Readiness Level, Product description, Product Objectives) This information is collected to better understand the product and it’s relevance to our mission including its current development stage.</p> <p>Participants US Citizenship: This information is collected to understand if the participants are US Citizens</p> <p>This information is not shared with another system.</p>
<b>PTA 07:</b>	Does the system collect, maintain, use, or share PII?	Yes
<b>PTA 08:</b>	Does the system include a website or online application?	Yes
<b>PTA 08A:</b>	Provide the URL(s).	<a href="https://app.smartsheet.com">https://app.smartsheet.com</a>
<b>PTA 08B:</b>	Are any of the website or online applications accessible by the public (including publicly accessible log in pages)?	No
<b>PTA 09:</b>	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	Site allows users to submit information for proposals. Information is then used to reach out to a company if a proposal will possibly contribute to federal mission. Only the system Administrator has access to the website and they use a PIV card to access the network and then user credentials are used to access the website.
<b>PTA 10:</b>	Does the website have a posted privacy notice?	Yes
<b>PTA 11:</b>	Does the website contain links to non-federal government websites external to HHS?	No
<b>PTA 12:</b>	Does the website use web measurement and customization technology?	No
<b>PTA 13:</b>	Does the website have any information or pages directed at children under the age of thirteen?	No
<b>PTA 14:</b>	Does the system have a mobile application?	No
<b>PTA 20:</b>	Are any third-party websites or applications (TPWA) associated with the system?	No

**PTA 21:** Does this system use artificial intelligence (AI) tools or technologies? No

**Privacy Impact Assessment**

**Privacy Impact Assessment**

<b>PIA 22:</b>	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Biographical Information Name Contact Information Email Address (Business) Other Other
<b>PIA 22A:</b>	Identify the “other” type(s) of personally identifiable information (PII) not mentioned in the above list.	Mailing Address, Phone Number, User Credentials Other - DUNS Number, Company, Participants US Citizenship Status
<b>PIA 23:</b>	Indicate the categories of individuals about whom PII is collected, maintained, or shared.	Business Partners/Contacts (Federal state, local agencies)
<b>PIA 24:</b>	Indicate the approximate number of individuals whose PII is maintained in the system.	500 – 4,999
<b>PIA 25:</b>	For what primary purpose is the PII used?	Company information is collected (Company Name, Address, City, State, Data Universal Numbering System (DUNS) Number, Company size, Current government funding, Pending government funding, Biomedical Advanced Research and Development Authority (BARDA) Broad Agency Announcement (BAA) This information is collected to identify the company presenting the idea and to determine if they have already presented in BARDA or have any pending government funding.  Registrant Information (First Name, Last Name, Email, Phone number) This information is collected so that we can communicate back with them to coordinate the meeting/presentation.  Product Information ( Product Name, Product URL, Product Category, Technical readiness level, Product Maturity, Manufacturing Readiness Level, Product description, Product Objectives) This information is collected to better understand the product and it’s relevance to our mission including its current development stage.
<b>PIA 26:</b>	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research).	No Secondary uses
<b>PIA 28:</b>	Identify legal authorities, governing information use and disclosure specific to the system and program.	5 USC 301, Departmental regulations.
<b>PIA 29:</b>	Are records in the system retrieved by one or more PII data elements?	No
<b>PIA 30:</b>	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains  Email
<b>PIA 31:</b>	Is there an Office of Management and Budget (OMB) information collection approval number?	No

<b>PIA 31B:</b>	Explain why an OMB information collection approval number is not required.	According to OMB's April 7, 2010 memorandum on Social Media, Web-Based Interactive Technologies, and the Paperwork Reduction Act (PRA), public contests or challenges that simply invite people to submit ideas or creative works—like essays, videos, or apps—do <b>not</b> require PRA approval as long as only basic contact information is collected. However, if an agency requires participants to answer specific questions or provide additional information, the contest <b>may fall under the PRA</b> and need OMB review. This rule applies regardless of the platform used, including both Challenge.gov and other sites.
<b>PIA 32:</b>	Is the PII in the system shared directly with other organizations outside the system's Operating Division?	No
<b>PIA 33:</b>	Is the submission of PII by individuals voluntary or mandatory as defined in the Privacy Act?	Voluntary
<b>PIA 34:</b>	Describe the method in place to notify and obtain consent from individuals whose PII will be collected. If no prior notice is given or consent cannot be obtained, explain why.	Individuals can opt out of the PII collection however the result will deny them access to the federal system.  No individual PII is collected apart from the administrator to access the system.
<b>PIA 35:</b>	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). If they cannot be notified or have their consent obtained, explain why.	Entity's PII will never be used for any purpose other than to collect contact information to reach out to them for presentation purposes.  Note that no individual PII is collected apart from the administrator to access the system.
<b>PIA 36:</b>	Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	Email address for IBx Connect will be available for entity/individual who has submitted their information via IBx Connect web form. This can be used for entity/individual to report concerns related to PII accuracy. By submitting their information – including phone number and email address, the entity/individual has given HHS permission to reach out to them, which is the only purpose the PII information will be used for.  Note that sensitive individual PII is not collected apart from the administrator to access the system.
<b>PIA 37:</b>	Describe the process in place for periodic reviews of the system to ensure the integrity, availability, accuracy, and relevancy of the PII in the system. Please address each element in your response. If no processes are in place, explain why not.	Information that is collected is reviewed quarterly.  All stored information only accessible to Sys Admin which addresses availability, integrity and accuracy.
<b>PIA 38:</b>	Identify who will have access to the PII in the system.	Administrators
<b>PIA 39:</b>	Provide the reason why each of the groups identified in 38 needs access to PII.	Administrators need access to review the forms completed by companies.
<b>PIA 40:</b>	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Only one Administrator has access to view forms completed on the website.

<p><b>PIA 41:</b></p>	<p>Describe the technical methods in place to allow those with access to PII to access only the minimum amount of information necessary to perform their job.</p>	<p>The IBx Connect Smartsheets System resides in a gov cloud environment secure environment; system is protected through authentication using HHS Username and password as well as HHS PIV card authentication. Role based access is used to ensure data is protected.</p> <p>The IBx Connect system is designed with a back end login using a HHS/OpDiv PIV Card for System Administrator access only. The System Administrator is the only user with access to PII submitted via the public facing web form, identifies proposals that the government wants additional details on and reaches out to the entity/individual who submitted information for the next steps.</p> <p>The public facing web form does not allow any access to the PII within the system.</p> <p>Only one Administrator has access to view forms completed on the website.</p>
<p><b>PIA 42:</b></p>	<p>Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) to make them aware of their responsibilities for protecting the information being collected and maintained.</p>	<p>HHS Annual Security Training re: PII required</p>
<p><b>PIA 43:</b></p>	<p>Describe the training system users receive above and beyond general security and privacy awareness training.</p>	<p>HHS Learning Management System (LMS) if any other training is needed.</p>
<p><b>PIA 44:</b></p>	<p>Describe the process and guidelines in place for the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).</p>	<p>General Records Schedule (GRS) 4.2 Item 001, FOIA/PA administrative files. Disposition Authority: DAA-GRS-2019-0001-0001. Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>
<p><b>PIA 45:</b></p>	<p>Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.</p>	<p>The system contains Personally Identifiable Information (PII) that is accessible only to one authorized system administrator with backend access. Administrative controls include adherence to HHS information security and privacy policies, annual security training, and documented procedures for safeguarding PII. Technical controls include multi-factor authentication, encryption of data at rest and in transit (FIPS 140-2 compliant), role-based access, and system logging to record all administrative actions. Physical controls include hosting the system in a secure, access-controlled environment with surveillance and environmental protections. The administrator accesses the system only through an HHS-approved secure connection (VPN) using a government-managed device. These combined administrative, technical, and physical safeguards ensure that PII is protected from unauthorized access, disclosure, or misuse.</p>

## Review and Comments

### OpDiv Privacy Analyst Review

<b>Privacy Analyst Review Decision:</b>	Approved	<b>Privacy Analyst Review Date:</b>	11/20/2025
<b>Privacy Analyst Review Comments:</b>	This PIA is ready for your review. All necessary questions have been answered.  Thank you,  Jon	<b># of Days - PA Review:</b>	0

### SOP Review

<b>SOP Review Decision:</b>	Approved	<b>SOP Review Date:</b>	11/20/2025
<b>SOP Review Comments:</b>		<b># of Days - SOP Review:</b>	0

### Agency Privacy Analyst Review

<b>Agency Privacy Analyst Review Decision:</b>	Approved	<b>Agency Privacy Analyst Review Date:</b>	12/1/2025
<b>Agency Privacy Analyst Review Comments:</b>	Reviewer: Nestor Villafuerte 12/1/2025 This PIA is ready for SAOP review and approval.	<b># of Days - APA Review:</b>	11

### SAOP Review

<b>SAOP Review Decision:</b>	Approved	<b>SAOP Review Date:</b>	12/9/2025
<b>SAOP Review Comments:</b>		<b># of Days - SAOP Review:</b>	8

SAOP Signature					
Date	User	Type	Name	Original Value	New Value
12/9/2025 2:19 PM	BAUR, VANESSA	Signature	SAOP (Email PIN)		Content Signed

### Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

### Comments

Question Name	Submitter	Date	Comment	Attachment
PTA 04	Data Feed Service, pta_pia_OS_Release	11/17/2025	Please add a period to the last sentence.	

PTA 05	Data Feed Service, pta_pia_OS_Release	11/17/2025	Please spell out the acronym BARDA BAA on first use within this response.
PTA 06	Data Feed Service, pta_pia_OS_Release	11/17/2025	Please indicate if any of the information is shared.
PTA 09	Data Feed Service, pta_pia_OS_Release	11/17/2025	Please update the response to the following:  Site allows users to submit information for proposals. Information is then used to reach out to a company if a proposal will possibly contribute to federal mission. Only the system Administrator has access to the website and they use a PIV card to access the network and then user credentials are used to access the website.
PIA 22	Data Feed Service, pta_pia_OS_Release	11/17/2025	Based on other responses in the PTA/PIA, please also include the following selections in this response:  Mailing Address, Phone Number, User Credentials  Other - DUNS Number, Company, Participants US Citizenship Status
PIA 44	Data Feed Service, pta_pia_OS_Release	11/17/2025	Please update this response to this format:  General Records Schedule (GRS) 4.2 Item 001, FOIA/PA administrative files. Disposition Authority: DAA-GRS-2019-0001-0001. Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.
PIA 34	Data Feed Service, pta_pia_OS_Release	11/17/2025	Based on other responses within the PTA/PIA, PII information is potentially collected. (e.g. Registrant Information (First Name, Last Name, Email, Phone number) This information is collected so that we can communicate back with them to coordinate the meeting/presentation, or administrators user credentials) Please update this response accordingly.  The previous version of this PIA included this information in the response:  Individuals can opt out of the PII collection however the result will

deny them access to the federal system.

PIA 35	Data Feed Service, pta_pia_OS_Release	11/17/2025	<p>Based on other responses within the PTA/PIA, PII information is potentially collected. (e.g. Registrant Information (First Name, Last Name, Email, Phone number) This information is collected so that we can communicate back with them to coordinate the meeting/presentation, or administrators user credentials) Please update this response accordingly.</p> <p>The previous version of this PIA included this information in the response:</p> <p>Entity's PII will never be used for any purpose other than to collect contact information to reach out to them for presentation purposes. There is no current process in place to notify users with no system changes planned</p>
PIA 36	Data Feed Service, pta_pia_OS_Release	11/17/2025	<p>Based on other responses within the PTA/PIA, PII information is potentially collected. (e.g. Registrant Information (First Name, Last Name, Email, Phone number) This information is collected so that we can communicate back with them to coordinate the meeting/presentation, or administrators user credentials) Please update this response accordingly.</p> <p>The previous version of this PIA included this information in the response:</p> <p>Email address for IBx Connect will be available for entity/individual who has submitted their information via IBx Connect web form. This can be used for entity/individual to report concerns related to PII accuracy. By submitting their information – including phone number and email address, the entity/individual has given HHS permission to reach out to them, which is the only purpose the PII information will be used for.</p>
PIA 41	Data Feed Service, pta_pia_OS_Release	11/17/2025	<p>This response should detail the technical methods, rather than the administrative methods, in place by the system to limit PII access. Please</p>

update the response accordingly.

The previous response for this question in the old version of the PIA was:

The IBX Connect Smartsheets System resides in a gov cloud environment secure environment; system is protected through authentication using HHS Username and password as well as HHS PIV card authentication. Role based access is used to ensure data is protected.

The IBx Connect system is designed with a back end login using a HHS/OpDiv PIV Card for System Administrator access only. The System Administrator is the only user with access to PII submitted via the public facing web form, identifies proposals that the government wants additional details on and reaches out to the entity/individual who submitted information for the next steps.

The public facing web form does not allow any access to the PII within the system.

PTA 01	VILLAFUERTE, NESTOR	11/25/2025	Q3 states that the system does not have an ATO date, however, the listed ATO date has passed.
PTA 01	BLAND, CRYSTAL	12/1/2025	12/1/2025 It seems the ATO has expired