

# REQUEST FOR PROPOSALS

**RFP NUMBER:** 0A1162  
**DATE ISSUED:** September 30, 2015

The State of Ohio, through the Department of Administrative Services, for the Ohio Department of Job and Family Services, Ohio Department of Higher Education, and Opportunities for Ohioans with Disabilities is requesting proposals for:

**Workforce Innovation and Opportunity Act (WIOA): Performance Reporting System**

**INQUIRY PERIOD BEGINS:** September 30, 2015  
**INQUIRY PERIOD ENDS:** October 19, 2015  
**OPENING DATE:** October 28, 2015  
**OPENING TIME:** 1:00 P.M.  
**OPENING LOCATION:** Department of Administrative Services  
General Services Division  
Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1313

This RFP consists of five parts and ten attachments, totaling 81 consecutively numbered pages. Supplements also are attached to this RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.

**Note:** In lieu of taking exceptions to RFP requirements, including but not limited to terms and conditions, scope of work statements, service levels requirements, etc., or providing assumptions that may be unacceptable to the State, offerors are strongly encouraged to use the inquiry process in Part Three of the RFP in order to work through these issues.



## PART ONE: EXECUTIVE SUMMARY

**Purpose.** This is a Request for Competitive Sealed Proposals (“RFP”) under Sections 125.071 and 125.18 of the Ohio Revised Code (the “Revised Code”) and Section 123:5-1-8 of the Ohio Administrative Code (the “Administrative Code”). The Department of Administrative Services, Office of Information Technology is soliciting competitive sealed proposals (“Proposals”) for the development of a Data Warehouse/Reporting Solution to comply with evolving U.S. Departments of Labor and Education electronic reporting requirements of the Workforce Innovation and Opportunity Act (WIOA) (the “Work”).

If a suitable offer is made in response to this RFP, the State of Ohio (the “State”), through the DAS may enter into a contract (the “Contract”) to have the selected offeror (the “Contractor”) perform all or part of the Project. This RFP provides details on what is required to submit a Proposal for the Project, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the work.

This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of each Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date until the Work is completed to the satisfaction of the State and the Contractor is paid or June 30, 2017, whichever is sooner. Notwithstanding the changes in Federal requirements on the January 2016 date, the Contractor must deliver the working solution to the State as to comply with any and all Federal reporting requirements no later than July 1, 2016. The State may renew this Contract for up to one (1) additional one-year term(s), subject to and contingent on the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. Any such renewal of all or part of the Contract also is subject to the satisfactory performance of the Contractor and the needs of the Department of Administrative Services.

**The State may reject any Proposal if the offeror fails to meet a deadline in the submission or evaluation phases of the selection process or objects to the dates for performance of the Work or the terms and conditions in this RFP.**

**Background.** The U.S. Departments of Labor and Education (the Departments), as part of their continuing effort to reduce paperwork and respondent burden, are conducting a preclearance consultation to provide the public and Federal agencies with an opportunity to comment on the proposed collection of information in accordance with the Paperwork Reduction Act of 1995 [44 U.S.C. 3506(c)(2)(A)] (PRA). The PRA helps ensure that respondents can provide requested data in the desired format with minimal reporting burden (time and financial resources), collection instruments are clearly understood and the impact of collection requirements on respondents can be properly assessed. Currently, the Departments are soliciting comments concerning the collection of data for the WIOA Performance Management, Information, and Reporting System (OMB Control No. 1205-0NEW). The data collections included in this reporting system fulfill requirements in WIOA Sec.116(d)(1) for the development of report templates for the State Performance Report for WIOA core programs, the Local Area Performance Report, and the Eligible Training Provider Report. Previously, a supporting statement was provided for this data collection under OMB Control No. 1205-0420, which was made public on April 16, 2015. The sole difference between the aforementioned supporting statement and the subject of this notice is that OMB Control No. 1205-0NEW does not include the non-WIOA related, currently cleared burden. More details are available at: <http://www.regulations.gov/#!docketDetail;D=ETA-2015-0007>

The State, as part of its continual effort to drive efficiency and quality in systems that support public programs has determined that an opportunity exists to increase its capabilities in measuring program performance through assembly and analysis of cross-agency data as well as to comply with evolving U.S. Departments of Labor and Education electronic reporting requirements of the Workforce Innovation and Opportunity Act (WIOA).

**Objectives.** In general, the State's objectives are to:

- Develop and implement changes to existing Workforce Investment Act (WIA) reporting to support the enhanced WIOA requirements;
- Improve cross-data and performance measurement of State Programs and Services provided by a variety of Agencies to offer a better service to the public;
- Create system of shared accountability within core Programs across Agencies through sharing of common data, development of common views and reports using the data, and implementing data analytics functions that are designed to enhance and refine the State's programs;
- Establish common performance indicators across agencies and Programs, Core programs, Training providers and Common methods for establishing and monitoring levels of performance through performance reports and analytics;
- Incorporate in State reporting and analysis (and onward via WIOA reporting) additional data elements as required by the U.S. Department of Labor (USDOL) that follows issued guidance and technical standards including: Credentials attainment; Measurable skills gain; Training-related costs; and Employer engagement; and
- Ensure that the delivered solution complies with USDOL reporting requirements and regulations (collectively Standards) which the State acknowledges are an evolving set of requirements that are anticipated to be finalized in January 2016. Therefore the solution must incorporate flexibility in its conception, design, implementation and deployment to accommodate changes to OSDOL Standards.

The State is committed to improving the number of minority-owned enterprises that do business with the State of Ohio. A "minority-owned enterprise" is an individual, partnership, corporation or joint venture of any kind that is owned and controlled by U. S. Citizens and residents of Ohio, who are and have held themselves out as members of the following socially and economically disadvantaged groups: Blacks, American Indians, Hispanics and Asians.

The offeror must seek and set aside work for Ohio certified minority business enterprises (MBEs). The MBE must be certified by the Ohio Department of Administrative Services pursuant to ORC 123.151. For more information regarding MBE and MBE certification requirements please refer to the DAS Equal Opportunity Division Web site at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification.aspx>

In addition, to search for Ohio MBE-Certified Providers, utilize the following search routine published on the DAS Equal Opportunity Division website:

- Select "MBE Certified Providers" as the EOD Search Area selection;
- On the subsequent screen, at minimum, select the appropriate Procurement Type, e.g., "Information Technology Service" as a search criterion;
- Select "Search"; and
- A list of Ohio MBE Certified Service Providers will be displayed.

**Overview of the Project's Scope of Work.** The scope of the Work is provided in greater detail within Supplement One (1) to this RFP.

The General Scope of this Project is as follows:

- Overall Project Management of the project inclusive of execution of the project for the State, inclusive of requirements confirmation, design, development and production implementation;
- Sourcing and integration of State data sources, including historical data, needed to support performance reporting into the Ohio BI Enterprise Data Warehouse (EDW) from participating Agencies;

- Assembly and production of federally mandated and other required standard reports and analyses from the EDW while ensuring that the content, format, timing and other operating requirements are met;
- In the course of delivery of the project, development of the system and complying with federal requirements, handling, manipulating or storing any State data, ensure that requirements of Supplement 2 to this RFP are strictly adhered to; and
- Production handoff and system turnover activities inclusive of all documentation and production run-books to the State at the conclusion of the project.

Note: The State may request that the Contractor include additional data elements, functionality, or processes in this project. If the State feels that additional data elements, functionality or processes are requested, the Change Control Review Board (CCRB) will review the scope of work and deadlines and work with the Contractor on amending the Contract accordingly.

The Change Control Review Board is comprised of senior Project and State management personnel. The CCRB prescribes the procedures and standards by which all project changes will be handled during the build and through the final acceptance of the system. It exists to manage the defects that could affect scope changes and requested changes that come in from all levels of the organization and business partners by checking for validity, prioritizing, and following through on necessary actions.

**Calendar of Events.** The schedule for the RFP process and the Work is given below. The State may change this schedule at any time. If the State changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Website's question and answer area for this RFP. The Website announcement will be followed by an amendment to this RFP, also available through the State's Procurement Website. After the Proposal due date and before the award of the Contract, the State will make schedule changes through the RFP amendment process. Additionally, the State will make changes in the Work schedule after the Contract award through the change order provisions in the General Terms and Conditions Attachment to this RFP. It is each prospective offeror's responsibility to check the Website question and answer area for this RFP for current information regarding this RFP and its Calendar of Events through award of the Contract.

**Dates:**

Firm Dates

RFP Issued:	September 30, 2015
Inquiry Period Begins:	September 30, 2015
Inquiry Period Ends:	October 19, 2015, at 8:00 a.m.
Proposal Due Date:	October 28, 2015 at 1:00 p.m.

Estimated Dates

Award Date:	November 30, 2015
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Estimated Work Dates

Work Begins:	December 7, 2015
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There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

## PART TWO: STRUCTURE OF THIS RFP

**Organization.** This RFP is organized into five parts and has eleven (11) attachments. The parts and attachments are listed below. There also may be one or more supplements to this RFP listed below.

### Parts:

Part 1	Executive Summary
Part 2	Structure of this RFP
Part 3	General Instructions
Part 4	Evaluation of Proposals
Part 5	Award of the Contract

### Attachments:

Attachment One	Evaluation Criteria
Attachment Two	Work Requirements and Special Provisions
Attachment Three	Requirements for Proposals
Attachment Four	General Terms and Conditions
Attachment Five	Sample Contract
Attachment Six	Offeror Certification Form
Attachment Seven	Offeror Profile Summary
Attachment Eight	Standard Affirmation and Disclosure Form (EO 2011-2012K)
Attachment Nine	Cost Summary Workbook
Attachment Ten	Master Contract for Software Licensing
Attachment Eleven	Ohio Department of Job and Family Services Data Sharing and Confidentiality Agreement

### Supplements:

Supplement 1	Workforce Innovation and Opportunity Act: Performance Reporting System Requirements
Supplement 2	Security and Privacy, State IT Computing Policy and State Data
Supplement 3	Project Service Level Agreement Requirements

### Appendices:

Appendix 1	Reference Documents
Appendix 2	Appendix Items, Traceability

### PART THREE: GENERAL INSTRUCTIONS

The following sections provide details on how to get more information about this RFP and how to respond to it. All responses must be complete and in the prescribed format.

**Contacts.** The following person will represent the State during the RFP process:

Procurement Representative:

Valerie Piccininni  
Acquisition Analyst  
Office of Information Technology  
Acquisition Management Office  
30 East Broad Street, 39<sup>th</sup> Floor  
Columbus, Ohio 43215

During the performance of the Work, a State representative (the “Work Representative”) will represent the State and be the primary contact for the Work. The State will designate the Work Representative after the Contract award.

**Inquiries.** Offerors may make inquiries regarding this RFP anytime during the inquiry period listed in the Calendar of Events. To make an inquiry, offerors must use the following process:

- Access the State’s Procurement Website at <http://procure.ohio.gov/>;
- From the Navigation Bar on the left, select “**Find It Fast**”;
- Select “Doc/Bid/Schedule #” as the Type;
- Enter the RFP number found on the first page of this RFP (the RFP number begins with zero followed by the letter “A”);
- Click the “Find It Fast” button;
- On the document information page, click the “Submit Inquiry” button;
- On the document inquiry page, complete the required “Personal Information” section by providing:
  - o First and last name of the prospective offeror’s representative who is responsible for the inquiry,
  - o Name of the prospective offeror,
  - o Representative’s business phone number, and
  - o Representative’s email address;
- Type the inquiry in the space provided including:
  - o A reference to the relevant part of this RFP,
  - o The heading for the provision under question, and
  - o The page number of the RFP where the provision can be found; and
- Click the “Submit” button.

An offeror submitting an inquiry will receive an immediate acknowledgement that the State has received the inquiry as well as an email acknowledging receipt. The offeror will not receive a personalized response to the question nor notification when the State has answered the question.

Offerors may view inquiries and responses on the State’s Procurement Website by using the “Find It Fast” feature described above and by clicking the “View Q & A” button on the document information page.

The State usually responds to all inquiries within three business days of receipt, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

The State does not consider questions asked during the inquiry period through the inquiry process as exceptions to the terms and conditions of this RFP.

**Amendments to the RFP.** If the State revises this RFP before the Proposals are due, it will announce any amendments on the State Procurement Website.

Offerors may view amendments by using the "Find It Fast" function of the State's Procurement Webpage (described in the Inquiries Section above) and then clicking on the amendment number to display the amendment.

When an amendment to this RFP is necessary, the State may extend the Proposal due date through an announcement on the State Procurement Website. The State may issue amendment announcements any time before 5:00 p.m. on the day before Proposals are due, and it is each prospective offeror's responsibility to check for announcements and other current information regarding this RFP.

After the Proposal due date, the State will distribute amendments only to those offerors whose Proposals are under active consideration. When the State amends the RFP after the due date for Proposals, the State will permit offerors to withdraw their Proposals within five business days after the amendment is issued. This withdrawal option will allow any offeror to remove its Proposal from active consideration should the offeror feel that the amendment changes the nature of the transaction so much that the offeror's Proposal is no longer in its interest. Alternatively, the State may allow offerors that have Proposals under active consideration to modify their Proposals in response to the amendment.

If the State allows offerors to modify their Proposals in response to an amendment, the State may limit the nature and scope of the modifications. Unless otherwise provided in the State's notice, offerors must make any modifications or withdrawals in writing and submit them to the State within five business days after the amendment is issued at the address and in the same manner required for the submission of the original Proposals. If this RFP provides for a negotiation phase, this submission procedure will not apply to changes negotiated during that phase. The State may reject any modification that is broader in scope than the State has authorized in the announcement of the amendment and treat it as a withdrawal of the offeror's Proposal.

**Proposal Submittal.** Each offeror must submit a technical section and a cost section as part of its total Proposal before the opening time on the Proposal due date. The offeror must submit the technical section as a separate package from the cost section of its Proposal, and each section must be submitted in its own separate, opaque package. The package with the technical section of the Proposal must be sealed and contain one originally signed technical section and **six (6)** copies of the technical section, and the package with the cost section also must be sealed and contain **two (2)** complete copies of the cost section of the Proposal. Further, the offeror must mark the outside of each package with either "**Workforce Innovation and Opportunity Act: Performance Reporting System RFP– Technical Proposal**" or "**Workforce Innovation and Opportunity Act: Performance Reporting System RFP – Cost Summary**," as appropriate.

**All offerors are subject to the security, privacy and data handling requirements of Supplement 2, regardless of the selected response option.**

Included in each sealed package, the offeror also must provide an electronic copy of everything contained within the package on CD-ROM in Microsoft Office, Microsoft Project, and Adobe Acrobat format, as appropriate. If there is a discrepancy between the hard copy and the electronic copy of the Proposal, the hard copy will control, and the State will base its evaluation of the offeror's Proposal on the hard copy.

Proposals are due no later than 1:00 p.m. on the Proposal due date. Proposals submitted by email, fax, or other electronic means are not acceptable, and the State may reject them. Offerors must submit their Proposals to:

Department of Administrative Services  
Attn: Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228

Bid Desk Main Phone Number: 614-466-5090

The State may reject any Proposals or unsolicited modifications it receives after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors also must allow for potential delays due to increased security. The Bid Desk accepts packages between the hours of 7:30 A.M. to 5:00 P.M. Monday through Friday, excluding State Holidays. No deliveries will be accepted before or after these hours without prior arrangements. Offerors must allow sufficient time since the State may reject late Proposals regardless of the cause for the delay.

Each offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered or withdrawn, except as allowed by this RFP.

By submitting a Proposal, the offeror acknowledges it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source other than the inquiry process described in the RFP.

Revised Code Section 9.24 prohibits the State from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery (a "Finding"), if the Finding is unresolved at the time of the award. This also applies to renewals of contracts. By submitting a Proposal, the offeror warrants it is not subject to an unresolved Finding under Section 9.24 at the time of its submission. Additionally, the offeror warrants it will notify the Department of Administrative Services in writing immediately upon becoming subject to such an unresolved Finding after submitting its Proposal and before the award of a Contract under this RFP. Should the State select the offeror's Proposal for award of a Contract, this warranty of immediate written notice will apply during the term of the Contract, including any renewals or extensions. Further, the State may treat any unresolved Finding against the Contractor that prevents a renewal of the Contract as a breach, in accordance with the provisions of Attachment Four, General Terms and Conditions.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP, includes unacceptable assumptions or conditions in its Proposal, fails to comply with the procedure for participating in the RFP process, or fails to meet any requirement of this RFP. The State also may reject any Proposal it believes is not in its interest to accept and may decide not to award a contract to any or all of the offerors responding to this RFP.

Offerors may not prepare or modify their Proposals on State premises.

All Proposals and other material offerors submit will become the property of the State and may be returned only at the State's option. Offerors should not include any confidential information in a Proposal or other material submitted as part of the evaluation process. All Proposals will be open to the public after the State has awarded the Contract.

The State will retain all Proposals, or a copy of them, as part of the Contract file for at least three years. After the three-year retention period, the State may return, destroy, or otherwise dispose of the Proposals and any copies of them.

**Waiver of Defects.** The State may waive any defects in any Proposal or in the submission process followed by an offeror, but the State will only do so if it believes that it is in the State's interest and will not cause any material unfairness to other offerors.

**Multiple or Alternate Proposals.** The State will not accept multiple Proposals from a single offeror or any alternative solutions or options to the requirements of this RFP. Additionally, any offeror that disregards a requirement in this RFP simply by proposing an alternative to it may have its Proposal rejected by the State. Further, any offeror that submits multiple Proposals for each of these options may have all of its Proposals rejected.

**Changes to Proposals.** The State will allow modifications or withdrawals of Proposals only if the State receives them before the Proposal due date. No modifications or withdrawals will be permitted after the due date, except as authorized by this RFP.

**Proposal Instructions.** Each Proposal must be organized in an indexed binder ordered in the same manner as the response items are ordered in the applicable attachments to this RFP. The requirements for a Proposal's contents and formatting are contained in the attachments to this RFP. The State wants clear and concise Proposals, but offerors must answer questions completely and meet all the RFP's requirements.

The State is not liable for any costs an offeror incurs in responding to this RFP or from participating in the evaluation process, regardless of whether the State awards the Contract through this process, decides not to go forward with the Work, cancels this RFP for any reason, or contracts for the Work through some other process or through another RFP.

## PART FOUR: EVALUATION OF PROPOSALS

**Disclosure of Proposal Contents.** The State will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, the State will seek to keep the contents of all Proposals confidential until the Contract is awarded. But the State will prepare a registry of Proposals that contains the name of each offeror. The public may inspect that registry after the State opens the Proposals.

**Rejection of Proposals.** The State may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, objects to the terms or conditions of this RFP, or that the State determines is excessive in price or otherwise not in the State's interest to accept. In addition, the State may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or other means.

**Evaluation of Proposals Generally.** The evaluation process may consist of up to six distinct phases:

1. Initial review;
2. Technical evaluation;
3. Evaluation of costs;
4. Requests for more information
5. Determination of responsibility; and
6. Contract Negotiations.

The State may decide whether phases four and six are necessary, and the State may rearrange the order in which it proceeds with the phases. The State also may add or remove sub-phases to any phase at any time, if the State believes doing so will improve the evaluation process.

**Clarifications and Corrections.** During the evaluation process, in the State's sole discretion, it may request clarifications from any offeror under active consideration and may give any offeror the opportunity to correct defects in its Proposal, if the State believes doing so would not result in an unfair advantage for the offeror, and it is in the State's interest. The State may reject any clarification that is non-responsive or broader in scope than what the State requested. If the State does so, or if the offeror fails to respond to the request for clarification, the State then may request a corrected clarification, consider the offeror's Proposal without the clarification, or disqualify the offeror's Proposal.

Corrections and clarifications must be completed off State premises.

**Initial Review.** The State will review all Proposals for their format and completeness. The State normally rejects incomplete or incorrectly formatted Proposals, though it may waive any defects or allow an offeror to submit a correction, if the State believes doing so would not result in an unfair advantage for the offeror and it is in the State's interest. Further, if the Auditor of State does not certify a Proposal due to lateness, the State will not open it. After the initial review, the State will forward all timely, complete, and properly formatted Proposals to an evaluation team, which the Procurement Representative will lead.

**Technical Evaluation.** The State will evaluate each Proposal that it has determined is timely, complete, and properly formatted. The evaluation will be scored according to the requirements identified in this RFP, including the requirements in Attachment One. Other attachments to this RFP may further refine these requirements, and the State has a right to break these requirements into components and weight any components of a requirement according to their perceived importance.

The State also may have the Proposals or portions of them reviewed and evaluated by independent third parties or various State personnel with experience that relates to the Work or to a criterion in the evaluation process. Additionally, the State may seek reviews from end users of the Work or the advice or evaluations of various State personnel that have subject matter expertise or an interest in the Work. The State may adopt or reject any recommendations it receives from such reviews and evaluations or give them such weight as the State believes is appropriate.

During the technical evaluation, the State will calculate a point total for each Proposal that it evaluates. At the sole discretion of the State, it may reject any Proposal receiving a significant number of zeros for sections in the technical portions of the evaluation. The State may select those offerors submitting the highest rated Proposals for the next phase. The number of Proposals that advance to the next phase will be within the State's discretion, but regardless of the number of Proposals selected, they always will be the highest rated Proposals from this phase.

At any time during this phase, in the State's sole discretion, it may ask an offeror to correct, revise, or clarify any portions of its Proposal.

The State will document all major decisions and make these a part of the Contract file, along with the evaluation results for each Proposal considered.

**Requirements.** Attachment One provides requirements the State will use to evaluate the Proposals, including any mandatory requirements. If the offeror's Proposal meets all the mandatory requirements, the offeror's Proposal may be included in the next phase of the evaluation, which will consider other requirements described in a table in Attachment One.

In the case of any requirements for a team of people the offeror is proposing, the offeror must submit a team to do the Work that collectively meets all the team requirements. But the experience of multiple candidates may not be combined to meet a single requirement. Further, previous experience of the candidate submitted for a Work Manager position may not be used to meet any other team member requirements. Each candidate proposed for the Work team must meet at least one of the requirements.

This RFP asks for responses and submissions from offerors, most of which represent components of the requirements in Attachment One. While each requirement represents only a part of the total basis for a decision to award the Contract to an offeror, a failure by an offeror to make a required submission or meet a mandatory requirement normally will result in a rejection of that offeror's Proposal. The value assigned above to each requirement is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that the State received. It is not a basis for determining the importance of meeting that requirement.

If the State does not receive any Proposal that meets all the mandatory requirements, the State may cancel this RFP. Alternatively, if the State believes it is in its interest, the State may continue to consider the highest-ranking Proposals despite their failure to meet all the mandatory requirements. In doing this, the State may consider one or more of the highest-ranking Proposals. But the State may not consider any lower-ranking Proposals unless all Proposals ranked above it are also considered, except as provided below.

In any case where no Proposal meets all the mandatory requirements, it may be that an upper ranking Proposal contains a failure to meet a mandatory requirement that the State believes is critical to the success of the RFP's objectives. When this is so, the State may reject that Proposal and consider lower ranking Proposals. Before doing so, the State may notify the offeror of the situation and allow the offeror an opportunity to cure its failure to meet that mandatory requirement.

If the offeror cures its failure to meet a mandatory requirement that the State has deemed critical to the success of the RFP's objectives, the State may continue to consider the offeror's Proposal. But if the offeror is unwilling or unable to cure the failure, its Proposal may be rejected. The State then may continue to consider the other remaining Proposals, including, if the State so chooses, Proposals that ranked lower than the rejected Proposal.

**Cost Evaluation.** Once the technical merits of the Proposals are considered, the State may consider the costs of one or more of the highest-ranking Proposals. But it is within the State's discretion to wait until after any interviews, presentations, and demonstrations to evaluate costs. Also, before evaluating the technical merits of the Proposals, the State may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. And the State may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

The State may select one or more of the Proposals for further consideration in the next phase of the evaluation process based on the price performance formula contained in Attachment One. The Proposal(s) selected for consideration in the next phase always will be the highest-ranking Proposal(s) based on this analysis. That is, the State may not move a lower-ranking Proposal to the next phase unless all Proposals that rank above it also are moved to the next phase, excluding any Proposals that the State disqualifies because of excessive cost or other irregularities.

If the State finds that it should give one or more of the highest-ranking Proposals further consideration, the State may move the selected Proposals to the next phase. The State alternatively may choose to bypass any or all subsequent phases and make an award based solely on its scoring of the preceding phases, subject only to its review of the highest-ranking offeror's responsibility, as described below.

**Requests for More Information.** The State may require some offerors to interview, make a presentation about their Proposals, or demonstrate their products or services. If the presentations, demonstrations, or interviews are held as part of the technical evaluation phase, all offerors that have Proposals under evaluation may participate. Alternatively, if the presentations, demonstrations, or interviews are held after the technical evaluation, the State normally will limit them to one or more of the highest ranking offerors. The State normally will limit such presentations, demonstrations, and interviews to areas in which it seeks further information from the highest ranking offeror or offerors. Typically, these discussions provide an offeror with an opportunity to do one or more of the following:

- Clarify its Proposal and ensure a mutual understanding of the Proposal's content;
- Showcase its approach to the Work; and
- Demonstrate the professionalism, qualifications, skills, and work knowledge of its proposed candidates.

The State will schedule the presentations, demonstrations, and interviews at its convenience and discretion. The State will determine the scope and format of any such presentations, demonstrations, and interviews and may record them. Additionally, if the State moves more than one offeror to this phase, the scope and format of these presentations, demonstrations, and interviews may vary from one offeror to the next, depending on the particular issues or concerns the State may have with each offeror's Proposal.

The State normally will not rank interviews, demonstrations, and presentations. Rather, if the State conducts the interviews, demonstrations, or presentations as part of the technical evaluation, the State may use the information it gathers during this process in evaluating the technical merits of the Proposals. If the State holds the demonstrations, presentations, or interviews only for one or more of the top-ranking offerors after the evaluation phase, the State may decide to revise its existing Proposal evaluations based on the results of this process.

**Determination of Responsibility.** The State may review the background of one or more of the highest-ranking offerors and its or their key team members and subcontractors to ensure their responsibility. For purposes of this RFP, a key team member is a person that an offeror identifies by name in its Proposal as a member of its proposed team. The State will not award the Contract to an offeror that it determines is not responsible or that has proposed candidates or subcontractors to do the Work that are not responsible. The State's determination of an offeror's responsibility may include the following factors: experience of the offeror and its key team members and subcontractors, its and their past conduct on previous contracts, past performance on previous contracts, ability to execute this Contract properly, and management skill. The State may make this determination of responsibility based on the offeror's Proposal, reference evaluations, a review of the offeror's financial ability, and any other information the State requests or determines is relevant.

Some of the factors used in determining an offeror's responsibility, such as reference checks, may also be used in the technical evaluation of Proposals in phase two of the evaluation process. In evaluating those factors in phase two, the weight the State assigns to them, if any, for purposes of the technical evaluation will not preclude the State from rejecting a Proposal based on a determination that an offeror is not responsible. For example, if the offeror's financial ability is adequate, the value, if any, assigned to the offeror's relative financial ability in relation to other offerors in the technical evaluation phase may or may not be significant, depending on the nature of the Work. If the State believes the offeror's financial ability is inadequate, the State may reject the offeror's Proposal despite its other merits.

The State may make a responsibility determination at any time during the evaluation process, but it typically will do so only once it has evaluated the technical merits and costs of the Proposals. The State always will review the responsibility of an offeror selected for an award before making the award, if it has not already done so earlier in the evaluation process. If the State determines that the offeror selected for award is not responsible, the State then may go down the line of remaining offerors, according to rank, and determine responsibility with the next highest-ranking offeror.

**Reference Checks.** As part of the State's determination of an offeror's responsibility, the State may conduct reference checks to verify and validate the offeror's and its proposed candidates' and subcontractors' past performance. Reference checks that indicate poor or failed performance by the offeror or a proposed candidate or subcontractor may be cause for rejection of the offeror's Proposal. Additionally, the State may reject an offeror's Proposal as non-responsive if the offeror fails to provide requested reference contact information.

The State may consider the quality of an offeror's and its candidates' and subcontractors' references as part of the technical evaluation phase, as well as in the State's determination of the offeror's responsibility. The State also may consider the information

it receives from the references in weighing any requirement contained in the technical evaluation phase, if that information is relevant to the requirement. In checking an offeror's or any of its proposed candidates' or subcontractors' references, the State will seek information that relates to the offeror's previous contract performance. This may include performance with other governmental entities, as well as any other information the State deems important for the successful operation and management of the Work and a positive working relationship between the State and the offeror. In doing this, the State may check references other than those provided in the offeror's Proposal. The State also may use information from other sources, such as third-party reporting agencies.

**Financial Ability.** Part of State's determination of an offeror's responsibility may include the offeror's financial ability to perform the Contract. This RFP may expressly require the submission of audited financial statements from all offerors in their Proposals, but if this RFP does not make this an express requirement, the State still may insist that an offeror submit audited financial statements for up to the past three years, if the State is concerned that an offeror may not have the financial ability to carry out the Contract. Also, the State may consider financial information other than the information that this RFP requires as part of the offeror's Proposal, such as credit reports from third-party reporting agencies.

**Contract Negotiations.** The final phase of the evaluation process may be contract negotiations. It is entirely within the discretion of the State whether to permit negotiations. An offeror must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal, and any Proposal that is contingent on the State negotiating with the offeror may be rejected. The State is free to limit negotiations to particular aspects of any Proposal or the RFP, to limit the offerors with whom the State negotiates, and to dispense with negotiations entirely. If negotiations are held, they will be scheduled at the convenience of the State, and the selected offeror or offerors must negotiate in good faith.

The State may limit negotiations to specific aspects of the RFP or the offeror's Proposal. Should the evaluation result in a top-ranked Proposal, the State may limit negotiations to only that offeror and not hold negotiations with any lower-ranking offeror. If negotiations are unsuccessful with the top-ranked offeror, the State then may go down the line of remaining offerors, according to rank, and negotiate with the next highest-ranking offeror. Lower ranking offerors do not have a right to participate in negotiations conducted in such a manner.

If the State decides to negotiate simultaneously with more than one offeror, or decides that negotiations with the top-ranked offeror are not satisfactory and therefore negotiates with one or more of the lower-ranking offerors, the State then will determine if an adjustment in the ranking of the offerors with which it held negotiations is appropriate based on the negotiations. The Contract award, if any, then will be based on the final ranking of offerors, as adjusted.

Auction techniques that reveal one offeror's price to another or disclose any other material information derived from competing Proposals are prohibited. Any oral modification of a Proposal will be reduced to writing by the offeror as described below.

Following negotiations, the State may set a date and time for the offeror(s) with which the State conducted negotiations to submit a best and final Proposal. If negotiations were limited and all changes were reduced to signed writings during negotiations, the State need not require a best and final Proposal.

If best and final Proposals are required, they may be submitted only once, unless the State determines that it is in the State's interest to conduct additional negotiations. In such cases, the State may require another submission of best and final Proposals. Otherwise, discussion of or changes in the best and final Proposals will not be allowed. If an offeror does not submit a best and final Proposal, the State will treat that offeror's previous Proposal as its best and final Proposal.

The State usually will not rank negotiations and normally will hold them only to correct deficiencies in or enhance the value of the highest-ranked offeror's Proposal.

From the opening of the Proposals to the award of the Contract, everyone evaluating Proposals on behalf of the State will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. The State also will seek to keep this information away from other offerors, and the State may not tell one offeror about the contents of another offeror's Proposal in order to gain a negotiating advantage.

Before the award of the Contract or cancellation of the RFP, any offeror that seeks to gain access to the contents of another offeror's Proposal may be disqualified from further consideration.

Negotiated changes will be reduced to writing and become a part of the Contract file, which will be available for public inspection after award of the Contract or cancellation of the RFP, provided the State does not plan to reissue the RFP. If the State plans to reissue the RFP, the Contract file will not be available until the subsequent RFP process is completed. Unless the State agrees otherwise in writing, the offeror must draft and sign the written changes and submit them to the State within five business days. If the State accepts the changes, the State will give the offeror written notice of the State's acceptance, and the negotiated changes to the successful offer will become a part of the Contract.

**Failure to Negotiate.** If an offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the State may terminate negotiations with that offeror, remove the offeror's Proposal from further consideration, and seek such other remedies as may be available in law or in equity.

## PART FIVE: AWARD OF THE CONTRACT

**Contract Award.** The State plans to award the Contract based on the schedule in the RFP, if the State decides the Work is in its best interest and has not changed the award date.

Included with this RFP, as Attachment Five, is a sample of the Contract for the RFP. The State will issue two originals of the Contract to the Contractor proposed for award. The offeror must sign and return the two originals to the Procurement Representative. The State also will issue two originals of any Master Contract(s) for Software Licensing (Master Contract(s)) to the Contractor. If the licensor under any such Master Contract is not the offeror, the offeror will be responsible for coordinating execution of the document by the licensor and returning it to the State with the two originally signed copies of the Contract. The Contract and any Master Contract will bind the State only when the State's duly authorized representative signs all copies and returns one to the Contractor with an award letter, the State issues a purchase order, and all other prerequisites identified in the Contract have occurred.

The Contractor must begin work within 15 business days after the State issues a purchase order, or on a mutually agreed start date, under the Contract. If the State awards a Contract pursuant to this RFP, and the Contractor is unable or unwilling to perform the Work, the State may cancel the Contract, effective immediately on notice to the Contractor. The State then may return to the evaluation process under this RFP and resume the process without giving further consideration to the originally selected Proposal. Additionally, the State may seek such other remedies as may be available to the State in law or in equity for the selected Contractor's failure to perform under the Contract.

**Contract.** If this RFP results in a Contract award, the Contract will consist of:

1. The one page Contract (Attachment Five) in its final form; and
2. The 0A1162 Workforce Innovation and Opportunity Act: Performance Reporting System Contract dated \_\_\_\_\_, 2015 which includes Attachment Four, Attachments, Supplements and the Cost Proposal Workbooks dated \_\_\_\_\_, 2015.

The Contract is the result of and includes agreed upon changes to the RFP its attachments and supplements including any written amendments to the RFP, any materials incorporated by reference in the RFP, the Contractor's Proposal, and written, authorized amendments and clarifications to the Contractor's Proposal. It also includes any purchase orders and change orders issued under the Contract.

Change Orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

Any Master Contract for Software Licensing will be a separate agreement and not part of the Contract, but the State may require the incorporation into the Master Contract of any representations regarding the performance, features, and functions of the Key Commercial Software made in the RFP.

**ATTACHMENT ONE: EVALUATION CRITERIA**

**Mandatory Requirements.** The first table lists this RFP’s mandatory requirements of this RFP. If the offeror’s Proposal meets all the mandatory requirements, the offeror’s Proposal may be included in the next part of the technical evaluation phase as described in the next table.

<b>Mandatory Requirements</b> Workforce Innovation and Opportunity Act: Performance Reporting System	<b>Reject</b>	<b>Accept</b>
The offeror must have a minimum of two (2) projects where the offeror successfully completed the analysis, design, development, and deployment of a secure reporting solution similar in size and scope to this project.		
The offeror must have at least 3 projects within the last forty-eight (48) months that successfully delivered Business Intelligence solutions, including: data warehouse design/implementation, data modeling, report or analytics development, and customer support for: A public, federal, state, or local government agency, public institution of higher education, or private entity with at least \$1 billion in annual revenue <u>or</u> 1,000 employees <u>OR</u> a Fortune 500 company.		

**Scored Criteria.** In the technical evaluation phase, the State will rate the technical merits of the Proposals based on the following requirements and the weight assigned to each requirement:

<b>Mandatory Requirements Scored Criteria</b>	<b>Weight</b>	<b>Does Not Meet</b>	<b>Meets</b>	<b>Exceeds</b>
The offeror must have a minimum of two (2) projects where the offeror successfully completed the analysis, design, development, and deployment of a secure reporting solution similar in size and scope to this project.	<b>5</b>	<b>Rejected</b>	<b>5</b>	<b>7</b>
The offeror must have at least 3 projects within the last forty-eight (48) months that successfully delivered Business Intelligence solutions, including: data warehouse design/implementation, data modeling, report or analytics development, and customer support for: A public, federal, state, or local government agency, public institution of higher education, or private entity with at least \$1 billion in annual revenue <u>or</u> 1,000 employees <u>OR</u> a Fortune 500 company.	<b>5</b>	<b>Rejected</b>	<b>5</b>	<b>7</b>

<b>Supplement 1 Workforce Innovation and Opportunity Act: Performance Reporting System</b>					
<b>Scored Criteria</b>	<b>Weight</b>	<b>Does Not Meet</b>	<b>Partially Meets</b>	<b>Meets</b>	<b>Exceeds</b>
Offeror or subcontractor must have a minimum of 24 months experience working with Workforce Reporting.	<b>5</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>7</b>
Offeror must have a minimum of 24 months experience working with multiple stakeholders on a reporting system project.	<b>5</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>7</b>

<b>Project Management and Coordination Services and Create and Maintain Project Plan</b> (Supplement 1, Sections 2.1, and 2.3 thru 2.9 in their entirety)	5	0	2	5	7
<b>Design Phase Roles, Responsibilities, and Requirements</b> (Supplement 1, Section 2.13)	10	0	2	5	7
<b>Build Phase Roles, Responsibilities and Requirements</b> (Supplement 1, Section 2.14)	5	0	2	5	7
<b>Test Phase Roles Responsibilities, and Requirements</b> (Supplement 1, Section 2.15)	10	0	2	5	7
<b>Deploy Phase Roles, Responsibilities, and Requirements</b> (Supplement 1, Section 2.17)	5	0	2	5	7
<b>Staffing Plan and Time Commitment and Contractor Staffing and Key Activities</b> (Supplement 1, Sections 4.1 and 4.2)	20	0	2	5	7
<b>Additional State Data Stores and Solution Sizing Requirements</b> (Supplement 1, Sections 5.2 and 5.3)	5	0	2	5	7
<b>Functional Requirements</b> (Supplement 1, Section 5.5)	10	0	2	5	7
<b>Data Requirements: Standard Rules and Integration</b> (Supplement 1, Sections 5.9 and 5.12)	10	0	2	5	7
<b>Non-Functional Requirements</b> (Supplement 1, Section 5.13)	5	0	2	5	7

**Evaluation Scoring Formula.** The evaluation team will rate the Proposals that meet the Mandatory Requirements based on the following criteria and respective weights.

<b>Criteria</b>	<b>Percentage</b>
Technical Proposal	70%
Cost Summary	30%

To ensure the scoring ratio is maintained, the State will use the following formulas to adjust the points awarded to each offeror.

The offeror with the highest point total will receive 700 points. The remaining offerors will receive a percentage of the maximum points available based upon the following formulas:

**Technical Proposal Points** = (Offeror's Technical Proposal Points/Highest Number of Technical Proposal Points Obtained) x 700

The offeror with the lowest proposed Not-To-Exceed Fixed Price will receive 300 points. The remaining offerors will receive a percentage of the maximum cost points available based upon the following formula:

**Cost Summary Points** = (Lowest Not-To-Exceed Fixed Price/Offeror's Not-To-Exceed Fixed Price) x 300

## **ATTACHMENT TWO: WORK REQUIREMENTS AND SPECIAL PROVISIONS PART ONE: WORK REQUIREMENTS**

This attachment describes the Work and what the Contractor must do to get the job done. It also describes what the Contractor must deliver as part of the completed Work (the "Deliverables"). Additionally, it gives a detailed description of the Work's schedule.

### **Scope of Work.**

#### **The Scope of Work is defined in Supplement 1.**

The State will provide oversight for the Work, but the Contractor must provide overall Work management for the tasks under this Contract, including the day-to-day management of its staff. The Contractor also must assist the State with coordinating assignments for State staff, if any, involved in the Work. Additionally, the Contractor must provide all administrative support for its staff and activities. Throughout the Work effort, the Contractor must employ ongoing management techniques to ensure a comprehensive Work Plan is developed, executed, monitored, reported on, and maintained.

The Contractor must provide a Project Manager for the Work. The Contractor must employ the proposed Project Manager as a regular, fulltime employee on the Proposal submission date and throughout the term of the Contract, including all renewals. Additionally, the Contractor's full-time regular employees must perform at least 30% of the effort required to complete the Work. The Contractor may use its personnel or subcontractor personnel to meet the remaining 70% of the effort.

## **PART TWO: SPECIAL PROVISIONS**

**Submittal of Deliverables.** The Contractor must perform its tasks in a timely and professional manner that produces Deliverables that fully meet the Contract's requirements. And the Contractor must provide the Deliverables no later than the due dates the Contract requires. At the time of delivery of a written Deliverable, the Contractor must submit an original and one copy of each Deliverable, plus an electronic copy. The Contractor must provide the electronic copy in a file format acceptable to the State.

By submitting a Deliverable, the Contractor represents that, it has performed the associated tasks in a manner that meets the Contract's requirements.

The Contractor must provide all Deliverables to the State Authorized Representative, who will review (or delegate review of) the materials or documents within a reasonable time after receipt, as specified in the Project Plan.

If the State determines that a Deliverable is not in compliance, the State Authorized Representative will note the reason for non-compliance and send notification to the Contractor Account Manager. At no expense to the State, the Contractor then must bring the Deliverable into conformance and re-submit it to the Project Representative within ten business days.

If the State agrees the Deliverable is compliant, the State Authorized Representative will sign a Deliverable Submittal Form and return a copy to the Contractor. In addition, if the State Authorized Representative or designee determines that the State should make a payment associated with the Deliverable, the State Authorized Representative will indicate that the payment should be made on the Deliverable Submittal Form.

The State form authorizing payment and the payment itself do not indicate that the State has accepted the Deliverables associated with the payment. The State's acceptance of the Deliverables that are part of developing the Project is conditioned on a successful performance test upon completion of the Project or Services (if applicable).

**General Systems Implementation Standards.** The Contractor has and will continue to use its best efforts through quality assurance procedures to ensure there are no viruses or malware or undocumented features in its infrastructure and services and that they do not contain any embedded device or code (e.g., time bomb) that is intended to obstruct or prevent any use of or access to them by the State. Notwithstanding any rights granted under the Agreement or at law, the Contractor hereby waives under any and all circumstances any right it may have or may hereafter have to exercise electronic self-help.

**Inconsistencies between Contract and Deliverables.** If any terms and conditions that may be incorporated in a User, Operations, Training Document or Guide or Contractor created Deliverable, work product, assumption, responsibility or activity are inconsistent or conflicts with the Contract, the Contract shall prevail.

**The Contractor's Fee Structure.** The Contract award(s) will be for a Not-To-Exceed Fixed Price as agreed in the offerors Cost Summary Microsoft Excel® Workbook, Attachment Nine, (in native format), payable in accordance with an approved statement of work.

**Project Deliverables.** Upon receipt of a signed Deliverable Submittal Form indicating the State agrees that the Deliverable is compliant, or that the Contractor has met an applicable milestone and payment should be made, the Contractor may submit an invoice for that Deliverable or milestone.

The initial scope and deliverables under the awarded Contract will be for the project deliverables as identified in Supplement 1 and the specific deliverable costs identified in the Cost Summary Workbooks provided in the RFP.

**Application and Environmental (Solution) Software.** The State will pay fees related to the Workforce Innovation and Opportunity Act: Performance Reporting System "solution" application and environmental software and any other Commercial Software that it acquires as part of this Contract only on the State's execution of a schedule or other ordering document, delivery of the software to the Project site, acceptance of the software in accordance with the applicable schedule or other ordering document, and receipt of a proper invoice for the software.

Software licenses will be paid upon receipt of a valid invoice, noting that the software license(s) have been ordered, delivered, installed and accepted in the identified environment in accordance with the offeror's proposed Project Plan.

The State will pay ongoing annual maintenance fees for any application software and any other Commercial Software acquired as part of this Contract only on the State's execution of a schedule or other ordering document on an annual basis upon receipt of a valid invoice. At the State's request, the first Support Period may be pro-rated so that the Anniversary Date coincides with the end of the State's Fiscal Year.

**Optional Hardware and Related Components.** The State will pay fees related to the Workforce Innovation and Opportunity Act: Performance Reporting System "solution" hardware and related components that it acquires as part of this Contract only on the State's execution of an ordering document, delivery of the hardware and related components F.O.B. to the Project site, acceptance of the hardware and related components in accordance with the applicable ordering document, and receipt of a proper invoice for the hardware and related components.

Hardware and related components will be paid upon receipt of a valid invoice, noting that the hardware and related components have been ordered, delivered, installed and accepted in the identified environment in accordance with the offeror's proposed Project Plan.

The State will pay ongoing annual maintenance fees for any hardware and related components acquired as part of this Contract only on the State's execution of an ordering document on an annual basis upon receipt of a valid invoice. At the State's request, the first Support Period may be pro-rated so that the Anniversary Date coincides with the end of the State's Fiscal Year.

**Reimbursable Expenses.** None.

**MBE Set Aside and Reporting.** This RFP contains a sheltered solicitation requirement, which requires offerors to seek and set aside a portion of the Work to be exclusively performed by Ohio certified MBE businesses.

The work set-aside must equate to a minimum of 15% of the offeror's cost proposal under RFP 0A1162. In seeking bids, the offeror must:

- Utilize a competitive process to which only Ohio certified MBEs may respond;
- Have established criteria by which prospective MBEs will be evaluated including business ability and specific experience related to the work requirements;

- Require the MBE subcontractor to maintain their certification throughout the term of the Contract, including any renewals; and
- Propose the awarded MBE as a subcontractor under RFP 0A1162.

**Notes:**

1. For this RFP Ohio certified MBE's that are the prime **must** subcontract with an Ohio-certified MBE to meet the above requirement.
2. The offeror's MBE set-aside costs will be evaluated as a percentage (%) based on the offeror's proposed project management activities and project total costs. The Bill of Materials (BOM) elements, including proposed hardware, environmental software and application solution software costs will not be a component in the evaluation of MBE set-aside percentage.

Also, within 15 business days, the offeror proposing an MBE subcontractor certified by the Department of Administrative Services pursuant to ORC 123.151 must provide a copy of the subcontractor's Ohio MBE Certification. The MBE must maintain that certification for the duration of MBE's portion of the scope of work in the Contract.

Offeror shall indicate on all invoices submitted to the agency the dollar amount attributed to the Work provided by selected Ohio certified MBE subcontractors along with documentation of the Ohio certified MBE subcontractors' activities. Offeror shall report all Ohio certified MBE subcontractor payments under this Contract monthly to DAS. Compliance with offeror's proposed cost set-aside percentage, which is a minimum of 15%, is a term of this contract and failure to attain the selected percentage by the expiration of the contractor may result in the offeror being found in breach of the Contract.

**Fee at Risk.** Compliance with the State minimum cost MBE set-aside percentage is a term of this contract. The State minimum is fifteen percent (15%). Contractor agrees to place fifteen percent (15%) of its payment at risk for failure to attain the cost MBE set-aside percentage by the expiration of the contract. This will include the amount withheld from the Contract.

**Bill to Address.** The State will provide the bill to address(s) after contract award. The bill to address may vary depending upon the work or services delivered.

**Location of Data.** The Contractor must perform all work on the Project and keep all State data within the United States, and the State may reject any Proposal that proposes to do any work or make State data available outside the United States. The State also may reject any Proposal for which the Contractor has not submitted the affirmation and disclosure form EXECUTIVE ORDER 2011-12K representing that it will ensure that all work on the Project will be done within the United States and that all State data will remain in the United States. Additionally, the Contractor must provide written notification for approval if at any time the location of work or data changes.

## ATTACHMENT THREE: REQUIREMENTS FOR PROPOSALS

**Proposal Format.** These instructions describe the required format for a responsive Proposal. The offeror may include any additional information it believes is relevant. The offeror's proposal submission must be submitted using the Microsoft Word version of the RFP to provide an **in-line response** to the RFP. An identifiable tab sheet must precede each section of the Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Offeror responses should use a consistent contrasting color (blue is suggested to contrast with the black text of this document) to provide their response to each requirement so that the offeror response is readily distinguishable to the State. Below is an example of the required format for responding to the RFP requirements. To aid offerors in the creation of the most favorable depiction of their responses, alternative formats are acceptable that use typefaces, **styles** or **shaded backgrounds**, so long as the use of these formats are consistent throughout the offerors response and readily distinguishable from the baseline RFP. Alterations to the State provided baseline RFP language is strictly prohibited. The State will electronically compare offeror responses to the baseline RFP and deviations or alterations to the State's RFP requirements may result in a rejection of the offeror's Proposal.

To ensure that each Proposal addresses the required sections of the RFP, offerors must address each RFP requirement by section and sub-section heading and provide the offeror's proposed solution or response to the requirement by section and subsection **in-line** using the provided Microsoft Word version of this RFP.

Additionally, offerors must include the entire content of Attachment Four as a single section in their proposal. **Offerors must include a statement at the beginning of the section** indicating that the offeror has read, understands and agrees to the General Terms and conditions contained in Attachment Four.

**Illustrative Example: Customers Served in the Widget Space:**

**Instructions:** *The offeror is to describe the customers (i.e., companies, agencies, entities, etc.) served in the Widget domain and the nature of the services provided, as well as the duration of the service.*

**Offeror Response:** *The Acme Corporation has been in business for over 20 years, Acme is a leading supplier of Widget and Widget based services with clients in a variety of sectors including public (23 states) and private (125 of the Fortune 400).*

Each Proposal must include a response to every request for information in this attachment and Supplement 1 whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply may be an unacceptable response and may cause the Proposal to be rejected.

Offerors are required to page limit their responses to each Supplement to be no longer than twice the State provided page count in Supplement 1. As offeror responses are to respond in an inline format, and by way of example, if Supplement 1 is approximately 40 pages, the offeror's inline response, inclusive of State requirements shall not exceed 80 pages in total. Offerors should choose a similarly sized typeface (generally 10 point for text and 8 point for tables) as are included in the State's requirements and not utilize smaller than 8 point fonts to work under this page limit restriction.

State evaluators read every RFP from front-to-back inclusive of all Attachments, Supplements, Forms and other elements. Offerors are advised to limit offeror marketing statements and positioning to the area(s) of the RFP applicable to those statement(s) and not include duplicative or otherwise repetitive statements throughout its response. This page limit shall not apply to: State mandatory forms, representations and affirmations, response form(s) and other structured forms required under this RFP.

Each Proposal must contain the following ***tabbed sections in the in-line response***:

- Cover Letter
- Supplier Information Form (OBM-5657)
- Subcontractor Letters
- Offeror Certification Form
- MBE Certification
- Offeror Profile
- Proposed Solution
  - Supplement 1 Response
- Acceptance of Supplement 2 – Security and Privacy, State IT Computing Policy and State Data Handling Requirements
- Proof of Insurance
- Payment Address
- Legal Notice Address
- W-9 Form
- Independent Contractor Acknowledgement
- Standard Affirmation and Disclosure Form (EO 2011-12K)
- Acceptance of Attachment 4: General Terms and Conditions
- Proposes Changes to Attachment 10: Master Contract for Software Licensing
- Cost Summary

**Cover Letter.** The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the offeror. The cover letter must include a brief executive summary of the solution the offeror plans to provide. The letter must also have the following:

- a. A statement regarding the offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business;
- b. A list of the people who prepared the Proposal, including their titles; and
- c. A statement certifying the Contractor is a business entity and will not submit the Independent Contractor/Worker Acknowledgement to the ordering agency.

**Supplier Information Form.** The offeror must submit a signed and completed Vendor Information Form (OBM5657). The form is available at: [http://media.obm.ohio.gov/oss/documents/New+Supplier+Information+Form\\_09+08+2015.pdf](http://media.obm.ohio.gov/oss/documents/New+Supplier+Information+Form_09+08+2015.pdf).

**Subcontractor Letters.** For each proposed subcontractor, the offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:

1. The subcontractor's legal status, federal tax identification number, D-U-N-S number, and principal place of business address;
2. The name, phone number, fax number, email address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A description of the work the subcontractor will do;
4. A commitment to do the work if the offeror is selected; and
5. A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.

**Offeror Certification Form.** The offeror must complete Attachment 6, Offeror Certification Form.

**MBE Certification.** Offerors must include a copy of the MBE subcontractor's Ohio MBE certification. The MBE must be certified by the Department of Administrative Services pursuant to ORC 123.151.

**Offeror Profile.** Each Supplement Response must include a description of the offeror capability, capacity, and experience in support of the requirements of each Supplement's response. The description should include the date the offeror was established, its

leadership, number of employees, number of employees the offeror will engage in tasks directly related to the Project, and any other background information or relevant experience that will help the State gauge the ability of the offeror to fulfill the obligations of the Contract.

The offeror must use the Offeror Profile Summary Forms (Attachment Seven) and fill them out completely to provide the required information. All offerors must demonstrate experience to meet each of the applicable mandatory requirement(s) evaluation criteria by including the offeror mandatory requirement form provided in this RFP. Each offeror must meet the applicable mandatory requirements in the RFP. If an offeror does not meet the applicable mandatory requirements, the State may reject the offeror's Proposal as non-responsive.

The various sections of the Offeror Profile Summary Forms are described below:

a) **Mandatory Experience and Qualifications.** The offeror must complete this section to demonstrate that it has the experience needed to meet the RFP's mandatory requirements. For each reference, the offeror must provide the following information:

- **Contact Information.** The offeror must provide a client contact name, title, phone number, email address, company name, and mailing address. The offeror also must include the same information for an alternate client contact, in case the State cannot reach the primary contact. Failure to provide this information or providing information that is inaccurate or out of date may result in the State not including the reference in the evaluation process or rejecting the offeror's Proposal. The contact information given must be for a person within the client's organization and not a co-worker or a contact within the offeror's organization, subsidiaries, partnerships, etc.
- **Project Name.** The offeror must provide the name of the project where it obtained the mandatory experience.
- **Dates of Experience.** The offeror must complete this area with a beginning month and year and an ending month and year to show the length of time the offeror performed the work, not just the length of time the offeror was engaged by the reference.
- **Description of the Related Service Provided.** The State will not assume that, since the experience requirement is provided at the top of the page, all descriptions on that page relate to that requirement. The offeror must reiterate the experience being described, including the capacity in which the work was performed and the role of the offeror on the Project. It is the offeror's responsibility to customize the description to clearly substantiate the qualification.
- **Description of how the related service shows the offeror's experience, capability, and capacity to develop the Deliverables and to achieve the milestones within the scope of work of this RFP.**

The offeror must list each project experience separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

**THE OFFEROR MAY NOT USE THE EXPERIENCE OR QUALIFICATIONS OF A SUBCONTRACTOR TO MEET ANY OF THE MANDATORY QUALIFICATIONS OR EXPERIENCE. THESE MUST BE FULFILLED EXCLUSIVELY THROUGH THE QUALIFICATIONS AND EXPERIENCE OF THE OFFEROR.**

**Proposed Solution.** The offeror must describe in detail how its proposed solution meets the Work and requirements described in this RFP. The offeror may not simply state that the proposed services will meet or exceed the specified requirements. Instead, the offeror must provide a written narrative that shows that the offeror understands the requirements of this RFP and how the offeror's proposed services meets those requirements.

- All Supplements are being provided as a Microsoft Word and Excel documents through the State's procurement website as a convenience for responding to the RFP. The Supplement's content must not be modified. If the content is modified, reformatted or omitted, the offeror's response may be disqualified. As part of their response, Offerors are to provide native Microsoft Word and Excel based documents that comprise the requirements of Supplement 1, inclusive of their response

**Acceptance of Supplement 2 – Security and Privacy, State IT Computing Policy and State Data Handling Requirements.** Offerors must include the entire content of Supplement 2 as a single section in their proposal. The offerors must include a statement at the beginning of the section indicating that the offeror has read, understands and agrees to the Requirements contained in Supplement 2.

**Proof of Insurance.** The offeror must provide the certificate of insurance required by Attachment Four. The policy may be written on an occurrence or claims made basis.

**Payment Address.** The offeror must give the address to which the State should send payments under the Contract.

**Legal Notice Address.** The offeror must give the name, title, and address to which the State should send legal notices under the Contract.

**W-9 Form.** The offeror must complete a W-9 form in its entirety. The offeror must submit at least one originally signed W-9. All other copies of a Proposal may contain copies of the W-9. The offeror must indicate on the outside of the binder which Proposal contains the originally signed W-9. A current version of the Internal Revenue's W-9 form is available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**Independent Contractor Acknowledgement Form.** Unless the offeror is a "business entity" as that term is defined in ORC 145.037 ("an entity with five or more employees that is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business"), the offeror must complete and submit an originally signed Independent Contractor Acknowledgement form in its entirety. All other copies of a Proposal may contain copies of the Independent Contractor Acknowledgement form. The offeror must indicate on the outside of the binder which Proposal contains the originally signed Independent Contractor Acknowledgement form. A current version of the Independent Contractor Acknowledgement form is available at:

<https://www.opers.org/forms-archive/PEDACKN.pdf>

**Standard Affirmation and Disclosure Form (EO 2011-12K).** The offeror must complete and sign the Affirmation and Disclosure Form (Attachment) as part of its Proposal. Executive Order 2011-12K is available at:

<http://www.governor.ohio.gov/Portals/0/pdf/executiveOrders/EO%202011-12K.pdf>

**Acceptance of Attachment Four – General Terms and Conditions.** Offerors must include the entire content of Attachment Four as a single section in their proposal. The offerors must include a statement at the beginning of the section indicating that the offeror has read, understands and agrees to the General Terms and conditions contained in Attachment Four.

**Proposed Changes to Attachment Ten.** If the offeror seeks changes to Attachment Ten, the Master Contract, the offeror must identify those changes, with the precise alternative language the offeror seeks, and include the markup of the Master Contract as an attachment to its Proposal. Generalized objections to the Master Contract's terms and conditions are not acceptable. The State may reject any Proposal with extensive changes to the Master Contract or with changes that the State finds objectionable. Alternatively, the State may seek to negotiate over proposed changes to attempt to make them acceptable to the State. The State, in its sole and exclusive judgment, will determine whether any changes are acceptable and whether any negotiations make the proposed changes acceptable to the State.

**Cost Summary.** This RFP includes Cost Summary Workbooks in Microsoft Excel® as Attachments Nine. Offerors may not reformat the State's Cost Summary Workbooks. Each offeror must complete the applicable Cost Summary Workbooks in the exact format provided, since the State may reject any Proposal with a reformatted Cost Summary Workbook or that is not separately sealed. (See: Part Three: General Instructions, Proposal Submittal.)

In addition, offerors must indicate the MBE cost and percentage for each element of the offeror's proposed cost utilizing the Cost Summary Workbooks. The total MBE cost will be the sum of all MBE elements in the Cost Summary Workbooks. The percentage will be the total MBE cost divided by the total offeror proposed cost.

Note: MBE percentage will be calculated based on the offeror's proposed project management services and solution project implementation services.

The Cost Summary Workbook must not include exceptions, additional terms and conditions, or assumptions.

The offeror's total cost for all the Project must be represented as the Not-To-Exceed Fixed Price.

**The State will not be liable for or pay any Project costs that the offeror does not identify in its Proposal.**

## ATTACHMENT FOUR: GENERAL TERMS AND CONDITIONS

### PART ONE: PERFORMANCE AND PAYMENT

**Statement of Work.** The selected offeror's Proposal and the State's Request for Proposal (collectively, the "RFP Documents") are a part of this Contract and describe the work (the "Project") the Contractor must do and any materials the Contractor must deliver (the "Deliverables") under this Contract. The Contractor must do the Project in a professional, timely, and efficient manner and must provide the Deliverables in a proper fashion. The Contractor also must furnish its own support staff necessary for the satisfactory performance of the Project.

The Contractor must consult with the appropriate State representatives and others necessary to ensure a thorough understanding of the Project and satisfactory performance. The State may give instructions to or make requests of the Contractor relating to the Project, and the Contractor must comply with those instructions and fulfill those requests in a timely and professional manner. Those instructions and requests will be for the sole purpose of ensuring satisfactory completion of the Project and will not amend or alter the scope of the Project.

**Term.** Unless this Contract is terminated or expires without renewal, it will remain in effect until the Project is completed to the satisfaction of the State, including all optional renewal periods for maintenance or continuing commitments, and the Contractor is paid. However, the current General Assembly cannot commit a future General Assembly to an expenditure. Therefore, this Contract will automatically expire at the end of each biennium, the first of which is June 30, 2017. The State may renew this Contract in the next biennium by issuing written notice to the Contractor of the decision to do so. This expiration and renewal procedure also will apply to the end of any subsequent biennium during which the Project continues, including any optional renewal periods. Termination or expiration of this Contract will not limit the Contractor's continuing obligations with respect to Deliverables that the State paid for before or after termination or limit the State's rights in such.

The State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails to continue funding for the payments and other obligations due as part of this Contract, the State's obligations under this Contract will terminate as of the date that the funding expires without further obligation of the State.

The Project has a completion date that is identified in the RFP Documents. The RFP Documents also may have several dates for the delivery of Deliverables or reaching certain milestones in the Project. The Contractor must make those deliveries, meet those milestones, and complete the Project within the times the RFP Documents require. If the Contractor does not meet those dates, the Contractor will be in default, and the State may terminate this Contract under the termination provision contained below.

The State also may have certain obligations to meet. Those obligations, if any, are also listed in the RFP Documents. If the State agrees that the Contractor's failure to meet the delivery, milestone, or completion dates in the RFP Documents is due to the State's failure to meet its own obligations in a timely fashion, then the Contractor will not be in default, and the delivery, milestone, and completion dates affected by the State's failure to perform will be extended by the same amount of time as the State's delay. The Contractor may not rely on this provision unless the Contractor has in good faith exerted reasonable management skill to avoid an extension and has given the State meaningful written notice of the State's failure to meet its obligations within five business days of the Contractor's realization that the State's delay may impact the Project. The Contractor must deliver any such notice to both the Project Representative and Procurement Representative and title the notice as a "Notice of State Delay." The notice must identify any delay in detail, as well as the impact the delay has or will have on the Project. Unless the State decides, in its sole and exclusive judgment, that an equitable adjustment in the Contractor's Fee is warranted in the case of an extended delay, an extension of the Contractor's time to perform will be the Contractor's exclusive remedy for the State's delay. Should the State determine that an equitable adjustment in the Contractor's Fee is warranted, the equitable adjustment will be handled as a Change Order under the Changes Section of this Contract, and the extension of time and equitable adjustment will be the exclusive remedies of the Contractor for the State's delay.

The State seeks a complete project, and the Contractor must provide any incidental items omitted in the RFP Documents as part of the Contractor's not-to-exceed fixed price. The Contractor also must fully identify, describe, and document all systems that are delivered as a part of the Project. Unless expressly excluded elsewhere in the RFP, all hardware, software, supplies, and other required components (such as documentation, conversion, training, and maintenance) necessary for the Project to be complete and useful to the State are included in the Project and the not-to-exceed fixed price.

**Compensation.** In consideration of the Contractor's promises and satisfactory performance, the State will pay the Contractor the amount(s) identified in the RFP Documents (the "Fee"), plus any other expenses identified as reimbursable in the RFP Documents. In no event, however, will payments under this Contract exceed the "total not-to-exceed" amount in the RFP Documents without the prior written approval of the State and, when required, the Ohio Controlling Board and any other source of funding. The Contractor's right to the Fee is contingent on the complete and satisfactory performance of the Project or, in the case of milestone payments or periodic payments of an hourly, daily, weekly, monthly, or annual rate, all relevant parts of the Project tied to the applicable milestone or period. Payment of the Fee also is contingent on the Contractor delivering a proper invoice and any other documents the RFP Documents require. An invoice must comply with the State's then current policies regarding invoices and their submission. The State will notify the Contractor in writing within 15 business days after it receives a defective invoice of any defect and provide the information necessary to correct the defect.

The Contractor must send all invoices under this Contract to the "bill to" address in the RFP Documents or in the applicable purchase order.

The State will pay the Contractor interest on any late payment, as provided in Section 126.30 of the Ohio Revised Code (the "Revised Code"). If the State disputes a payment for anything covered by an invoice, within 15 business days after receipt of that invoice, the State will notify the Contractor, in writing, stating the grounds for the dispute. The State then may deduct the disputed amount from its payment as a nonexclusive remedy. If the Contractor has committed a material breach, in the sole opinion of the State, the State also may withhold payment otherwise due to the Contractor. Both parties will attempt to resolve any claims of material breach or payment disputes through discussions among the Contractor's Implementation Manager (e.g., Contractor's Project Manager), the Contractor's Project executive, the State's Project Representative, and the State Contract Management Administrator. The State will consult with the Contractor as early as reasonably possible about the nature of the claim or dispute and the amount of payment affected. When the Contractor has resolved the matter to the State's satisfaction, the State will pay the disputed amount within 30 business days after the matter is resolved. The State has no obligation to make any disputed payments until the matter is resolved, and the Contractor must continue its performance under this Contract pending resolution of the dispute or claim.

If the State has already paid the Contractor on an invoice but later disputes the amount covered by the invoice, and if the Contractor fails to correct the problem within 30 calendar days after written notice, the Contractor must reimburse the State for that amount at the end of the 30 calendar days as a nonexclusive remedy for the State. On written request from the Contractor, the State will provide reasonable assistance in determining the nature of the problem by giving the Contractor reasonable access to the State's facilities and any information the State has regarding the problem.

Payment of an invoice by the State will not prejudice the State's right to object to or question that or any other invoice or matter in relation thereto. The Contractor's invoice will be subject to reduction for amounts included in any invoice or payment made which are determined by the State not to constitute allowable costs, on the basis of audits conducted in accordance with the terms of this Contract. At the State's sole discretion all payments shall be subject to reduction for amounts equal to prior overpayments to the Contractor.

If the RFP Documents provide for any retainage, the State will withhold from each invoice paid the percentage specified in the RFP Documents as retainage. The State will pay the retainage only after the State has accepted the Project, and then only in accordance with the payment schedule specified in the RFP Documents. The State will withhold all amounts under this section arising from claims or disputes in addition to any retainage specified in the RFP Documents.

The State may pay any part of the not-to-exceed fixed price identified in the RFP documents as being for a license in Commercial Material from a third party in accordance with the applicable license agreement, if the license agreement addresses payment. For all Key Commercial Software with a license agreement substantially in the form of Attachment Twelve, payment of any license or support fees will be governed exclusively by that license agreement.

**Reimbursable Expenses.** The State will pay all reimbursable expenses identified in the RFP Documents, if any, in accordance with the terms in the RFP Documents and, where applicable, Section 126.31 of the Revised Code. The Contractor must assume all expenses that it incurs in the performance of this Contract that are not identified as reimbursable in the RFP Documents.

In making any reimbursable expenditure, the Contractor always must comply with the more restrictive of its own, then current internal policies for making such expenditures or the State's then current policies. All reimbursable travel will require the advance written

approval of the State's Project Representative. The Contractor must bill all reimbursable expenses monthly, and the State will reimburse the Contractor for them within 30 business days of receiving the Contractor's invoice.

**Right of Offset.** The State may set off the amount of any Ohio tax liability, liquidated damages or other damages or claims for damages, or other obligation of the Contractor or its subsidiaries to the State, including any amounts the Contractor owes to the State under this or other contracts, against any payments due from the State to the Contractor under this or any other contracts with the State.

**Certification of Funds.** None of the rights, duties, or obligations in this Contract will be binding on the State, and the Contractor will not begin its performance until all the following conditions have been met:

- (a) All statutory provisions under the Revised Code, including Section 126.07, have been met;
- (b) All necessary funds are made available by the appropriate State entities;
- (c) If required, the Controlling Board of Ohio approves this Contract; and
- (d) If the State is relying on federal or third-party funds for this Contract, the State gives the Contractor written notice that such funds are available.

**Employment Taxes.** All people furnished by the Contractor (the "Contractor Personnel") are employees or subcontractors of the Contractor, and none are or will be deemed employees or contractors of the State. No Contractor Personnel will be entitled to participate in, claim benefits under, or become an "eligible employee" for purposes of any employee benefit plan of the State by reason of any work done under this Contract. The

Contractor will pay all federal, state, local, and other applicable payroll taxes and make the required contributions, withholdings, and deductions imposed or assessed under any provision of any law and measured by wages, salaries, or other remuneration paid by or which may be due from the Contractor to the Contractor Personnel. The Contractor will indemnify, defend (with the consent and approval of the Ohio Attorney General), and hold the State harmless from and against all claims, losses, liability, demands, fines, and expense (including court costs, defense costs, and redeemable attorney fees) arising out of or relating to such taxes, withholdings, deductions, and contributions with respect to the Contractor Personnel. The Contractor's indemnity and defense obligations also apply to any claim or assertion of tax liability made by or on behalf of any Contractor Personnel or governmental agency on the basis that any Contractor Personnel are employees or contractors of the State, that the State is the "joint employer" or "co-employer" of any Contractor Personnel, or that any Contractor Personnel are entitled to any employee benefit offered only to eligible regular fulltime or regular part-time employees of the State.

**Sales, Use, Excise, and Property Taxes.** The State is exempt from any sales, use, excise, and property tax. To the extent sales, use, excise, or any similar tax is imposed on the Contractor in connection with the Project, such will be the sole and exclusive responsibility of the Contractor. Further, the Contractor will pay such taxes, together with any interest and penalties not disputed with the appropriate taxing authority, whether they are imposed at the time the services are rendered or a later time.

## **PART TWO: WORK AND CONTRACT ADMINISTRATION**

**Related Contracts.** The Contractor warrants that the Contractor has not and will not enter into any contracts without written approval of the State to perform substantially identical services for the State, such that the Project duplicates the work done or to be done under the other contracts.

**Other Contractors.** The State may hold other contracts for additional or related work, including among others independent verification and validation (IV&V) work for this Project. The Contractor must fully cooperate with all other contractors and State employees and coordinate its work with such other contractors and State employees as may be required for the smooth and efficient operation of all related or additional work. The Contractor may not act in any way that may unreasonably interfere with the work of any other contractors or the State's employees. Further, the Contractor must fully cooperate with any IV&V contractor assigned to this Project. Such cooperation includes expeditiously providing the IV&V contractor with full and complete access to all project work product, records, materials, personnel, meetings, and correspondence as the IV&V contractor may request. If the State assigns an IV&V contractor to the Project, the State will obligate the IV&V contractor to a confidentiality provision similar to the Confidentiality Section contained in this Contract. Additionally, the Contractor must include the obligations of this provision in all its contracts with its subcontractors that work on this project.

**Subcontracting.** The Contractor may not enter into subcontracts related to the Project after award without written approval from the State. Nevertheless, the Contractor will not need the State's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Project. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the RFP Documents.

The State's approval of the use of subcontractors does not mean that the State will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor must hold the State harmless for and must indemnify the State against any such claims.

The Contractor assumes responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, the Contractor will be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. Further, the Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement also must pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide an exclusion for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages the State in any way, the Contractor must indemnify the State for the damage.

**Record Keeping.** The Contractor must keep all financial records in accordance with generally accepted accounting principles consistently applied. The Contractor also must file documentation to support each action under this Contract in a manner allowing the documentation to be readily located. Additionally, the Contractor must keep all Project-related records and documents at its principal place of business or at its office where the work was performed.

**Audits.** During the term of this Contract and for three years after the payment of the Contractor's Fee, on reasonable notice, and during customary business hours, the State may audit the Contractor's records and other materials that relate to the Project. This audit right also applies to the State's duly authorized representatives and any person or organization providing financial support for the Project. State audit rights will apply to those Contractor materials that are required to verify the accuracy of a Contractor invoice to the State inclusive of: Contractor personnel timesheets; Contractor purchased or provided equipment for benefit of the State that will remain in the State's possession; State deliverable acceptance documentation; any required State written approvals as required herein; final Work products and deliverables; any partial or incomplete Work products or deliverables that should the Contractor submit for partial compensation from the State as a result of termination of this contract.

**Right to Terminate as a Result of Audit Findings.** In the event the State determines that the results of any examination of the Contractor is unsatisfactory per the requirements of the Contract and not remedied within a 90 day period following written notice from the State, the State may terminate this Agreement, in part or in full.

If the Contractor fails to satisfy the requirements of the State with regard to security of information, or if an examination reveals information that would result in a continuing contractual relationship that causes the State to be in violation of any law, the State may terminate this Contract immediately without notice.

**Insurance.** The Contractor must provide the following insurance coverage at its own expense throughout the term of this Contract:

- (a) Workers' compensation insurance, as required by Ohio law, and, if some of the Project will be done outside Ohio, the laws of the appropriate state(s) where work on the project will be done. The Contractor also must maintain employer's liability insurance with at least a \$1,000,000.00 limit.
- (b) Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, and property damage. The defense cost must be outside of the policy limits. Such policy must designate the State of Ohio as an additional insured,

as its interest may appear. The policy also must be endorsed to include a waiver of subrogation. At a minimum, the limits of the insurance must be:

- \$ 2,000,000 General Aggregate
- \$ 2,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Per Occurrence Limit
- \$ 1,000,000 Personal and Advertising Injury Limit
- \$ 100,000 Fire Legal Liability
- \$ 10,000 Medical Payments

The Contractor shall, for each policy required by this Contract, provide the State with 30-days prior written notice of cancellation, material change, or non-renewal, except a 10-days notice of non-payment of premium. And the Contractor's Commercial General Liability must be primary over any other insurance coverage.

- (c) Commercial Automobile Liability insurance with a combined single limit of \$500,000.
- (d) Professional Liability insurance covering all staff with a minimum limit of \$1,000,000 per incident and \$3,000,000 aggregate. If the Contractor's policy is written on a "claims made" basis, the Contractor must provide the State with proof of continuous coverage at the time the policy is renewed. If for any reason the policy expires, or coverage is terminated, the Contractor must purchase and maintain "tail" coverage through the applicable statute of limitations.

The certificate(s) must be in a form that is reasonably satisfactory to the State as to the contents of the policies and the quality of the insurance carriers. All carriers must have at least an "A-" rating by A.M. Best.

**Replacement Personnel.** If the RFP Documents contain the names of specific people (e.g., Key Project Personnel) who will work on the Project, then the quality and professional credentials of those people were material factors in the State's decision to enter into this Contract. Therefore, the Contractor must use all commercially reasonable efforts to ensure the continued availability of those people. Also, the Contractor may not remove those people from the Project without the prior written consent of the State, except as provided below.

The Contractor may remove a person listed in the RFP Documents from the Project, if doing so is necessary for legal or disciplinary reasons. However, the Contractor must make a reasonable effort to give the State 30 calendar days' prior, written notice of the removal.

If the Contractor removes a person listed in the RFP Documents from the Project for any reason other than those specified above, the State may assess liquidated damages in the amount of \$1,500.00 for every day between the date on which the individual was removed and the date that this Contract is terminated or the individual's qualified replacement, selected in accordance with the process identified in this section, starts performing on the Project. The State also may provide the Contractor with written notice of its default under this section, which the Contractor must cure within 30 days. Should the Contractor fail to cure its default within the 30 day cure period, this Contract will terminate immediately for cause, and the State will be entitled to damages in accordance with the Suspension and Termination Section of this Contract due to the termination. Should the State assess liquidated damages or otherwise be entitled to damages under this provision, it may offset these damages from any Fees due under this Contract.

The Contractor must have qualified replacement people available to replace any people listed in the RFP Documents by name or identified as a key individual on the Project. When the removal of a listed person is permitted under this Section, or if a person becomes unavailable, the Contractor must submit the resumes for two replacement people to the State for each person removed or who otherwise becomes unavailable. The Contractor must submit the two resumes, along with such other information as the State may reasonably request, within five business days after the decision to remove a person is made or the unavailability of a listed person becomes known to the Contractor.

The State will select one of the two proposed replacements or will reject both of them within ten business days after the Contractor has submitted the proposed replacements to the State. The State may reject the proposed replacements for any legal reason. Should the State reject both replacement candidates due to their failure to meet the minimum qualifications identified in the RFP Documents, or should the Contractor fail to provide the notice required under this Section or fail to provide two qualified replacement

candidates for each removed or unavailable person, the Contractor will be in default and the cure period for default specified elsewhere in this Contract will not apply. In any such case, the State will have the following options:

- (a) The State may assess liquidated damages in the amount of \$1,500.00 for every day between the date on which the Contractor failed to provide the applicable notice, failed to provide the two replacement candidates, or the date the State rejected all candidates for cause and the date on which the Contractor affects a cure or the Contract expires without renewal or is terminated.
- (b) The State may terminate this Contract immediately for cause and without any cure period.

Should the State exercise its option under item (a) above, it nevertheless will be entitled anytime thereafter to exercise its option under item (b) above. Additionally, should the State terminate this Contract under this provision, it will be entitled to damages in accordance with the Suspension and Termination Section of this Contract due to the termination. Should the State assess liquidated damages or otherwise be entitled to damages under this provision, it may offset these damages from any Fees due under this Contract.

The State may determine that the proposed replacement candidates meet the minimum qualifications of this Contract and still substantially reduce the value the State perceived it would receive through the effort of the original individual(s) the Contractor proposed and on whose credentials the State decided to enter into this Contract. Therefore, the State will have the right to reject any candidate that the State determines may provide it with diminished value.

Should the State reject both proposed candidates for any legal reason other than their failure to meet the minimum qualifications identified in the RFP Documents, the State may terminate this Contract for its convenience.

The State has an interest in providing a healthy and safe environment for its employees and guests at its facilities. The State also has an interest in ensuring that its operations are carried out in an efficient, professional, legal, and secure manner. Therefore, the State will have the right to require the Contractor to remove any individual involved in the Project, if the State determines that any such individual has or may interfere with the State's interests identified above. In such a case, the request for removal will be treated as a case in which an individual providing services under this Contract has become unavailable, and the Contractor must follow the procedures identified above for replacing unavailable people. This provision also applies to people that the Contractor's subcontractors engage, if they are listed by name or as a key person in the RFP Documents.

**Suspension and Termination.** The State may terminate this Contract in full or in part for cause if the Contractor defaults in meeting its obligations under this Contract and fails to cure its default within the time allowed by this Contract, or if a petition in bankruptcy (or similar proceeding) has been filed by or against the Contractor. The State also may terminate this Contract if the Contractor violates any law or regulation in doing the Project, or if it appears to the State that the Contractor's performance is substantially endangered through no fault of the State. In any such case, the termination will be for cause, and the State's rights and remedies will be those identified below for termination for cause.

On written notice, the Contractor will have 30 calendar days to cure any breach of its obligations under this Contract, provided the breach is curable. If the Contractor fails to cure the breach within 30 calendar days after written notice, or if the breach is not one that is curable, the State will have the right to terminate this Contract immediately on notice to the Contractor. The State also may terminate this Contract in the case of breaches that are cured within 30 calendar days but are persistent. "Persistent" in this context means that the State has notified the Contractor in writing of the Contractor's failure to meet any of its obligations three times. After the third notice, the State may terminate this Contract on written notice to the Contractor without a cure period if the Contractor again fails to meet any obligation. The three notices do not have to relate to the same obligation or type of failure. Some provisions of this Contract may provide for a shorter cure period than 30 calendar days or for no cure period at all, and those provisions will prevail over this one. If a particular section does not state what the cure period will be, this provision will govern.

The State also may terminate this Contract in full or in part for its convenience and without cause or if the Ohio General Assembly fails to appropriate funds for any part of the Project. If a third party is providing funding for the Project, the State also may terminate this Contract should that third party fail to release any Project funds. The RFP Documents normally identify any third party source of funds for the Project, but an absence of such in the RFP Documents will not diminish the State's rights under this section.

The notice of termination, whether for cause or without cause, will be effective as soon as the Contractor receives it. Upon receipt of the notice of termination, the Contractor must immediately cease all work on the project and take all steps necessary to minimize any costs the Contractor will incur related to this Contract. The Contractor also must immediately prepare a report and deliver it to

the State. The report must be all-inclusive and must detail the work completed at the date of termination, the percentage of the Project's completion, any costs incurred in doing the Project to that date, and any Deliverables completed or partially completed but not delivered to the State at the time of termination. The Contractor also must deliver all the completed and partially completed Deliverables to the State with its report. However, if the State determines that delivery in that manner would not be in its interest, then the State will designate a suitable alternative form of delivery, which the Contractor must honor.

If the State terminates this Contract for cause, the State will be entitled to cover for the Work by using another Contractor on such commercially reasonable terms as the State and the covering contractor may agree. The Contractor will be liable to the State for all costs related to covering for the Work to the extent that such costs, when combined with payments already made to the Contractor for the Work before termination, exceed the costs that the State would have incurred under this Contract. The Contractor also will be liable for any other direct damages resulting from its breach of this Contract or other action leading to termination for cause. If the Contractor fails to deliver Deliverables or provide satisfactory services, the State has the right to withhold any and all payments due to the Contractor without penalty or work stoppage by the Contractor until such failure to perform is cured.

If the termination is for the convenience of the State, the Contractor may be entitled to the prorated Contract price for deliverables, products or services accepted by the State and not previously paid for provided in that in no event will total payments exceed the amount payable to the Contractor if the Contract had been fully performed. If the Contractor has submitted partially completed deliverables, products, or services, the Contractor may be entitled to the Contract price for such deliverables, products, or services as pro-rated by the State. The Contractor will use generally accepted accounting principles or equivalent accounting principles and sound business practices in determining all costs claimed, agreed to, or determined under this clause.

The State will have the option of suspending this Contract in full or in part rather than terminating the Project, if the State believes that doing so would better serve its interests. In the event of a suspension for the convenience of the State, the Contractor will be entitled to receive payment for the work performed before the suspension. In the case of suspension of the Project for cause rather than termination for cause, the Contractor will not be entitled to any compensation for any work performed. If the State reinstates the Project after suspension for cause, rather than terminating this Contract after the suspension, the Contractor may be entitled to compensation for work performed before the suspension, less any damage to the State resulting from the Contractor's breach of this Contract or other fault. Any amount due for work before or after the suspension for cause will be offset by any damage to the State from the default or other event giving rise to the suspension.

In the case of a suspension for the State's convenience, the State will calculate the amount of compensation due to the Contractor for work performed before the suspension in the same manner as provided in this section for termination for the State's convenience. The Contractor will not be entitled to compensation for any other costs associated with a suspension for the State's convenience, and the State will make no payment under this provision to the Contractor until the Contractor submits a proper invoice. If the State decides to allow the work to continue rather than terminating this Contract after the suspension, the State will not be required to make any payment to the Contractor other than those payments specified in this Contract and in accordance with the payment schedule specified in this Contract for properly completed work.

Any notice of suspension, whether with or without cause, will be effective immediately on the Contractor's receipt of the notice. The Contractor will prepare a report concerning the Project just as is required by this Section in the case of termination. After suspension of the Project, the Contractor may not perform any work without the consent of the State and may resume work only on written notice from the State to do so. In any case of suspension, the State retains its right to terminate this Contract rather than to continue the suspension or resume the Project.

The State may not suspend the Project for its convenience more than twice during the term of this Contract, and any suspension for the State's convenience may not continue for more than 30 calendar days. If the Contractor does not receive notice to resume or terminate the Project within the 30-day suspension, then this Contract will terminate automatically for the State's convenience at the end of the 30 calendar day period.

Any default by the Contractor or one of its subcontractors will be treated as a default by the Contractor and all of its subcontractors. The Contractor will be solely responsible for satisfying any claims of its subcontractors for any suspension or termination and must indemnify the State for any liability to them. Notwithstanding the foregoing, each subcontractor must hold the State harmless for any damage caused to them from a suspension or termination. They must look solely to the Contractor for any compensation to which they may be entitled.

**Representatives.** The State's representative under this Contract will be the person identified in the RFP

Documents or in a subsequent notice to the Contractor as the "Project Representative." The Project Representative will review all reports the Contractor makes in the performance of the Project, will conduct all liaison with the Contractor, and will accept or reject the Deliverables and the completed Project. The Project Representative may delegate his responsibilities for individual aspects of the Project to one or more managers, who may act as the Project Representative for those individual portions of the Project.

The Contractor's Implementation Manager under this Contract will be the person identified on the RFP Documents as the "Implementation Manager." The Implementation Manager will be the Contractor's liaison with the State under this Contract. The Implementation Manager also will conduct all Project meetings and prepare and submit to the Project Representative all reports, plans, and other materials that the RFP Documents require from the Contractor.

Either party, upon written notice to the other party, may designate another representative. However, the Contractor may not replace the Implementation Manager without the approval of the State if that person is identified in the RFP Documents by name or as a key individual on the Project.

**Project Responsibilities.** The State will be responsible for providing only those things, if any, expressly identified in the RFP Documents. If the State has agreed to provide facilities or equipment, the Contractor, by signing this Contract, warrants that the Contractor has either inspected the facilities and equipment or has voluntarily waived an inspection and will work with the equipment and facilities on an "as is" basis.

The Contractor must assume the lead in the areas of management, design, and development of the Project. The Contractor must coordinate the successful execution of the Project and direct all Project activities on a day-to-day basis, with the advice and consent of the Project Representative. The Contractor will be responsible for all communications regarding the progress of the Project and will discuss with the Project Representative any issues, recommendations, and decisions related to the Project.

If any part of the Project requires installation on the State's property, the State will provide the Contractor with reasonable access to the installation site for the installation and any site preparation that is needed. After the installation is complete, the Contractor must complete an installation letter and secure the signature of the Project Representative certifying that installation is complete and the Project, or applicable portion of it, is operational. The letter must describe the nature, date, and location of the installation, as well as the date the Project Representative certified the installation as complete and operational.

Unless otherwise provided in the RFP Documents, the Contractor is solely responsible for obtaining all official permits, approvals, licenses, certifications, and similar authorizations required by any local, state, or federal agency for the Project and maintaining them throughout the duration of this Contract.

**Changes.** The State may make reasonable changes within the general scope of the Project. The State will do so by issuing a written order under this Contract describing the nature of the change ("Change Order"). Additionally, if the State provides directions or makes requests of the Contractor without a change order, and the Contractor reasonably believes the directions or requests are outside the specifications for the Project, the Contractor may request a Change Order from the State. The parties will handle such changes as follows: The Contractor will provide pricing to the State. The State will execute a Change Order once it and the Contractor have agreed on the description of and specifications for the change, as well as any equitable adjustments that need to be made in the Contractor's Fee or the performance schedule for the work. Then within five business days after receiving the Change Order, the Contractor must sign it to signify agreement with it.

If a change causes an increase in the cost of, or the time required for, the performance of the Project, the Contractor must notify the State in writing and request an equitable adjustment in its Fee, the delivery schedule, or both before the Contractor signs the Change Order. If the Contractor claims an adjustment under this section in connection with a change to the Project not described in a written Change Order, the Contractor must notify the State in writing of the claim within five business days after the Contractor is notified of the change and before work on the change begins. Otherwise, the Contractor will have waived the claim. In no event will the State be responsible for any increase in the Fee or revision in any delivery schedule unless the State expressly ordered the relevant change in writing and the Contractor has complied with the requirements of this section. Provided the State has complied with the procedure for Change Orders in this section, nothing in this clause will excuse the Contractor from proceeding with performance of the Project, as changed.

Where an equitable adjustment to the Contractor's Fee is appropriate, the State and the Contractor may agree upon such an adjustment. If the State and the Contractor are unable to agree, either party may submit the dispute to the senior management of the Contractor and the senior management of the State's Department of Administrative Services for resolution. If within 30 calendar

days following referral to senior management, the claim or dispute has not been resolved, the Contractor must submit its actual costs for materials needed for the change (or estimated amount if the precise amount of materials cannot be determined) and an estimate of the hours of labor required to do the work under the Change Order. The Contractor must break down the hours of labor by employee position, and provide the actual hourly pay rate for each employee involved in the change. The total amount of the equitable adjustment for the Change Order then will be made based on the actual cost of materials (or estimated materials) and actual rate for each person doing the labor (based on the estimated hours of work required to do the change). Labor rates will be increased by 25% to cover benefits and taxes. The equitable adjustment for the Change Order then will be set based on this amount, plus 15% to cover overhead and profit. This amount will be the not-to-exceed amount of the Change Order. If the change involves removing a requirement from the Project or replacing one part of the Project with the change, the State will get a credit for the work no longer required under the original scope of the Project. The credit will be calculated in the same manner as the Contractor's Fee for the change, and the not-to-exceed amount will be reduced by this credit.

The Contractor is responsible for coordinating changes with its subcontractors and adjusting their compensation and performance schedule. The State will not pay any subcontractor for the Change Order. If a subcontractor will perform any work under a Change Order, that work must be included in the Contractor's not-to-exceed amount and calculated in the same manner as the Contractor's equitable adjustment for the portion of the work the Contractor will perform. The Contractor will not receive an overhead percentage for any work a subcontractor will do under a Change Order.

If the RFP Documents provide for the retainage of a portion of the Contractor's Fee, all equitable adjustments for Change Orders also will be subject to the same retainage, which the State will pay only on completion and acceptance of the Project, as provided in the RFP Documents.

**Excusable Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delayed party must notify the other promptly of any material delay in performance and must specify in writing the proposed revised performance date as soon as practicable after notice of delay. In the event of any such excusable delay, the date of performance or of delivery will be extended for a period equal to the time lost by reason of the excusable delay. The delayed party also must describe the cause of the delay and what steps it is taking to remove the cause. The delayed party may not rely on a claim of excusable delay to avoid liability for a delay if the delayed party has not taken commercially reasonable steps to mitigate or avoid the delay. Things that are controllable by the Contractor's subcontractors will be considered controllable by the Contractor, except for third-party manufacturers supplying commercial items and over whom the Contractor has no legal control.

**Independent Contractor Acknowledgement.** It is fully understood and agreed that Contractor is an independent contractor and is not an agent, servant, or employee of the State of Ohio or the Ohio Department of Administrative Services. Contractor declares that it is engaged as an independent business and has complied with all applicable federal, state, and local laws regarding business permits and licenses of any kind, including but not limited to any insurance coverage, workers' compensation, or unemployment compensation that is required in the normal course of business and will assume all responsibility for any federal, state, municipal or other tax liabilities. Additionally, Contractor understands that as an independent contractor, it is not a public employee and is not entitled to contributions from DAS to any public employee retirement system.

Contractor acknowledges and agrees any individual providing personal services under this agreement is not a public employee for purposes of Chapter 145 of the Ohio Revised Code. Unless Contractor is a "business entity" as that term is defined in ORC. 145.037 ("an entity with five or more employees that is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business") Contractor shall have any individual performing services under this agreement complete and submit to the ordering agency the Independent Contractor/Worker Acknowledgement found at the following link: <https://www.opers.org/formsarchive/PEDACKN.pdf>

Contractor's failure to complete and submit the Independent/Worker Acknowledgement prior to commencement of the work, service or deliverable, provided under this agreement, shall serve as Contractor's certification that contractor is a "Business entity" as the term is defined in ORC Section 145.037.

**Ohio MBE Certification.** The MBE must maintain their certification throughout the term of the Contract, including any renewals. Failure to maintain such certification will be considered a breach of the Contract.

**Publicity.** The Contractor may not advertise or publicize that it is doing business with the State or use this Contract or the Contractor's relationship with the State as a marketing or sales tool, unless the State agrees otherwise in writing.

### **PART THREE: OWNERSHIP AND HANDLING OF INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION**

**Confidentiality.** The State may disclose to the Contractor written material or oral or other information that the State treats as confidential ("Confidential Information"). Title to the Confidential Information and all related materials and documentation the State delivers to the Contractor will remain with the State. The Contractor must treat such Confidential Information as secret, if it is so marked, otherwise identified as such, or when, by its very nature, it deals with matters that, if generally known, would be damaging to the best interest of the public, other contractors, potential contractors with the State, or individuals or organizations about whom the State keeps information. By way of example, information must be treated as confidential if it includes any proprietary documentation, materials, flow charts, codes, software, computer instructions, techniques, models, information, diagrams, know-how, trade secrets, data, business records, or marketing information. By way of further example, the Contractor also must treat as confidential materials such as police and investigative records, files containing personal information about individuals or employees of the State, such as personnel records, tax records, and so on, court and administrative records related to pending actions, any material to which an attorney-client, physician-patient, or similar privilege may apply, and any documents or records excluded by Ohio law from public records disclosure requirements.

The Contractor may not disclose any Confidential Information to third parties and must use it solely to do the Project. The Contractor must restrict circulation of Confidential Information within its organization and then only to people in the Contractor's organization that have a need to know the Confidential Information to do the Project. The Contractor will be liable for the disclosure of such information, whether the disclosure is intentional, negligent, or accidental, unless otherwise provided below.

The Contractor will not incorporate any portion of any Confidential Information into any work or product, other than a Deliverable, and will have no proprietary interest in any of the Confidential Information. Furthermore, the Contractor must cause all of its Personnel who have access to any Confidential Information to execute a confidentiality agreement incorporating the obligations in this section.

The Contractor's obligation to maintain the confidentiality of the Confidential Information will not apply where such:

(1) was already in the Contractor's possession before disclosure by the State, and such was received by the Contractor without obligation of confidence; (2) is independently developed by the Contractor; (3) except as provided in the next paragraph, is or becomes publicly available without breach of this Contract; (4) is rightfully received by the Contractor from a third party without an obligation of confidence; (5) is disclosed by the Contractor with the written consent of the State; or (6) is released in accordance with a valid order of a court or governmental agency, provided that the Contractor (a) notifies the State of such order immediately upon receipt of the order and (b) makes a reasonable effort to obtain a protective order from the issuing court or agency limiting disclosure and use of the Confidential Information solely for the purposes intended to be served by the original order of production. The Contractor must return all originals of any Confidential Information and destroy any copies it has made on termination or expiration of this Contract.

Information that may be available publicly through other sources about people that is personal in nature, such as medical records, addresses, phone numbers, social security numbers, and similar things are nevertheless sensitive in nature and may not be disclosed or used in any manner except as expressly authorized in this Contract. Therefore, item (3) in the preceding paragraph does not apply, and the Contractor must treat such information as Confidential Information whether it is available elsewhere or not.

The Contractor may disclose Confidential Information to its subcontractors on a need-to-know basis, but the Contractor first must obligate them to the requirements of this section.

**Confidentiality Agreements.** When the Contractor performs services under this Contract that require the Contractor's and its subcontractors' personnel to access facilities, data, or systems that the State in its sole discretion deems sensitive, the State may require the Contractor's and its subcontractors' personnel with such access to sign an individual confidential agreement and policy acknowledgements, and have a background check performed before accessing those facilities, data, or systems. Each State agency, board, and commission may require a different confidentiality agreement or acknowledgement, and the Contractor's and its subcontractors' personnel may be required to sign a different confidentiality agreement or acknowledgement for each agency. The Contractor must immediately replace any of its or its subcontractors' personnel who refuse to sign a required confidentiality agreement or acknowledgment or have a background check performed.

**Ownership of Deliverables.** The State owns all Deliverables that the Contractor produces under this Contract, including any software modifications, and documentation, with all rights, title, and interest in all intellectual property that come into existence through the Contractor's custom work being assigned to the State. Additionally, the Contractor waives any author rights and similar retained interests in custom-developed material. The Contractor must provide the State with all assistance reasonably needed to vest such rights of ownership in the State. The Contractor will retain ownership of all tools, methods, techniques, standards, and other development procedures, as well as generic and preexisting shells, subroutines, and similar material incorporated into any custom Deliverable ("Pre-existing Materials"), if the Contractor provides the non-exclusive license described in the next paragraph.

The Contractor may grant the State a worldwide, non-exclusive, royalty-free, perpetual license to use, modify, and distribute all Pre-existing Materials that are incorporated into any custom-developed Deliverable rather than grant the State ownership of the Pre-existing Materials. The State may distribute such Pre-existing materials to third parties only to the extent required by governmental funding mandates. The Contractor may not include in any custom Deliverable any intellectual property unless such has been created under this Contract or qualifies as Preexisting Material. If the Contractor wants to incorporate any Pre-existing Materials into a custom Deliverable, the Contractor must first disclose that desire to the State in writing and seek the State's approval for doing so in advance. The State will not be obligated to provide that approval, unless the Contractor disclosed its intention to do so in the RFP Documents. On the Contractor's request, the State will incorporate into any copies of a custom Deliverable any proprietary notice that the Contractor included with the original copy, if that notice is reasonably necessary to protect the Contractor's interest in any Pre-existing Materials contained in the custom Deliverable.

Subject to the limitations and obligations of the State with respect to Pre-existing Materials, the State may make all custom Deliverables available to the general public without any proprietary notices of any kind.

For Deliverables that include custom materials such as software, scripts, or similar computer instructions developed for the State, the State is entitled to the source material. Scripts and similar functionality may not be locked or otherwise protected from access by the State, unless the State has any passwords or other tools necessary to access the material. Source material must include annotations or comments according to industry standards. Further, the State is entitled to any working papers the Contractor has developed during the performance of the Project that would reasonably assist the State in using the Deliverables that include source materials or that would help the State protect its interests in the Deliverable or update, modify, or otherwise maintain the Deliverable. This also includes all design and architectural materials, such as schemas.

The Contractor may use Confidential Information only as necessary for Contractor's performance under or pursuant to rights granted in this Agreement and for no other purpose. The Contractor's limited right to use Confidential Information expires upon expiration or termination of this Agreement for any reason. The Contractor's obligations of confidentiality and non-disclosure survive termination or expiration for any reason of this Agreement.

**License in Commercial Material.** As used in this section, "Commercial Material" means anything that the Contractor or a third party has developed at private expense, is commercially available in the marketplace, subject to intellectual property rights, and readily copied through duplication on magnetic media, paper, or other media. Examples include written reports, books, pictures, videos, movies, computer programs, and computer source code and documentation. It does not include Key Commercial Software that will be governed by Attachment Ten, Master Contract, but does include other Commercial Software.

Any Commercial Material that the Contractor intends to deliver as a Deliverable must have the scope of the license granted in such material disclosed in the RFP Documents or as an attachment referenced in the RFP Documents, if that scope of license is different from the scope of license contained in this section for Commercial Materials.

Except for Commercial Material that is software ("Commercial Software"), if the Commercial Material is copyrighted and published material, then the State will have the rights permitted under the federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material is patented, then the State will have the rights permitted under the federal patent laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material consists of trade secrets, then the State will treat the material as confidential. In this regard, the State will assume all obligations with respect to the Commercial Material that the Contractor assumes under the Confidentiality section of this Contract with respect to the State's Confidential Information. Otherwise, the State will have

the same rights and duties permitted under the federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor, whether or not the material is copyrighted when delivered to the State.

For Commercial Software, the State will have the rights in items (1) through (6) of this section with respect to the software. The State will not use any Commercial Software except as provided in the six items below or as expressly stated otherwise in this Contract. The Commercial Software may be:

1. Used or copied for use in or with the computer or computers for which it was acquired, including use at any State installation to which such computer or computers may be transferred;
2. Used or copied for use in or with a backup computer for disaster recovery and disaster recovery testing purposes or if any computer for which it was acquired is inoperative;
3. Reproduced for safekeeping (archives) or backup purposes;
4. Modified, adapted, or combined with other computer software, but the modified, combined, or adapted portions of the derivative software incorporating any of the Commercial Software will be subject to same restrictions set forth in this Contract;
5. Disclosed to and reproduced for use on behalf of the State by support service contractors or their subcontractors, subject to the same restrictions set forth in this Contract; and
6. Used or copied for use in or transferred to a replacement computer.

Commercial Software delivered under this Contract is licensed to the State without disclosure restrictions unless it is clearly marked as confidential or secret. The State will treat any Commercial Software that is marked as confidential or secret as Confidential Information to the extent that such is actually the case.

Key Commercial Software will be covered by a separate Master Contract for Software Licensing, in the form of Attachment Ten. When such a Master Contract is executed, it will be a separate agreement and not part of this Contract, though the Contractor remains responsible for ensuring that the completed Project, including any Key Commercial Software, meets the requirements of this Contract and performs according to the RFP Documents' requirements.

#### **PART FOUR: REPRESENTATIONS, WARRANTIES, AND LIABILITIES**

**General Warranties.** The Contractor warrants that the recommendations, guidance, and performance of the Contractor under this Contract will: (1) be in accordance with sound professional standards and the requirements of this Contract and without any material defects; and (2) unless otherwise provided in the RFP Documents, be the work solely of the Contractor. The Contractor also warrants that: (1) no Deliverable will infringe on the intellectual property rights of any third party; and (2) the Contractor's work and the Deliverables resulting from that work will be merchantable and fit for the particular purposes described in the RFP Documents.

Additionally, with respect to the Contractor's activities under this Contract, the Contractor warrants that: (1) the Contractor has the right to enter into this Contract; (2) the Contractor has not entered into any other contracts or employment relationships that restrict the Contractor's ability to perform the contemplated services; (3) the Contractor will observe and abide by all applicable laws and regulations, including those of the State regarding conduct on any premises under the State's control and security for the State's data, systems, and networks; (4) the Contractor has good and marketable title to any goods delivered under this Contract and in which title passes to the State; (5) the Contractor has the right and ability to grant the license granted in any Deliverable in which title does not pass to the State; and (6) the Contractor is not subject to any unresolved findings of the Auditor of State under Revised Code Section 9.24 and will not become subject to an unresolved finding that prevents the extension or renewal of this Contract.

The warranties regarding material defects, merchantability, and fitness are one-year warranties. All other warranties will be continuing warranties. If any portion of the Project fails to comply with these warranties, and the Contractor is so notified in writing, the Contractor must correct such failure with all due speed or must refund the amount of the compensation paid for such portion of the Project. The Contractor also must indemnify the State for any direct damages and claims by third parties based on a breach of these warranties. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim is based on the modification or misuse. The State will give the Contractor notice of any such claim as soon as reasonably practicable. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor must do one of the following things: (1) modify the Deliverable so that it is no longer infringing; (2) replace the Deliverable with an equivalent or better item; (3) acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract; or (4) remove the Deliverable and refund the amount the

State paid for the Deliverable and the amount of any other Deliverable or item that requires the availability of the infringing Deliverable for it to be useful to the State.

**Software Warranty.** If this Contract involves software as a Deliverable, then, on acceptance and for 12 months after the date of acceptance of any Deliverable that includes software, the Contractor warrants as to all software developed under this Contract that: (a) the software will operate on the computer(s) for which the software is intended in the manner described in the relevant software documentation, the Contractor's Proposal, and the RFP Documents; (b) the software will be free of any material defects; (c) the Contractor will deliver and maintain relevant and complete software documentation, commentary, and source code; and (d) the source code language used to code the software is readily available in the commercial market, widely used and accepted for the type of programming involved, and support programming in the language is reasonably available in the open market; and (e) the software and all maintenance will be provided in a professional, timely, and efficient manner.

For Commercial Software licensed from a third party that is incorporated into a Deliverable, and for which the State has not approved a separate license agreement governing that Commercial Software's warranties as part of the RFP process, the Contractor represents and warrants that it has done one of the following things: (a) obtained the right from the third-party licensor to commit to the warranties and maintenance obligations in this Section; (b) obtained a binding commitment from the licensor to make those warranties and maintenance obligations directly to the State; or (c) fully disclosed in the RFP Documents any discrepancies between the requirements of this section and the commitment the third-party licensor has made.

In addition, for Commercial Software that is incorporated into a Deliverable, the Contractor will: (a) maintain or cause the third-party licensor to maintain the Commercial Software so that it operates in the manner described in the RFP Documents (or any attachment referenced in the RFP Documents) and relevant Commercial Software documentation; (b) supply technical bulletins and updated user guides; (c) supply the State with updates, improvements, enhancements, and modifications to the Commercial Software and documentation and, if available, the commentary and the source code; (d) correct or replace the Commercial Software and/or remedy any material programming error that is attributable to the Contractor or the third-party licensee; (e) maintain or cause the third-party licensor to maintain the Commercial Software and documentation to reflect changes in the subject matter the Commercial Software deals with; (f) maintain or obtain a commitment from the third-party licensor to maintain the Commercial Software so that it will properly operate in conjunction with changes in the operating environment in which it is designed to operate.

For purposes of the warranties and the delivery requirements in this Contract, software documentation means well written, readily understood, clear, and concise instructions for the software's users as well as a system administrator. The software documentation will provide the users of the software with meaningful instructions on how to take full advantage of all of the capabilities designed for end users. It also means installation and system administration documentation for a system administrator to allow proper control, configuration, and management of the software. Source code means the uncompiled operating instructions for the software. However, the Contractor will not be obligated to provide source code for Commercial Software unless it is readily available from the licensor. The source code must be provided in the language in which it was written and will include commentary that will allow a competent programmer proficient in the source language to readily interpret the source code and understand the purpose of all routines and subroutines contained within the source code.

**Equipment Warranty.** If any electrical equipment, mechanical device, computer hardware, telecommunications hardware, or other type of physical machinery ("Equipment") will be a part of any Deliverable, the following warranties apply. The Contractor warrants that the Equipment fully complies with all government environmental and safety standards applicable to the Equipment. The Contractor also warrants for one year from the acceptance date of the Equipment that the Equipment will perform substantially in accordance with specifications described in the RFP Documents, the user manuals, technical materials, and related writings published by the manufacturer for the Equipment. The foregoing warranties will not apply to Equipment that is modified or damaged after title passes to the State.

The Contractor must notify the State in writing immediately upon the discovery of any breach of the warranties given above.

The Contractor must do the following if any Equipment does not meet the above warranties:

- (a) Cause the Equipment to perform as required, or, if that is not commercially practicable, then;
- (b) Grant the State a refund equal to the amount the State paid for the Equipment or, if such has not been individually priced, the manufacturer's suggested retail price for the Equipment.

Except where the Contractor's breach of a warranty makes it not possible for the State to do so, the State will return the affected Equipment to the Contractor in the case of a refund under the previous paragraph.

**GENERAL EXCLUSION OF WARRANTIES. THE CONTRACTOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OTHER THAN THOSE EXPRESS WARRANTIES CONTAINED IN THIS CONTRACT.**

**Indemnity for Property Damage and Bodily Injury.** The Contractor must indemnify the State for all liability and expense resulting from bodily injury to any person (including injury resulting in death) and damage to tangible or real property arising out of the performance of this Contract, provided that such bodily injury or property damage is due to the negligence or other tortious conduct of the Contractor, its employees, agents, or subcontractors. The Contractor will not be responsible for any damages or liability to the extent caused by the negligence or willful misconduct of the State, its employees, other contractors, or agents.

**Limitation of Liability.** Neither party will be liable for any indirect, incidental, or consequential loss or damage of the other party, including but not limited to lost profits, even if the parties have been advised, knew, or should have known of the possibility of such damages. Additionally, neither party will be liable to the other for direct or other damages in excess of two times the Not-To-Exceed Fixed Price of this Contract. The limitations in this paragraph do not apply to any obligation of the Contractor to indemnify the State against claims made against it or for damages to the State caused by the Contractor's negligence or other tortious conduct.

**PART FIVE: ACCEPTANCE AND MAINTENANCE**

**Standards of Performance and Acceptance.** There will be a period for performance testing of the completed Project. During the performance period, the State, with the assistance of the Contractor, will perform acceptance testing. The performance period will last up to 90 calendar days, during which time the Project must meet the standard of performance required by the RFP Documents for 30 consecutive calendar days. The performance criteria in the RFP Documents will be supplemented with the relevant user manuals, technical materials, and related writings, to the extent that the specifications in those writings supplement and refine rather than contradict the performance criteria in the RFP Documents. Acceptance of the Project depends on a successful completion of the performance period defined in this section and the RFP Documents. This section applies to the Project, and any part of it, as well as replacements or substitutes for the Project after completion of a successful performance period.

If the Project does not meet the standard of performance during the initial performance period, the State will give the Contractor details about the problems in a timely manner and in a useful and relevant form. Until the Contractor demonstrably corrects all outstanding problems, the second performance period will not start, and the State will not accept the Project (or part thereof). The second performance test will continue on a day-by-day basis until the standard of performance is met for a total of 30 consecutive calendar days or until the 90-day performance period has ended without meeting the standard of performance.

If the Project fails to meet the standard of performance after 90 calendar days from the start of the second performance period, the Contractor will be in default and will not have a cure period. In addition to all other remedies the State may have under this Contract, the State may request a correction or replacement of the relevant portion of the Project.

The Project may have components that can be tested for acceptance individually. If that is so, there may be acceptance criteria listed on the RFP Documents for each part of the Project that will be independently tested and accepted. However, unless the RFP Documents expressly provide otherwise, the failure of any independently tested component to meet its acceptance criteria will give the State the right to reject the entire Project. Alternatively, if the State determines that it is in the State's interest to reject only the part of the Project that was independently and unsuccessfully tested, it may do so. If the State chooses this option, the State will be entitled to a refund or credit toward the Contractor's Fee equal to the cost of acquiring a replacement for the rejected component.

The acceptable level of performance for the Project will be 98.5%, unless otherwise specified in the RFP Documents. The performance level for the Project is computed by dividing the sum of the uptime by the number of working hours during the test time. "Uptime" means the total hours, rounded to the nearest quarter hour, during which all components of the Project are operational and all functions of the Project are available to its users. The number of "working hours" means the total number of working hours for the period during which the Project was scheduled to be available to its users. Uptime and downtime will be measured in hours and quarter hours.

The Project "downtime" is that period when any part of the Project is inoperable due to failure of the Project or a particular Deliverable to operate according to the specifications in the RFP Documents, the user documentation, or the published technical specifications. During a period of downtime, the State may use operable components of the Project when that will not interfere with repair of

inoperable components of the Project. Downtime will start from the time the State notifies the Project Manager of the inoperable condition of the Project until the Project is returned in proper operating condition.

The Project will not be accepted until the performance period is complete.

Should it be necessary, the State may delay the start of the performance period, but the delay will not exceed 30 consecutive calendar days after the scheduled date for implementation of the Project. Such a delay will not be considered a suspension of work under the Suspension and Termination section of this Contract.

**Passage of Title.** Title to any Deliverable will pass to the State only on acceptance of the Deliverable. All risk of loss, regardless of the cause, will remain with the Contractor until title to the Deliverable passes to the State.

**Software Maintenance.** If this Contract involves software as a Deliverable, then, during the warranty period, as well as any optional maintenance periods that the State exercises, the Contractor must correct any material programming errors that are attributable to the Contractor within a reasonable period of time. However, the State must notify the Contractor, either orally or in writing, of a problem with the software and provide sufficient information for the Contractor to identify the problem.

The Contractor's response to a programming error will depend upon the severity of the problem. For programming errors that slow the processing of data by a small degree, render minor and non-mandatory functions of the System inoperable or unstable, or require users or administrators to employ workarounds to fully use the software, Contractor will respond to the request for resolution within four business hours. Furthermore, the Contractor must begin working on a proper solution for the problem within one business day, dedicating the resources required to fix the problem. For any defects with more significant consequences, including those that render key functions of the system inoperable or significantly slow processing of data, the Contractor will respond within two business hours of notice. The Contractor also must begin working on a proper solution for the problem immediately after responding and, if requested, provide on-site assistance and dedicate all available resources to resolving the problem.

For software classified as Commercial Software in the Ownership of Deliverables section and for which the State has not signed a separate license agreement, the Contractor must acquire for the State the right to maintenance for one year. That maintenance must be the third-party licensor's standard maintenance program, but at a minimum, that maintenance program must include all updates, patches, and fixes to the software. It also must include a commitment to keep the software current with the operating environment in which it is designed to function (and, if applicable, the subject matter covered by the software) and to correct material defects in the software in a timely fashion. Additionally, the Contractor must obtain a commitment from the licensor to make maintenance available for the product for at least five years after the first year of maintenance. The Contractor also must obtain a commitment from the licensor to limit increases in the annual Fee for maintenance to no more than 7% annually. If the licensor is unable to provide maintenance during that five-year period, then the licensor must be committed to doing one of the following two things: (a) give the State a *pro rata* refund of the license fee based on a five-year useful life; or (b) release the source code for the software (except third party software) to the State for use by the State solely for the purpose of maintaining the copy(ies) of the software for which the State has a proper license. For purposes of receiving the source code, the State agrees to treat it as confidential and to be obligated to the requirements under the Confidentiality section of this Contract with respect to the source code. That is, with respect to the source code that the State gets under this section, the State will do all the things that the Confidentiality section requires the Contractor to do in handling the State's Confidential Information.

**Equipment Maintenance.** If this Contract involves Equipment as a Deliverable, then, upon Equipment delivery and for 12 months after acceptance, the Contractor must provide Equipment maintenance to keep the Equipment in or restore the Equipment to good working order. If the State exercises its right to any optional maintenance periods, the Contractor's obligations hereunder will extend to those periods as well. This maintenance must include preventative and remedial maintenance, installation of safety changes, and installation of engineering changes based upon the specific needs of the individual item of Equipment. This maintenance must include the repair, replacement, or exchange deemed necessary to keep the Equipment in good working condition. For purposes of this Contract, Equipment restored to good working condition means Equipment that performs in accordance with the manufacturer's published specifications and the RFP Documents.

The Contractor must exert its best efforts to perform all fault isolation and problem determination attributed to the Equipment covered under this Contract.

The following services are outside the scope of this Contract:

- a. Maintenance to bring the Equipment into compliance with any law, rule, or regulation if such law, rule, or regulation was not in effect on the acceptance date.
- b. Repair and replacement work or increase in maintenance time as a result of damage or loss resulting from casualty or the State's misuse of the Equipment, damage resulting from improper packing or failure to follow prescribed shipping instructions (if such is done by the State), failure of electrical power, air conditioning or humidity control, use of supplies not approved by the original manufacturer of the Equipment as described or included in the Contractor's Proposal, or causes other than ordinary use of the Equipment.
- c. Furnishing supplies or accessories, making specification changes, or adding or removing approved accessories, attachments, or other devices.
- d. Maintenance or any increase in maintenance time resulting from any maintenance or inappropriate connection to other equipment (not done by the Contractor) that results in damage to the Equipment.
- e. Activities required to restore the Equipment to good operating condition if the problem has resulted from someone other than Contractor's authorized service personnel repairing, modifying, or performing any maintenance service on the Equipment.

**Equipment Maintenance Standards.** This section applies if Equipment will be a Deliverable under this Contract.

The Contractor must complete all remedial Equipment maintenance within eight business hours after notification by the State that maintenance is required. In the case of preventative maintenance, the Contractor must perform such in accordance with the manufacturer's published schedule and specifications. If maintenance is not completed or substitute equipment provided within eight hours after notification by the State, the Contractor will be in default.

All maintenance also must meet any standards contained in the RFP Documents. Failure of the Contractor to meet or maintain these requirements will provide the State with the same rights and remedies specified elsewhere in the RFP Documents for default, except that the Contractor will only have eight hours to remedy the default.

The Contractor must provide adequate staff to provide the maintenance required by this Contract.

**Equipment Maintenance Continuity.** This section applies if Equipment will be a Deliverable under this Contract.

If the Contractor is unable to provide maintenance services to meet the State's ongoing performance requirements for Equipment delivered under this Contract, and if, in the State's sole opinion, the Contractor is unlikely to resume providing warranty services that meet the State's ongoing performance requirement, the Contractor will be in default. The State then will be entitled to the remedies in the default section of this Contract. However, the State will also be entitled to the following items from the Contractor: (a) all information necessary for the State to perform the maintenance, including logic diagrams, maintenance manuals and system and unit schematics, as modified by the Contractor; and (b) a listing of suppliers capable of supplying necessary spare parts.

Any information in items (a) and (b) above that is rightfully identified by the Contractor as confidential information will be maintained in confidence by the State, except where disclosure to a third party is necessary for the State to continue the maintenance. However, any third party to whom disclosure is made must agree to hold such proprietary information in confidence and to make no further disclosure of it. Further, any such confidential information will be used solely to perform the Contractor's maintenance obligations hereunder and will be returned to the Contractor upon completion of such use.

**Principal Period of Maintenance (General).** This section applies if software or Equipment will be a Deliverable under this Contract.

The Contractor must make maintenance available twelve working hours per weekday, between 7:00 a.m. and 7:00 p.m. (Columbus, Ohio local time). Travel time and expenses related to remedial and preventive maintenance will not be considered billable but will be included in the Contractor's firm, fixed Fee for the Project during the warranty period and a part of the annual maintenance Fee during later annual maintenance periods.

**Maintenance Access (General).** This section applies if software or Equipment will be a Deliverable under this Contract.

The Contractor must keep the Project in good operating condition during the warranty period and any annual maintenance period during which the State contracts for continued maintenance. The State will provide the Contractor with reasonable access to the Project to perform maintenance. All maintenance that requires the Project to be inoperable must be performed outside the State's

customary working hours, except when the Project is already inoperable. Preventive or scheduled maintenance will be performed at mutually agreeable times, within the parameters of the manufacturer's published schedule.

**Key Maintenance Personnel (General).** This section applies if software or Equipment will be a Deliverable under this Contract.

The Contractor must identify all key people responsible for providing maintenance on the Project, furnish the State with a means of identifying these people, furnish the State with their credentials, and notify the State at least 30 calendar days in advance of any reductions in staffing levels of key people at the office serving the State.

## **PART SIX: CONSTRUCTION**

**Entire Document.** This Contract is the entire agreement between the parties with respect to its subject matter and supersedes any previous agreements, whether oral or written.

**Binding Effect.** This Contract will be binding upon and inure to the benefit of the respective successors and assigns of the State and the Contractor.

**Amendments – Waiver.** No change to any provision of this Contract will be effective unless it is in writing and signed by both parties. The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be a waiver of those terms. Waivers must be in writing to be effective, and either party may at any later time demand strict performance.

**Severability.** If any provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Contract will remain in full force and effect to the extent that such does not create an absurdity.

**Construction.** This Contract will be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.

**Headings.** The headings used herein are for the sole sake of convenience and may not be used to interpret any section.

**Notices.** For any notice under this Contract to be effective, it must be made in writing and sent to the address of the appropriate contact provided elsewhere in the Contract, unless such party has notified the other party, in accordance with the provisions of this section, of a new mailing address. This notice requirement will not apply to any notices that this Contract expressly authorized to be made orally.

**Continuing Obligations.** The terms of this Contract will survive the termination or expiration of the time for completion of Project and the time for meeting any final payment of compensation, except where such creates an absurdity.

**Time.** Unless otherwise expressly provided, any reference in this document to a number of days for an action or event to occur means calendar days, and any reference to a time of the day, such as 5:00 p.m., is a reference to the local time in Columbus, Ohio.

## **PART SEVEN: LAW AND COURTS**

**Compliance with Law.** The Contractor must comply with all applicable federal, state, and local laws while performing under this Contract.

**Drug-Free Workplace.** The Contractor must comply with all applicable state and federal laws regarding keeping a drug-free workplace. The Contractor must make a good faith effort to ensure that all the Contractor's Personnel, while working on state property, will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

**Conflicts of Interest and Ethics Compliance Certification.** None of the Contractor's Personnel may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the Contractor may not knowingly permit any public official or public employee who has any responsibilities related to this Contract or the Project to acquire an interest in anything or any entity under the Contractor's control, if such an interest would conflict with that official's or employee's duties. The

Contractor must disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Contract. The Contractor also must take steps to ensure that such a person does not participate in any action affecting the work under this Contract. However, this will not apply when the State has determined, in light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

**Ohio Ethics Law and Limits on Political Contributions.** The Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio ethics laws. The Contractor also certifies that all applicable parties listed in Ohio Revised Code Section 3517.13 are in full compliance with Ohio Revised Code Section 3517.13.

**Unresolved Finding for Recovery.** If the Contractor was subject to an unresolved finding of the Auditor of State under Revised Code Section 9.24 on the date the parties sign this Contract, the Contract is void. Further, if the Contractor is subject to an unresolved finding of the Auditor of State under Revised Code Section 9.24 on any date on which the parties renew or extend this Contract, the renewal or extension will be void.

**Equal Employment Opportunity.** The Contractor will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the Department of Administrative Services Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Ohio Business Gateway at: <http://business.ohio.gov/efiling/>.

**Use of MBE and EDGE Vendors.** The State encourages Contractor to purchase goods and services from Minority Business Enterprises (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) vendors.

**Security & Safety Rules.** When using or possessing State data or accessing State networks and systems, the Contractor must comply with all applicable State rules, policies, and regulations regarding data security and integrity. And when on any property owned or controlled by the State, the Contractor must comply with all security and safety rules, regulations, and policies applicable to people on those premises.

**Governing the Expenditure of Public Funds on Offshore Services (EO 2011-12K).** The Service Provider affirms it has read and understands Executive Order 2011-12K and will abide by those requirements in the performance of this Agreement. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid for Services the Service Provider performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights or remedies provided the State in this Agreement.

The Service Provider agrees to complete the attached Executive Order 2011-12K Affirmation and Disclosure Form, which is incorporated and becomes a part of this Agreement.

**Injunctive Relief.** Nothing in this Contract is intended to limit the State's right to injunctive relief, if such is necessary to protect its interests or to keep it whole.

**Assignment.** The Contractor may not assign this Contract or any of its rights or obligations under this Contract without the prior, written consent of the State. The State is not obligated to provide its consent to any proposed assignment.

**Governing Law.** This Contract will be governed by the laws of Ohio, and venue for any disputes will lie exclusively with the appropriate court in Franklin County, Ohio.

**Registration with the Secretary of State.** By providing a Charter Number and signature within the Certification Offer Letter, the Contractor attests that the Contractor is:

An Ohio corporation that is properly registered with the Ohio Secretary of State; or

A foreign corporation, not incorporated under the laws of the state of Ohio, but is registered with the Ohio Secretary of State pursuant to Ohio Revised Code Sections 1703.01 to 1703.31, as applicable.

Any foreign corporation required to be licensed under O.R.C. § 1703.01-1703.31, which transacts business in the state of Ohio, without being so licensed, or when its license has expired or been canceled, shall forfeit not less than \$250.00 nor more than ten thousand dollars. No officer of a foreign corporation (<http://codes.ohio.gov/orc/1703.01> ) shall transact business in the state of Ohio, if such corporation is required by O.R.C. § 1703.01-1803.31 to procure and maintain a license, but has not done so. Whoever violates this is guilty of a misdemeanor of the fourth degree. Questions regarding registration should be directed to (614) 4663910, or visit <http://www.sos.state.oh.us> .

**ATTACHMENT FIVE SAMPLE CONTRACT**

**A CONTRACT BETWEEN THE OFFICE OF INFORMATION TECHNOLOGY ON BEHALF OF THE  
\_\_\_\_\_ AND**

\_\_\_\_\_  
**(CONTRACTOR)**

**THIS CONTRACT**, which results from RFP 0A1162, entitled <RFP Title> , is between the State of Ohio, through the Department of Administrative Services, on behalf of the Ohio Department of <Agency> and \_\_\_\_\_ (the "Contractor").

The Contract is the result of agreed upon changes to the RFP its attachments and supplements including any written amendments to the RFP, any materials incorporated by reference in the RFP, the Contractor's Proposal, and written, authorized amendments and clarifications to the Contractor's Proposal. It also includes any purchase orders and change orders issued under the Contract.

This Contract consists of:

1. The one page Contract (Attachment Five) in its final form; and
2. The 0A1162 Workforce Innovation and Opportunity Act: Performance Reporting System Contract dated \_\_\_\_\_, 2015 which includes Attachment Four, Attachments, Supplements and the Cost Proposal Workbooks dated \_\_\_\_\_, 2015.

Change Orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

This Contract has an effective date of the later of \_\_\_\_\_, 2015, or the occurrence of all conditions precedent specified in the General Terms and Conditions.

**TO SHOW THEIR AGREEMENT**, the parties have executed this Contract as of the dates below.

CONTRACTOR

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES

**SAMPLE – DO NOT FILL OUT**

By: \_\_\_\_\_

By: DAS Director

Title: \_\_\_\_\_

Title: Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT SIX

### OFFEROR CERTIFICATION FORM

1. The offeror is not currently subject to an “unresolved” finding for recovery under Revised Code Section 9.24, and the offeror will notify the Procurement Representative any time it becomes subject to such a finding before the award of a Contract arising out of this RFP.
2. The offeror certifies that it will not and will not allow others to perform work for the State of Ohio outside the geographic limitations contained in Attachment Two or take data that belongs to the State of Ohio outside the geographic limitations contained in Attachment Two without express written authorization from the State.
3. The offeror certifies that its responses to the following statements are true and accurate. The offeror's answers apply to the last seven years. Please indicate yes or no in each column.

Yes/No	Description
	The offeror has had a contract terminated for default or cause.
	The offeror has been assessed any penalties in excess of \$10,000.00, including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity).
	The offeror was the subject of any governmental action limiting the right of the offeror to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The offeror, any officer of the offeror, or any owner of a 20% interest or greater in the offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The offeror, any officer of the offeror, or any owner with a 20% interest or greater in the offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item above is affirmative, the offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the offeror's performance under the Contract, and the best interest of the State.

4. The offeror certifies that neither it nor any of its people that may work on or benefit from the Contract through the offeror has a possible conflict of interest (e.g., employed by the State of Ohio, etc.) other than the conflicts identified immediately below:

<b>Potential Conflicts (by person or entity affected)</b>

(Attach an additional sheet if more space is need.)

The State may reject a Proposal in which an actual or apparent conflict is disclosed. And the State may cancel or terminate the Contract for cause if it discovers any actual or apparent conflict of interest that the offeror did not disclose in its Proposal.

- 5. The offeror certifies that all its and its subcontractors' personnel provided for the Work will have a valid I-9 form on file with the offeror or subcontractor, as appropriate, and will have presented valid employment authorization documents, if they are not United States citizens.
- 6. The offeror certifies that its regular, fulltime employees will perform at least 30% of the Work.
- 7. The following is a complete list of all subcontractors, if any, that the offeror will use on the Work, if the State selects the offeror to do the Work:


The offeror certifies that it has obtained and submitted a subcontractor letter, as required by Attachment Three, for each subcontractor it plans to use to do the Work.

- 8. The offeror certifies that that any MBE program participants will provide necessary data to ensure program reporting and compliance.

Provide the following information for a contact person who has authority to answer questions regarding the offeror's Proposal:

Name:	
Title:	
Mailing Address:	
Office Phone Number:	
Cell Phone Number:	
Fax Number:	
Email Address:	

---

Signature

---

Name

---

Title

---

Company Name

---

Company D-U-N-S Number



**MANDATORY REQUIREMENT #2:**

The offeror must have at least 3 projects within the last forty-eight (48) months that successfully delivered Business Intelligence solutions, including: data warehouse design/implementation, data modeling, report or analytics development, and customer support for: A public, federal, state, or local government agency, public institution of higher education, or private entity with at least \$1 billion in annual revenue or 1,000 employees OR a Fortune 500 company.

<b>Company:</b>	<b>Contact Name:</b> (Indicate Primary or Alternate)  <b>Contact Title:</b>
<b>Company Address:</b>	<b>Contact Phone Number:</b>  <b>Contact Email Address:</b>
<b>Project Name:</b>	<b>Beginning Date of Expr: / Ending Date of Expr:</b> Month/Year                      Month/Year
<b>Describe Related Service Provided:</b>	

**OFFEROR REQUIREMENT:**

Offeror or subcontractor must have a minimum of 24 months experience working with Workforce Reporting.

<b>Company Name:</b>	<b>Contact Name:</b> (Indicate Primary or Alternate)  <b>Contact Title:</b>
<b>Company Address:</b>	<b>Contact Phone Number:</b>  <b>Contact Email Address:</b>
<b>Project Name:</b>	<b>Beginning Date of Expr: / Ending Date of Expr:</b> Month/Year                      Month/Year
<b>Describe Related Service Provided:</b>	

**OFFEROR REQUIREMENT:**

Offeror must have a minimum of 24 months experience working with multiple stakeholders on a reporting system project.

<b>Company Name:</b>	<b>Contact Name:</b> (Indicate Primary or Alternate)  <b>Contact Title:</b>
<b>Company Address:</b>	<b>Contact Phone Number:</b>  <b>Contact Email Address:</b>
<b>Project Name:</b>	<b>Beginning Date of Expr: / Ending Date of Expr:</b> Month/Year                      Month/Year
<b>Describe Related Service Provided:</b>	

**ATTACHMENT EIGHT: STANDARD AFFIRMATION AND DISCLOSURE FORM**

**EXECUTIVE ORDER 2011-12K**

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

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**CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:**

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its Subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Bidder/Offeror to sanctions, termination or a damages assessment. If the Bidder/Offeror will not be using Subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by Subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

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(Name)

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(Address, City, State, Zip)

**ATTACHMENT NINE**  
**SUPPLEMENT ONE - Workforce Innovation and Opportunity Act: Performance Reporting System**  
**Cost Proposal**

**Attachment Nine is included as an electronic form in the Opportunity Description on the State Procurement Website for this RFP.** The Cost Proposal is to be submitted in Microsoft Excel workbook in native Excel format – not PDF.

## ATTACHMENT TEN MASTER CONTRACT FOR SOFTWARE LICENSING (MLA NUMBER [0000000])

**THIS CONTRACT** (the "Contract") is between the State of Ohio (the "State"), through the Department of Administrative Services, with offices at 30 East Broad Street, Columbus, Ohio 43215, and *[Company name of the Contractor]* (the "Contractor"), with offices at *[street address, city, state and zip code for the Contractor]*, and whose Federal Tax ID Number is *[the Contractor's TIN]* and D-U-N-S Number is *[the Contractor's D-U-N-S]*.

### BACKGROUND

The State and the Contractor have entered into this Contract to provide the terms and conditions under which the Contractor will grant one or more perpetual, nonexclusive licenses to the State to use certain software that the Contractor publishes or markets (the "Software"). Any such licenses will be described in one or more schedules to this Contract ("Schedules") and will include a license to use the Software's user and technical documentation (the "Documentation"). It also may include a license to use the Software's source code and related material ("Source Code"), if it is so indicated elsewhere in this Contract or on the applicable Schedule. Additionally, this Contract governs the Contractor's obligation to provide the State with assistance troubleshooting the Software and with updates, correction, enhancements, and new releases of the Software ("Support").

### PART I: LICENSE AND USE

- 1. Grant of License.** The Contractor grants to the State a nonexclusive, nontransferable, and perpetual license to use the executable code version of the Software identified in each Schedule under this Contract, along with the related Documentation, and if indicated in an applicable Schedule, the Source Code for the Software. The license begins on the date identified in the applicable Schedule as the start date for the license (the "Start Date"). Unless indicated otherwise in this Contract, such use will be limited to use solely for the exercise of any function of State government by any State agency or political subdivision of the State ("Affiliated Entities"). The applicable Schedule governing the license will describe the scope of each license granted to the State in further detail, and the State agrees to limit its use of the Software as described in the applicable Schedule. The State may not republish the Software or the Documentation or distribute it to any third party, unless and only to the extent that this Contract or the scope of license in the applicable Schedule expressly so permits. The State will have a right to use the Software at any of its locations worldwide, subject only to applicable restrictions on export of technology from the US, the scope of license in the applicable Schedule, and the restrictions in this Contract on using the Software in hazardous environments.
- 2. Generated Files.** "Generated Files" are files that the State creates using the Software and in which the State's data or results from the State's instructions are stored. Examples of such files could include, among others, text files generated with a word processor, data tables created with a database engine, and image files created with a graphics application. Applications consisting of instruction sets created with a programming language that the Contractor licensed to the State also would be considered Generated Files. As between the State and the Contractor, the State will own all Generated Files that the State prepares by using the Software, excluding such portions of the Generated Files that consist of embedded portions of the Software. The Contractor or its licensors will retain ownership of any portions of the Software embedded into Generated Files. But the Contractor grants to the State a nonexclusive, royalty-free right to reproduce and distribute to third parties any portions of the Software embedded in any Generated Files that the State creates while using the Software in the manner in which the Software is designed to be used. In the State's distribution of the Generated Files, the State may not use the Contractor's name, logo, or trademarks, except to the extent that such are incorporated in such Generated Files by the design of the Software when used as intended.
- 3. License Restrictions.** The State may not reverse engineer, de-compile, or disassemble any Software for which it is not licensed to use the Software's Source Code. Additionally, the State may not assign, transfer, or redistribute the Software to any party in whole or in part, except as expressly provided by this Contract or the applicable Schedule. It also may not rent, time share, or operate a service bureau with respect to the Software. And the State may not charge a fee to any third party for access to or use of the Software, unless this Contract or the applicable Schedule permits such. (One Affiliated Entity using the Software on behalf of another Affiliated Entity is not the operation of a service bureau for purposes of this Contract, even if the Affiliated Entity charges the other Affiliated Entity for the costs of the service.) Additionally, except as authorized in this Contract or the applicable Schedule, the State may not grant any sublicense to access or use the Software. Notwithstanding the foregoing, and provided they have agreed in writing to honor the terms of this Contract, the State's Affiliated Entities may use the Software in the same manner as the State, subject to the applicable limits on the license and the obligations contained in

this Contract. Further, for any Software designed for communications, such as e-commerce applications, or for Web presentations, the State may communicate with third parties using the Software and use the Software for presentations to third parties via the Internet. Additionally, the State engages various contractors to do work for it, and the State may provide such contractors with access to and use of the Software solely for use on behalf of the State, including in a facilities management, hosting, disaster recovery, or outsourcing arrangement. But the State may not provide access to the Software to any such contractors except for use solely on behalf of the State.

4. **Locking Devices.** Some Software may require the use of a key to prevent unauthorized installation and use of the Software, but the Software may not include expiration codes, "time bombs", or similar devices that can disable the software once a proper key is provided. Further, the software may not contain any routines, functions, or devices that can or are designed to transmit or transfer any data surreptitiously to the Contractor or any other party. Nor may the software contain any routines, functions, or similar devices designed to permit the Contractor or a third party to surreptitiously access data on the State's network or on any of the State's computers. Should the State need assistance with a key or similar device to use the Software within the State's scope of license, the Contractor will assist the State at any time and without charge or fee, regardless of whether such Software is then under Support.
5. **Copies.** In addition to the copies of the Software authorized by the license in the applicable Schedule, the State may make a reasonable number of copies of the Software for backup, archival, disaster recovery, testing, development, and image management purposes. And the State may use these copies for such purposes without paying any additional fee or charge, so long as any such additional copies are not used in a production environment while the production copy or copies of the Software are used for production. No other copies of the Software may be made by or for the State. With respect to the Documentation for any Software, the State may make as many copies of it in either paper-based or electronic form as the State may reasonably require for its own internal purposes. Additionally, the State may incorporate portions of the Documentation in other materials, such as training and reference manuals, provided that such materials are used solely for the internal purposes of the State and the use bears a reasonable nexus to the State's use of the Software. Each copy of the Software or Documentation that the State makes must bear the same copyright and other proprietary notices that appear on the original copy provided to the State. If the Contractor has granted the State a license to use the Source Code for the Software, the State may make a reasonable number of copies of the Source Code, modify it, compile it, and otherwise use it as reasonably necessary to support its licensed use of the Software.
6. **Hazardous Environments.** The State recognizes that some Software may not be designed or intended for use as or with online control equipment or systems in hazardous environments requiring fail-safe performance. This includes equipment or systems such as those used in the operation of nuclear facilities, aircraft navigation, air traffic control, direct life support machines, and munitions. It also includes any other equipment or systems in which the State reasonably can foresee that failure of the Software could lead to death, personal injury, or severe physical or environmental damage. For any Software designated as not intended for hazardous environments in the applicable Schedule, the State may not use or permit the use of the Software in conjunction with any such equipment or systems.
7. **Object Reassignment.** Any Software licensed by the number of items that it may be used on, by, or in conjunction with, such as nodes, computers, users, or sites ("Objects"), may be reassigned to other, similar Objects within the State at any time and without any additional fee or charge. For example, a computer-specific license may be transferred to another computer, a site license may be transferred to another site, and a named user license may be assigned to another user. But any such reassignment must be in conjunction with termination of use by or with the previous Object, if such termination is required to keep the total number of licensed Objects within the scope of the applicable license. Should the State require a special code, a unique key, or similar device to reassign the Software as contemplated by this section, the Contractor will provide such a code, key, or similar device to the State at any time and without a fee or charge, regardless of whether such Software is then under Support. A later section in this Contract governs assignment of the State's license in any Software to a successor in interest.
8. **Upgrades, Updates, and Corrections.** All portions of the Software, including any corrections, patches, service packs, updates, upgrades, and new versions and releases are the property of Contractor, are part of the Software, and are governed by the State's license in the Software. In no event will the Software or any modification of it be deemed a work made for hire, even if the Contractor has made the modification expressly for the State, unless the parties agree otherwise in writing.

## PART II: FEES AND PAYMENT

1. **Fees.** The State will pay to the Contractor the fees for licensing the Software identified in each Schedule under this Contract ("License Fees"), as well as all applicable fees for Support of the Software ("Support Fees") that are identified in any Schedule under this Contract. The License Fee for each license is due and payable on the 30<sup>th</sup> day after the later of the date on which the applicable license starts (the "Start Date") or the date the State receives a proper invoice for the License Fee at the office designated in the applicable purchase order. A Support Fee will be due payable on the 30<sup>th</sup> day after the later of the date on which the applicable period of Support (the "Support Period") begins or the date the State receives a proper invoice for the Support Fee at the office designated in the applicable purchase order. The State will not be obligated to acquire or renew Support for any Software unless it issues a purchase order for such.
2. **Taxes.** The State is exempt from all sales, use, excise, property, and similar taxes ("Taxes"). To the extent any Taxes are imposed on the Contractor in connection with this Contract or the Software, the Contractor must pay such Taxes, together with any interest and penalties not properly disputed with the appropriate taxing authority.
3. **Invoices.** The Contractor must submit an original invoice with three copies to the office designated in the purchase order as the "bill to" address. To be a proper invoice, the invoice must include the following information:
  - (1) Name and address of the Contractor, as designated in this Contract.
  - (2) The Contractor's federal tax identification number, as designated in this Contract.
  - (3) The Contractor's invoice remittance address, as designated in this Contract.
  - (4) The purchase order number authorizing the delivery of the Software or Support.
  - (5) A description of what the Contractor delivered, including, as applicable, the time period, serial number, unit price, quantity, and total price of the Software and Support. If the invoice is for Software with multiple installments of the License Fee, the Contractor also must include the payment number (e.g., 11 of 36).

If an invoice does not meet this section's requirements, or if the Contractor fails to give proper notice of a price increase (see the Pricing section below), the State will send the Contractor written notice. The State will send the notice, along with the improper invoice, to the Contractor's address designated for receipt of purchase orders within 15 days. The notice will contain a description of the defect or impropriety and any additional information the Contractor needs to correct the invoice. If such notification has been sent, the payment due date will be 30 days after the State receives a corrected and proper invoice or the applicable Start Date in the Schedule, whichever is later.

The date the State issues a warrant (the State's equivalent to a check) in payment of an invoice will be considered the date payment is made. Without diminishing the Contractor's right to timely payment, the payment will be overdue only if it is not received by the 30th day after the payment's due date. If the State has not issued payment by then, interest will begin to accrue under Ohio Revised Code ("Code") Section 126.30.

4. **Non-Appropriation of Funds.** The State's funds are contingent on the availability of lawful appropriations by the Ohio General Assembly. If the Ohio General Assembly fails to continue funding for the Fees due hereunder, as determined by the Director of the Department of Administrative Services, this Contract will terminate with respect to the Software or Support affected by the non-appropriation as of the date that the funding expires, and the State will have no further obligation to make any payments. This provision will not alter the rights of the State in any Software or to any Support for which the State already has made payment at the time of the non-appropriation.
5. **OBM Certification.** This Contract is subject to Code Section 126.07. All orders and Schedules under this Contract are void until the Director of the Office of Budget and Management for the State certifies that there is a balance in the appropriation available to pay for the order.
6. **Currency.** The State will make all payments under this Contract by warrant (the State's equivalent to a check) in US Dollars, regardless of the location where the Support is provided or the Software is located.
7. **Disputed Amounts.** The parties will resolve any amounts disputed under this Contract expeditiously and in good faith by having the representatives of the parties who signed this Contract enter into informal discussions. Once resolved through the dispute resolution process, the amount must be paid within 30 days of the resolution. If the State disputes any amount under

this Contract in good faith, the State may withhold its payment pending resolution notwithstanding anything to the contrary elsewhere in this Contract.

8. **Pricing.** Subject to the limitations in this section, the Contractor may modify its pricing for Software or Support at any time and without notice to the State. But no such change will apply to any Software or Support that the State orders or for which it receives an invoice before the effective date of the change. Nor will any price increase apply to any Software for which the State and the Contractor have entered in to a Price-hold Addendum; the pricing for such Software will be fixed for the term of the price-hold. Additionally, for five years from the date of the State's first license of any Software, the State will be entitled to acquire additional licenses for the same Software at a discount that is equal to the discount extended to the State for the initial license of the Software, even though the list price for the Software may have increased. Such licenses will be granted under the terms contained in this Contract via the execution of a Schedule hereto. Thereafter, the State will not be obligated to pay more than the Contractor's then current, published License Fee for any such Software, less the discount described in the following sentence. For all additional licenses acquired more than five years after the initial license in the same Software, the State still will be entitled to a discount of █% from the then current list price for the license. Support Fees under this Contract may not increase from one Support Period to the next by more than █ percent for any license in the Software. Further, in no event will the Support Fee the State pays be greater than the fee paid by any other customer of the Contractor for the same type license.

### PART III: CONTRACT ADMINISTRATION

1. **Term.** Once entered into, the term of this Contract will be from the date the duly authorized representative of the State signed it through June 30, 201█. Expiration of this Contract without renewal will not affect any licenses granted to the State before the expiration. It also will not affect the rights and the responsibilities of the parties with respect to such licenses.
2. **Renewal.** The State may renew this Contract for additional two-year terms, subject to and contingent on the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. Any such renewal of this Contract also is subject to the satisfactory performance of the Contractor and the needs of the State. The State's failure to renew this Contract will not affect any licenses granted to the State before the expiration. It also will not affect the rights and the responsibilities of the parties with respect to such licenses.
3. **Delivery.** The Contractor must deliver all Software licensed under this Contract to the State F.O.B. at the State's site specified in the applicable Schedule. If the Contractor and the State agree so in writing, the Contractor may deliver any Software licensed under this Contract via electronic transmission over the Internet, provided the Contractor maintains sufficient bandwidth to accommodate delivery in this fashion. Upon physical delivery or successful completion of an electronic transmission, title to any media on which the Software and Documentation are contained and risk of loss of the Software and Documentation will pass to the State.
4. **Schedules.** For all Software that the State licenses, the Contractor and the State will enter into a written Schedule to this Contract, signed by duly authorized representatives of both parties. The Schedule will describe the Software, the license granted in the Software, and the date the license starts ("Start Date"). It also will identify the License Fee for the license granted, the number of physical copies of the media on which the Software is shipped, and the operating system or systems for which the Software is designed. In addition, the Schedule will identify the Support Fee or the percentage of the License Fee used to calculate the Support Fee. All additional Software that the State seeks to license from the Contractor under this Contract, as well as all additional licenses that the State wishes to acquire in Software already licensed under this Contract, will be subject to the Contractor's prior, written approval in each such case. But the Contractor will consent for any Software that is covered by a Price-hold Addendum. The Contractor also must consent for any Software that is or designed to operate in conjunction with Software already acquired by the State under this Contract, if the Software at issue is generally available to other customers and the State is not in material breach of this Contract.
5. **Confidentiality.** Each party may disclose to the other written material or oral or other forms of information that it treats as confidential ("Confidential Information"). Title to any Confidential Information one party delivers to the other will remain with the disclosing party or its licensors. Each party agrees to treat any Confidential Information it receives from the other party as secret, if it is so marked, otherwise identified as such, or when, by its very nature, it deals with matters that, if generally known, would be damaging to the best interest of the other party or its licensors.

The Contractor's Confidential Information may include the Software and Documentation, if the Software and Documentation are the trade secrets of Contractor and marked as such in a reasonable manner. Information of the State that the Contractor must presume to be Confidential Information, regardless of whether it is marked as such, includes any proprietary documentation, materials, flow charts, codes, software, computer instructions, techniques, models, information, diagrams, know-how, data, business records, and business plans. Such also includes files containing personal information about other contractors or employees of the State, such as personnel records, and any material to which an attorney-client, physician-patient, or similar privilege may apply. It also includes any State records that Ohio law excludes from public records disclosure requirements.

Each party agrees not to disclose any Confidential Information of the other to any third parties and to use it solely to meet its obligations under this Contract or as otherwise contemplated under this Contract. Additionally, each party will restrict circulation of Confidential Information within its organization and permit access to it only by people who have a need to know the Confidential Information for the purposes contemplated by this Contract.

Except for Software, Source Code, or Documentation that represents Confidential Information, neither party may incorporate any portion of the other party's Confidential Information into any work or product. With respect to Software, Source Code, or Documentation that is Confidential Information, the foregoing will not apply to any portion of the Software incorporated into Generated Files by the design of the Software when used as intended. Nor will the foregoing apply to portions of the Documentation that the State incorporates into material such as training and reference manuals in accordance with this Contract's applicable provisions. And the foregoing will not apply to any Source Code properly licensed to the State that the State modifies for use within the scope of its license in the applicable Software. Furthermore, the receiving party must cause all of its personnel who have access to any Confidential Information of the other party to execute a confidentiality agreement incorporating the obligations of this section. Additionally, for any director, officer, employee, partner, agent, or subcontractor of the Contractor ("Contractor Personnel") that require access to the State's premises, the State may require an individual non-disclosure agreement incorporating the terms of this section to reinforce the importance of such obligations. The State may bar any Contractor Personnel who refuse to execute such a non-disclosure agreement from entering the State's facilities.

The receiving party's obligation to maintain the secrecy of the Confidential Information will not apply where it:

- (a) Was already in the receiving party's possession before disclosure by the other party, and the receiving party obtained it without an obligation of confidence;
- (b) Is independently developed by the receiving party;
- (c) Except as provided in the next paragraph, is or becomes publicly available without breach of this Contract;
- (d) Is rightfully obtained by the receiving party from a third party without an obligation of confidence;
- (e) Is disclosed by the receiving party with the written consent of the other party; or
- (f) Is released in accordance with a valid order of a court or governmental agency, provided that the receiving party:
  - (1) Notifies the other party of such order immediately upon receipt of the order; and
  - (2) Makes a reasonable effort to obtain a protective order from the issuing court or agency limiting disclosure and use of the Confidential Information solely for the purposes intended to be served by the original order of production.

Information that may be available publicly through other sources about people that is personal in nature, such as medical records, addresses, phone numbers, social security numbers, and similar things are nevertheless sensitive in nature and may not be disclosed or used in any manner except as expressly authorized in this Contract. Therefore, item (3) in the preceding paragraph does not apply, and the Contractor must treat such information as Confidential Information whether it is available elsewhere or not.

Except for properly licensed Software, Source Code, or Documentation that contains Confidential Information, the receiving party must return or destroy all copies of any Confidential Information when it is no longer needed for the receiving party to perform under this Contract, but in any case, no later than on termination of this Contract. For properly licensed Software, Source Code, and Documentation that represents Confidential Information, the State may retain it for so long as the State has a valid license in it.

The receiving party may disclose Confidential Information to its contractors on a need-to-know basis, but only after they have agreed in writing to be obligated to the requirements of this section.

**6. Escrow.** Except for Software that the Contractor delivers to the State with its Source Code, the Contractor must escrow the Source Code for all Software with Escrow Associates, LLC (the "Agent") an NCC company under an existing escrow agreement between the State and the Agent. The Agent may release the Source Code to the State on the occurrence of any of the following:

- (a) The Contractor ceases business without a successor in interest that assumes all the Contractor's obligations under this Contract;
- (b) The Contractor files or has filed against it a petition in bankruptcy or similar proceeding that is not dismissed within 60 days;
- (c) The Contractor stops supporting any Licensed Software;
- (d) The State terminates this Contract for cause; or
- (e) The Contractor materially or consistently fails to perform its Support obligations in a timely and professional manner.

The release will apply only to the Source Code for Software affected by the triggering event. The Source Code for the Software will be in the form customarily used by programmers to read and modify such Source Code. It also will include all supporting documentation and annotations reasonably required for productive use of the Source Code by a competent programmer skilled in the programming language in which the Source Code is written. The Contractor will deliver to the Agent the Source Code for each version or release of the Software that the State acquires. The State will be solely responsible for paying all escrow fees associated with the escrow agreement, and upon any release of Source Code from escrow, the State will treat the material as Confidential Information and use it solely to maintain the Software for its own internal purposes.

The escrow agreement with the Agent is a supplementary agreement to this Contract, within the meaning of Title 11, Section 365(n), of the United States Code, and neither the Contractor nor its trustee in bankruptcy may interfere with the State's license in the Software or right to access any Source Code by virtue of any bankruptcy proceedings.

From time to time, the State may change the company it uses as the Agent. The State will do so only on written notice to the Contractor and will use only a US-based, well-recognized escrow company.

**7. Insurance.** The Contractor must provide the following insurance coverage at its own expense throughout the term of this Contract:

- (a) Workers' compensation insurance, as required by Ohio law, and, if some of the Project will be done outside Ohio, the laws of the appropriate state(s) where work on the project will be done. The Contractor also must maintain employer's liability insurance with at least a \$1,000,000.00 limit.
- (b) Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, and property damage. The defense cost must be outside of the policy limits. Such policy must designate the State of Ohio as an additional insured, as its interest may appear. The policy also must be endorsed to include a waiver of subrogation. At a minimum, the limits of the insurance must be:

- \$ 2,000,000 General Aggregate
- \$ 2,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Per Occurrence Limit
- \$ 1,000,000 Personal and Advertising Injury Limit
- \$ 100,000 Fire Legal Liability
- \$ 10,000 Medical Payments

The Contractor shall, for each policy required by this Contract, provide the State with 30-days prior written notice of cancellation, material change, or non-renewal, except a 10-days notice of non-payment of premium. And the Contractor's Commercial General Liability must be primary over any other insurance coverage.

- (c) Commercial Automobile Liability insurance with a combined single limit of \$500,000.
- (d) Professional Liability insurance covering all staff with a minimum limit of \$1,000,000 per incident and \$3,000,000 aggregate. If the Contractor's policy is written on a "claims made" basis, the Contractor must provide the State with proof of continuous coverage at the time the policy is renewed. If for any reason the

policy expires, or coverage is terminated, the Contractor must purchase and maintain “tail” coverage through the applicable statute of limitations.

The certificate(s) must be in a form that is reasonably satisfactory to the State as to the contents of the policies and the quality of the insurance carriers. All carriers must have at least an “A-” rating by A.M. Best.

8. **Excusable Delay.** Neither party will be liable for any delay in its performance under this Contract that arises from causes beyond its control and without its negligence or fault. The delayed party must notify the other promptly of any material delay in performance and must specify in writing the proposed revised performance date as soon as practicable after notice of delay. For any such excusable delay, the date of performance or delivery will be extended for a period equal to the time lost by reason of the excusable delay. The delayed party must also describe the cause of the delay and what steps it is taking or will take to remove the cause. The delayed party may not rely on a claim of excusable delay to avoid liability for a delay if the party has not taken commercially reasonable steps to mitigate or avoid the delay.
9. **Network Security.** The Contractor may not connect to the State’s internal computer network without the prior, written consent of the State, which the State will reasonably provide if necessary or appropriate for the Contractor to provide Support. But as a condition of connecting to the State’s computer network, the Contractor must secure its own connected systems in a manner consistent with the State’s then-current security policies, which the State will provide to the Contractor on request. The State may audit the Contractor’s security measures in effect on any such connected systems without notice. The State also may terminate the Contractor’s network connections immediately should the State determine that the Contractor’s security measures are not consistent with the State’s policies or are otherwise inadequate given the nature of the connection or the data or systems to which the Contractor may have access.
10. **Termination.** This Contract will continue in full force and effect unless terminated according to the terms of this Contract. Either party may terminate this Contract at any time on 30 days prior written notice to the other party or in the event of any default by the other party, which the defaulting party fails to cure within 30 days after written notice. Either party also may terminate this Contract upon any sale of a majority interest in the other party to a third party or if a receiver, liquidator, trustee, or like official is appointed for the other party or any substantial portion of its property. Additionally, either party may terminate this Contract if the other party files or consents to any petition in bankruptcy or other insolvency proceedings or makes any assignment for the benefit of its creditors. Termination of this Contract will not extinguish any of the rights and obligations of a party under this Contract that, by the terms of that right or obligation, continue after the date of termination. And no termination will extinguish any of the rights or obligations that, by their very nature, must continue after termination to give full effect to the purpose of those rights and obligations. Termination of this Contract will not entitle the State to any refund of any License or Support Fee, nor will it extinguish any license or price-hold the State has acquired in any Software before the date of termination, except as provided in the next paragraph.

With or without terminating this Contract in accordance with the paragraph above, on 30 days prior written notice to the State, the Contractor may terminate any license in any Software granted to the State under this Contract. But the Contractor may do so only if the State materially breaches any terms of this Contract with respect to the license or licenses the Contractor seeks to terminate. Such termination notice will be effective 30 days after the State receives it, provided that the State does not cure its breach of this Contract within those 30 days. All Software licenses not affected by the State’s breach will remain in place and unaffected by the termination. Any such termination will be in addition to any other remedies the Contractor may have under this Contract for the State’s breach.

#### **PART IV: WARRANTIES, LIABILITIES, AND REMEDIES**

1. **Warranties.** The Contractor warrants for one year from the Start Date that the Software will be free of material defects and will function in substantial conformance to its Documentation when used in the operating environment for which it is intended and in accordance with its Documentation. The Contractor also warrants that the Software will be merchantable and fit for the particular purpose for which the State acquired it. Moreover, the Contractor warrants that the Software will be free of viruses at the time of its delivery under this Contract. Additionally, the Contractor warrants that all media on which the Software is delivered to the State will be free from defects for one year after delivery to the State.
2. **Warranty Exclusions.** The Contractor’s warranties with respect to the Software’s performance in accordance with its Documentation, its fitness, and its merchantability do not cover any error caused by any change to the Software made by any party other than the Contractor and not at the Contractor’s request or otherwise in accordance with this Contract or the

Software's Documentation. It also does not cover damage to the Software caused by accident, neglect, or misuse of the Software by any party other than the Contractor or anyone else acting on the Contractor's behalf. Further, the State's use of the Software in an operating environment or in conjunction with a hardware platform that does not meet the Contractor's minimum specifications, as set out in the applicable Schedule or Documentation, may result in errors or failures that are outside the scope of the Contractor's warranty. Additionally, use of the Software in combination with other software, hardware, firmware, data, or technology not licensed or approved by the Contractor in writing may cause failures that also are outside the scope of the Contractor's warranty, provided that the Software is not designed or intended for use with such items.

**THE EXPRESS WARRANTIES IN THIS CONTRACT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED.**

3. **Remedies.** The Contractor's entire liability and the State's sole remedy for any breach of the above media warranty is limited to requiring the Contractor to replace the defective media expeditiously and without charge to the State. Furthermore, the Contractor's entire liability and the State's sole remedy for any breach of the above warranties of fitness, merchantability, and against defects in the Software will be limited to the Contractor expeditiously correcting the defect or issue and providing the State with a patch containing the correction. If within the times given below, the Contractor does not provide a replacement copy for defective media or Software containing a virus or fails to deliver a fix for a defect in the Software or a correction solving a fitness or merchantability issue, the Contractor must refund all License Fees paid by the State for the affected the Software. In the case of defective media or Software containing a virus, the Contractor will have 15 days after written notice to provide a replacement. In the case of other defects, merchantability issues, or fitness issues, the Contractor will have 30 days after written notice to deliver a correction that resolves the problem. Upon the Contractor's issuance of a refund, the State will return or destroy all copies of the Software and, upon the Contractor's request, certify in writing that it has done so.

**THE FOREGOING REMEDIES ARE THE STATE'S EXCLUSIVE REMEDIES FOR THE WARRANTIES PROVIDED ABOVE.**

4. **Indemnity.** The Contractor will indemnify the State for all direct damages to the State caused by the negligence or willful misconduct of the Contractor. The Contractor also agrees to indemnify, defend, and hold the State harmless from and against all claims, liabilities, demands, losses, expenses (including by way of example only, court costs and experts' and attorneys' fees), and causes of action of every kind and character in favor of any third party caused or arising out the activities or performance of the Contractor or the Contractor's Personnel. The foregoing obligations do not apply to the extent caused by the State's actual negligence or willful misconduct. Any defense of the State requires and is subject to the approval and consent of the Ohio Attorney General.
5. **Infringement.** The Contractor will release, protect, indemnify, defend, and hold the State harmless from and against any claims of infringement by any third parties based on the Software, Source Code, or Documentation licensed under this Contract. Any defense of the State requires and is subject to the approval and consent of the Ohio Attorney General and will be at the Contractor's sole cost and expense. Further, the Contractor will indemnify the State for any liability resulting from any such claims, demands, or suits, as well as hold the State harmless for the Contractor's liability, losses, and damages resulting from such. This obligation of defense and indemnification will not apply where the State has modified or misused the Software, Source Code, or Documentation, and the claim or the suit is based on the modification or misuse. The Contractor's obligation to hold the State harmless also will not apply if the claim, suit, liability, or damage arises out of the State's misuse of the Software, Source Code, or Documentation. The State agrees to give the Contractor notice of any such claim as soon as reasonably practicable and to allow the Contractor to control the defense of the any such claim, upon consultation with and the approval of the Office of the State's Attorney General.

If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement or similar claim that is pending actually may succeed, the Contractor will do one of the following four things as soon as reasonably possible to avoid or minimize any interruption of the State's business:

- (a) Modify the offending Software, Source Code, or Documentation so that it is no longer infringing;
- (b) Replace the offending Software, Source Code, or Documentation with an equivalent or better item;
- (c) Acquire the right for the State to use the infringing Software, Source Code, or Documentation as it was intended for the State to use under this Contract; or
- (d) Remove the infringing Software, Source Code, or Documentation and refund the amount the State paid for the Software and the amount of any other Software or item that requires the availability of the infringing Software, Source Code, or Documentation for it to be useful to the State.

6. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS CONTRACT, NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OTHER THAN DIRECT DAMAGES. THIS EXCLUSION OF DAMAGES INCLUDES, BY WAY OF EXAMPLE ONLY, INDIRECT, INCIDENTAL, EXEMPLARY, AND CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, EVEN IF THE PARTY KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES. ADDITIONALLY, NEITHER PARTY WILL BE LIABLE FOR DIRECT DAMAGES IN EXCESS OF TWO TIMES THE TOTAL LICENSE AND SUPPORT FEES PAID UNDER THIS CONTRACT OR \$ \_\_\_\_\_, WHICHEVER IS GREATER. BUT THIS LIMITATION OF LIABILITY WILL NOT LIMIT THE CONTRACTOR'S OBLIGATION TO INDEMNIFY THE STATE UNDER THE INDEMNITY AND INFRINGEMENT PROVISIONS OF THIS CONTRACT FOR DIRECT DAMAGES FROM THE CONTRACTOR'S NEGLIGENCE OR WILLFUL MISCONDUCT. THIS LIMITATION OF LIABILITY ALSO WILL NOT LIMIT THE CONTRACTOR'S OBLIGATIONS UNDER THE INDEMNITY AND INFRINGEMENT SECTIONS OF THIS CONTRACT FOR CLAIMS MADE AGAINST THE STATE FOR INFRINGEMENT OR FOR NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CONTRACTOR, REGARDLESS OF THE NATURE OF THE DAMAGES SOUGHT FOR ANY SUCH CLAIM. THIS LIMITATION OF LIABILITY WILL SURVIVE TERMINATION OF THIS CONTRACT.

## PART V: SOFTWARE SUPPORT

1. **Support.** Each Support Period will be one year in duration, with the first Support Period beginning on the [first anniversary of the] Start Date for the applicable license. Subsequent Support Periods will begin on each anniversary of the Start Date of the applicable license (the "Anniversary Date"). During each Support Period for which the State has paid the applicable Support Fee, the Contractor will provide the State with telephonic assistance and advice for using the Software. The Contractor also will provide remote troubleshooting and problem resolution by developing and providing fixes or patches for errors in the Software. As part of the annual Support that the Contractor provides in exchange for the applicable Support Fee, the Contractor also will deliver to the State all service packs for the Software, as well as all updates and new releases and versions of the Software. The annual Support Fee will be calculated as a percentage of the then current License Fee for the applicable Software license. The percentage used to calculate the Support Fee will be provided in the applicable Schedule governing the Software license. The manner in which the Contractor provides Support will be governed by the Contractor's policies and programs described in the applicable Software Documentation or other materials that the Contractor uses to notify its customers generally of such policies. But regardless of the Contractor's policies and programs, unless otherwise agreed in the applicable Schedule, in all cases such Support must comply with the requirements of this Contract. And the Contractor must provide the Support in a competent, professional, and timely manner.
2. **Minimum Availability.** Support for any Software licensed under this Contract must be available for a minimum of five years from the Start Date of the license. Thereafter, for so long as the Contractor makes Support available to other customers, the State will be entitled to participate in that Support under the terms of this Contract and in exchange for the Support Fee identified in the applicable Schedule.
3. **Reductions.** The State may acquire licenses that are based on the number of users, nodes, computers, processors, instances of the Software or other counts of objects covered by a license ("Objects"). In any such cases, the State may request that the Support Fees for a Support Period be calculated based on fewer Objects than included in the previous Support Period, with an appropriate adjustment in the applicable Support Fee. But patches, services packs, updates, and new versions or releases of the Software made available to the State under this Contract for such Software may be applied only to the number of Objects included in the then current Support Period. Nevertheless, the State may continue using any version of the Software that is available at the time Support was reduced on or for the unsupported Objects, provided that such is physically possible based on the Software's configuration. In any case where supported and unsupported Objects cannot be treated separately (e.g., a single server license supporting multiple concurrent connection), the State must limit its use of the Software to the supported number of Objects to take advantage of its reduction rights under this section.
4. **Lapse and Reinstatement.** If the State opts to not renew Support for some or all of the Software licensed by the State under this Contract, the State may subsequently purchase Support for such Software. But it may do so only if the Contractor continues to make it generally available to its customers when the State makes the decision to reacquire Support. Further, any such Support will require, in addition to the Support Fee for the then current Support Period, the payment of the immediately preceding year's Support Fees for that Software, or the applicable instances of it. Notwithstanding anything to the contrary in this Contract, no interest will be due on the Support Fees for the past Support Periods. In conjunction with the reinstatement of Support, the State will be entitled to any patches, service packs, upgrades, and new releases, and versions of the Software issued during the unsupported interval.

5. **Support Parameters.** The State may initiate Support requests for problems it encounters with the Software by telephone, email, Internet, or fax, and the Contractor must maintain lines of communication that support all four forms of communication. The Contractor must make Support available from at least 7:00 a.m. to 7:00 p.m. in each time zone where the Contractor maintains a Support center, and it must do so by staffing its Support function with an adequate number of qualified personnel to handle its traditional volume of calls. Further, the Contractor must maintain at least one Support center in North America with adequate English-speaking Support personnel. Support must be available during the business hours identified above from at least Monday through Friday throughout the Support Period, except for customary holidays. Further, subject to the State's obligation to pay the applicable Support Fees, the Contractor must support both the most recent major release of the Software as well as the immediately preceding major release of Software. The State's technical staff may contact any Support center that the Contractor maintains, and they may choose to do so based on convenience, proximity, service hours, languages spoken, or otherwise.
6. **Incident Classification.** The Contractor must classify and respond to Support calls by the underlying problem's effect on the State. In this regard, the Contractor may classify the underlying problem as critical, urgent, or routine. The guidelines for determining the severity of a problem and the appropriate classification of, and response to, it are described below.

The Contractor must designate a problem as "critical" if the Software is functionally inoperable, the problem prevents the Software from being used in production mode or there is significant potential for data integrity problems. This classification assumes there is no existing patch for the problem. The Contractor must classify a problem as "urgent" if the underlying problem significantly degrades the performance of the Software or materially restricts the State's use of the Software in a production mode. A problem also will be considered urgent if a commonly used feature often generates application errors, causes the Software to freeze, locks up the computer on which the Software is running, or otherwise routinely does not work as intended. Classification of a problem as urgent rather than critical assumes that the State still can conduct business with the Software. As with the critical classification, the urgent classification assumes there is no existing patch or acceptable workaround procedure for the problem. Finally, the Contractor may classify a Support call as "routine" if the underlying problem is a question on end use or configuration of the Software. It also may be classified as routine when the problem does not materially restrict the State's use of the Software in its production environment, such as when a feature or combination of features generates minor or rare errors. Also, if any problem that otherwise should be classified as critical or urgent can be solved either by a known workaround or an existing patch, the problem may be treated as routine.

The Contractor must apply the above classifications in good faith to each call for Support, and the Contractor must give due consideration to any request by the State to reclassify a problem, taking into account the State's unique business and technical environments and any special needs it may have.

7. **Incident Response.** The Contractor must respond to critical problems by ensuring that appropriate managerial personnel are made aware of the problem and that they actively track and expedite a resolution. The Contractor must assign Support or development personnel at the appropriate level to the problem, and those personnel must prepare a work plan for the problem's expeditious resolution. The work plan must assume that the Contractor's appropriate staff will work without material interruption until the problem is resolved properly. The Contractor's personnel must maintain daily contact with the State's technical staff to keep the State abreast of efforts being made to solve the problem. The Contractor also must provide the State's technical staff with direct access to the Contractor's Support personnel and product development personnel, if appropriate, who are assigned to the problem. If the resolution of the problem requires a patch, the Contractor will ship the patch electronically as soon as the patch is available.

The Contractor must respond to urgent problems by having its product development and Support personnel work in concert to develop a fix or a workaround. The Contractor's Support personnel must maintain regular contact with the State to keep its technical staff abreast of progress toward a resolution of the problem. The Contractor's Support staff must include the problem in regular status reports to the Contractor's management team. And the Contractor's Support staff must provide the Software patch or workaround procedure as soon as it is available.

The Contractor must respond to routine problems by providing the State with a patch or workaround on a priority basis if the problem is one for which an existing patch or workaround already exists. For newly identified problems falling into this classification, the Contractor's Support personnel must generate a problem report, and the appropriate development or Support personnel then must prioritize the problem in relation to other outstanding product issues. The assigned priority then will govern the problem solving or developmental work needed to address the problem and the schedule for delivering a solution. For

routine calls that involve end usage and configuration issues rather than bugs or other technical problems, the Contractor's first or second level Support personnel must provide the State's technical staff with telephonic assistance on a non-priority basis.

- 8. Response Times.** The maximum time that the Contractor takes to respond initially to a Support request may vary based upon the classification of the request. During normal hours of operation for the Contractor's Support function, the Contractor's response time for a critical Support request will be less than one hour. The Contractor's response time for an urgent request must be less than two hours during operating hours. And the Contractor's response time for a routine Support request must be less than four hours during normal operating hours.
- 9. Escalation Process.** Any Support call that is not resolved must be escalated to the Contractor's management under the following parameters. Unresolved problems that are classified as critical must be escalated to the Contractor's Support manager within four hours and to the director level after one day. If a critical problem is not resolved within three days, it must escalate to the corporate officer level and then to the CEO level after five days. The Contractor's Support staff will escalate unresolved urgent problems to its Support manager within three days, to the director level after seven days, and to the corporate officer level after 14 days.
- 10. State Obligations.** To facilitate the Contractor meeting its Support obligations, the State must provide the Contractor with the information reasonably necessary to determine the proper classification of the underlying problem. It also must assist the Contractor as reasonably necessary for the Contractor's Support personnel to isolate and diagnose the source of the problem. Additionally, to assist the Contractor's tracking of Support calls and the resolution of Support issues, the State must make a reasonable effort to use any ticket or incident number that the Contractor assigns to a particular incident in each communication with the Contractor. The State also must install and implement the most recently available Software updates, including service packs and patches, if the Contractor reasonably believes it to be necessary to achieve a satisfactory resolution of a problem.
- 11. Limitations.** The Contractor is not responsible for the resolution of problems caused by the State's use of the Software on hardware that does not meet the minimum specifications set out in the Software's Documentation. The Contractor also is not responsible for resolving problems caused by third party software not approved by the Contractor for use with the Software. Additionally, the Contractor need not resolve problems caused by unauthorized modifications to the Software.
- 12. Updates.** The Contractor must make all Software updates and service packs, as well as new releases and new versions of it, available to the State at no additional charge and as part of its Software Support. The Contractor will notify the State of the availability of any Software updates and new versions and releases on at least a quarterly basis. The Contractor may post patches and updates on the Internet rather than delivering them to the State on physical media. The Contractor must provide Support, including upgrades, service packs, new releases, and new versions, as appropriate, to keep current with changes in the operating systems and critical applications with which the Software is designed to run for a minimum of five years from the date the Software is licensed to the State. For purposes of the last sentence, a "critical application" is any computer program that the Software is specifically designed to work in conjunction with. An example would be Software that requires an Oracle database engine to function. The Oracle database engine would be a critical application for that Software.
- 13. Follow-on Software.** If the Contractor stops supporting or upgrading any Software but then offers or later releases another product that performs substantially similar functions, the State will be entitled to convert its license for the unsupported Software to a license in the new Software. Any such conversion will be without charge to the State, provided only that the State has paid all applicable Support Fees for the unsupported Software since first acquiring it through the time when the Contractor terminated Support.
- 14. Functionality Migration.** If the Contractor eliminates functionality material to the use or performance of any Software licensed under this Contract ("Original Software") and then includes the functionality in a new product ("New Software"), the Contractor must grant the State a license to use the migrated functionality of such New Software, but not to any other functionality in the New Software, if (i) the State is a subscriber to Support for the Original Software at the time the New Software is available and is entitled to receive subsequent releases of the Original Software, and (ii) the New Software is available for the same operating system or technical environment as the Original Software. The license granted to the State for the New Software will be (i) pursuant to the terms and conditions of this Contract and the applicable Schedule governing the Original Software, (ii) subject to the use restrictions and other limitations for the Original Software in this Contract and applicable Schedule, (iii) granted without the payment of additional fees other than fees for Support which would otherwise be due for the Original Software.

**15. Support Location.** For each Schedule under this Contract, the Contractor must disclose the location(s) where it will perform all Support, the location(s) where any State data applicable to this Contract will be maintained or made available, and the principal place of business for the Contractor and all its subcontractors that may perform Support under this Contract. While performing under this Contract, the Contractor may not change the location(s) where Support is performed or change the location(s) where it maintains or makes the State's data available to a location outside the country of the original location(s) without prior, written approval of the State, which the State is not obligated to provide. Further, each of the Contractor's subcontractors that perform Support under this Contract must agree in writing to and be bound by this and all other provisions of this Contract that inure to the benefit of the State.

## **PART VI: CONSTRUCTION**

- 1. Entire Document.** This Contract will apply to all Software that the State acquires from the Contractor during the term of this Contract, unless the parties expressly agree otherwise in a written document signed by the duly authorized representatives of the parties. Furthermore, this Contract, along with the Schedules and Addenda entered into under it, is the entire agreement between the parties with respect to its subject matter, and it supersedes any previous statements or agreements, whether oral or written.
- 2. Additional Documents.** All terms and conditions contained in any document not signed by both parties, such as a purchase order, invoice, or a click-wrap license, are excluded from this Contract and will have no legal effect.
- 3. Binding Effect.** Subject to the limitations on assignment provided elsewhere in this Contract, this Contract will be binding upon and inure to the benefit of the respective successors and assigns of the State and the Contractor.
- 4. Amendments.** No amendment or modification of any provision of this Contract will be effective unless it is in writing and signed by both parties.
- 5. Waiver.** The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be construed as a waiver or a relinquishment of any such term. Either party may at any later time demand strict and complete performance by the other party of such a term.
- 6. Severability.** If any provision of this Contract is held by a court of competent jurisdiction to be contrary to applicable law, the remaining provisions of this Contract will remain in full force and effect to the extent that such does not create an absurdity or material injustice.
- 7. Plain Meaning.** This Contract must be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.
- 8. Headings.** The headings used herein are for the sole sake of convenience and may not be used to interpret any section.
- 9. Notices.** For any notice under this Contract to be effective, it must be made in writing and sent to the address of the appropriate party first appearing above, unless that party has notified the other party, in accordance with the provisions of this section, of a new mailing address for notices.
- 10. Continuing Obligations.** To the extent necessary to carry out their purpose, the terms of this Contract will survive the termination of this Contract. Some such provisions that require survival to carry out their full intent include the indemnity, warranty, and limitation of liability provisions. Other examples include the confidentiality section, the escrow section, and the grant of Software licenses. Additional provisions include the Support obligations for existing licenses, and the Pricing section with respect to related Software licenses and caps on increases in Support for existing licenses.
- 11. Counterparts.** This Contract may be executed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **PART VII: LAW AND COURTS**

1. **Compliance with Law.** The parties will comply with all applicable federal, state, and local laws in all endeavors under this Contract.
2. **Export Restrictions.** The State may not directly or indirectly export or transmit the Software or Documentation to any country in violation of any applicable US regulation, order, or statute.
3. **UCITA.** The Uniform Computer Information Transactions Act (“UCITA”) will not apply to this Contract. To the extent that UCITA, or any version of it that is adopted by any jurisdiction in any form, is applicable, the parties agree to opt out of it pursuant to the opt-out provisions contained therein. Likewise, the United Nations Convention on Contracts for the International Sale of Goods will not apply to this Contract.
4. **Injunctive Relief.** Nothing in this Contract is intended to limit either party’s right to injunctive relief if such is necessary to protect its interests or to keep it whole.
5. **Governing Law.** The laws of Ohio will govern this Contract, excluding its laws dealing with conflict of law, and venue for any disputes will lie exclusively with the appropriate court in Franklin County, Ohio.

## **PART VIII: MISCELLANEOUS**

1. **Conflict of Interest.** No Contractor Personnel may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Further, the Contractor will not knowingly permit any Ohio public official or public employee who has any responsibilities related to this Contract to acquire any interest in anything or any entity under the Contractor’s control, if such an interest would conflict with that official’s or employee’s duties. The Contractor will disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Contract. And the Contractor will take steps to ensure that such a person does not participate in any action affecting the work under this Contract. But this will not apply when the State has determined, in light of the personal interest disclosed, that the person’s participation in any such action would not be contrary to the public interest.
2. **Assignment.** Neither party may assign this Contract without the prior, written consent of the other party, which the other party will not withhold unreasonably. Any such assignment, unless otherwise agreed in writing, is contingent on the assignee assuming all the assignor’s rights and obligations under this Contract.
3. **Independent Contractor Acknowledgement.** It is fully understood and agreed that Contractor is an independent contractor and is not an agent, servant, or employee of the State of Ohio or the Ohio Department of Administrative Services. Contractor declares that it is engaged as an independent business and has complied with all applicable federal, state, and local laws regarding business permits and licenses of any kind, including but not limited to any insurance coverage, workers’ compensation, or unemployment compensation that is required in the normal course of business and will assume all responsibility for any federal, state, municipal or other tax liabilities. Additionally, Contractor understands that as an independent contractor, it is not a public employee and is not entitled to contributions from DAS to any public employee retirement system.

Contractor acknowledges and agrees any individual providing personal services under this agreement is not a public employee for purposes of Chapter 145 of the Ohio Revised Code. Unless Contractor is a “business entity” as that term is defined in ORC. 145.037 (“an entity with five or more employees that is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business”) Contractor shall have any individual performing services under this agreement complete and submit to the ordering agency the Independent Contractor/Worker Acknowledgement found at the following link: <https://www.opers.org/forms-archive/PEDACKN.pdf#zoom=80>

Contractor’s failure to complete and submit the Independent/Worker Acknowledgement prior to commencement of the work, service or deliverable, provided under this agreement, shall serve as Contractor’s certification that contractor is a “Business entity” as the term is defined in ORC Section 145.037.

4. **Employees.** All Contractor Personnel are employees or contractors of the Contractor, and none are or will be deemed employees or contractors of the State. No Contractor Personnel will be entitled to participate in, claim benefits under, or become an “eligible employee” for purposes of any employee benefit plan of the State by reason of the subject matter of this Contract or work performed under this Contract. The Contractor must pay all federal, state, local, and other applicable payroll

taxes and make the required contributions, withholdings, and deductions imposed or assessed under any provision of any law, rule, or regulation and measured by wages, salaries, or other remuneration paid by or which may be due from the Contractor to the Contractor Personnel. The Contractor will indemnify, defend, and hold the State harmless from and against all claims, losses, liability, demands, fines, and expenses (including court costs, defense costs, and redeemable attorney fees) arising out of or relating to such taxes, withholdings, deductions, and contributions with respect to the Contractor Personnel. The Contractor's indemnity and defense obligations also apply to any claim or assertion of tax liability made by or on behalf of any Contractor Personnel or governmental agency on the basis that any Contractor Personnel are employees or contractors of the State, that the State is the "joint employer" or "co-employer" of any Contractor Personnel, or that any Contractor Personnel are entitled to any employee benefit offered only to eligible regular fulltime and regular part-time employees of the State. Notwithstanding the foregoing, any defense of the State requires and is subject to the approval and consent of the Ohio Attorney General.

5. **Publicity.** The Contractor will not advertise or publicize that it is doing business with the State or use this Contract as a marketing or sales tool, unless otherwise agreed to in writing by the State.
6. **Cancellation.** The State may cancel this Contract without cause and on 30 days written notice or at any time if the General Assembly or any other funding source fails to continue funding. But in the case of any license of Software entered before the effective date of the cancellation, the State will have the right to continue such license after termination on the terms contained in this Contract.
7. **Deliveries.** All deliveries will be F.O.B. destination.
8. **Equal Employment Opportunity.** The Contractor will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the Department of Administrative Services Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Ohio Business Gateway at: <http://business.ohio.gov/efiling/>.

9. **Drug Free Workplace.** The Contractor must comply with all applicable Ohio laws regarding maintaining a drug-free workplace. The Contractor will make a good faith effort to ensure that all its employees, while working on the State's property, do not possess and will not be under influence of illegal drugs or alcohol or abuse prescription drugs.
10. **Ohio Ethics Law and Limits on Political Contributions.** The Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio ethics laws. The Contractor also certifies that all applicable parties listed in Ohio Revised Code Section 3517.13 are in full compliance with Ohio Revised Code Section 3517.13.
11. **Travel Expenses.** Any travel or living expenses required by the Contractor to do its obligations under this Contract will be at the Contractor's expense. The State will pay for any additional travel that it requests only with prior, written approval. All additional travel and living expenses that the State requests in addition to what this Contract requires the Contractor to provide at the Contractor's expense will be paid in accordance with the Office of Budget and Management's Travel Rules in Section 126-1-02 of the Ohio Administrative Code.
12. **Order of Priority.** If there is any inconsistency or conflict between this Contract and any provision of anything incorporated by reference, this Contract will prevail.
13. **Record Keeping.** The Contractor must keep all financial records in accordance with generally accepted accounting principles consistently applied. The Contractor will file documentation to support each action under this Contract in a manner allowing it to be readily located. And the Contractor will keep all related records and documents at its principal place of business.
14. **Audits.** During the term of this Contract and for three years after the payment of any fee to the Contractor under this Contract, on reasonable notice and during customary business hours, the State may audit the Contractor's records and other

materials that relate to this Contract. This audit right will also apply to the State's duly authorized representatives and any person or organization providing the State with financial support related to this Contract.

If any audit reveals any misrepresentation or any overcharge to the State, the State will be entitled to recover damages, as well as the cost of the audit.

**15. Ohio Revised Code Section 9.24.** Contractor warrants that it is not subject to an unresolved finding for recovery under Ohio Revised Code Section 9.24. If this warranty was false on the date the parties signed this Contract, the Contract is void. Further, if the Contractor is subject to an unresolved finding of the Auditor of State under Revised Code Section 9.24 on any date on which the parties renew or extend this Contract, the renewal or extension will be void.

**16. Governing the Expenditure of Public Funds on Offshore Services (EO 2011-12K).** The Service Provider affirms it has read and understands Executive Order 2011-12K and will abide by those requirements in the performance of this Agreement. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid for Services the Service Provider performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights or remedies provided the State in this Agreement.

The Service Provider agrees to complete the attached Executive Order 2011-12K Affirmation and Disclosure Form (Attachment Nine of the associated RFP), which is incorporated and becomes a part of this Agreement.

**17. Security & Safety Rules.** When using or possessing State data or accessing State networks and systems, the Contractor must comply with all applicable State rules, policies, and regulations regarding data security and integrity. And when on any property owned or controlled by the State, the Contractor must comply with all security and safety rules, regulations, and policies applicable to people on those premises.

**18. Registration with the Secretary of State.** By providing a Charter Number and signature within the Certification Offer Letter, the Contractor attests that the Contractor is:

An Ohio corporation that is properly registered with the Ohio Secretary of State; or

A foreign corporation, not incorporated under the laws of the state of Ohio, but is registered with the Ohio Secretary of State pursuant to Ohio Revised Code Sections 1703.01 to 1703.31, as applicable.

Any foreign corporation required to be licensed under O.R.C. § 1703.01-1703.31, which transacts business in the state of Ohio, without being so licensed, or when its license has expired or been canceled, shall forfeit not less than \$250.00 nor more than ten thousand dollars. No officer of a foreign corporation (<http://codes.ohio.gov/orc/1703.01>) shall transact business in the state of Ohio, if such corporation is required by O.R.C. § 1703.01-1803.31 to procure and maintain a license, but has not done so. Whoever violates this is guilty of a misdemeanor of the fourth degree. Questions regarding registration should be directed to (614) 466-3910, or visit <http://www.sos.state.oh.us>.

**PRICE HOLD ADDENDUM NUMBER [0000000.00]**

This license addendum ("Addendum") is between the State of Ohio (the "State"), through the Department of Administrative Services, with offices at 30 East Broad Street, Columbus, Ohio 43215, and *[Company name of the Contractor]* (the "Contractor"), with offices at *[street address, city, state and zip code for the Contractor]*, and is entered into under that certain Master Contract for Software Licensing between the State and the Contractor that is dated *[Date of the Contract]* and numbered [0000000] (the "Contract").

This Addendum does not represent a license of Software. Instead, it provides a price-hold for the Software listed below and permits the State to acquire the Software in exchange for the License Fees and Support Fees listed below. The State is not obligated to license any of the Software listed below, but if it does at any time during the period starting on the date this Addendum is signed and \_\_\_\_\_ thereafter (Price-hold Period), the State will be entitled to acquire such Software for the Fees specified below. The State may acquire such Software by executing a standard Schedule in the form of that attached to the Contract. The State has the right to acquire some or all of the Software listed below and to acquire the Software in increments during the Price-hold Period using multiple Schedules. Nothing in the Addendum commits the State to any volume of licensing or total expenditure. The State may acquire some, all, or none of the Software in such volumes as it determines during the Price Hold Period.

Software	Copies Delivered	License Type	# of Licenses (E.g., Users)	List License Price	Discount	Actual License Fee*	Support Percentage†	Operating System(s)	Start Date

\*The License Fee [ ] does [ ] does not include the Support Fee for the first Support Period for each Software license identified above.

† The Support percentage is based on [ ] list price [ ] discounted price. Any increase in annual maintenance must be equal to or less than the annual increase in the list price of the Software and is subject to the caps specified in the Contract.

**License Descriptions**

License Type	Description of License
<i>[Insert License Type]</i>	<i>[Insert License Description]</i>
<i>[Insert License Type]</i>	<i>[Insert License Description]</i>
<i>[Insert License Type]</i>	<i>[Insert License Description]</i>
<i>[Insert License Type]</i>	<i>[Insert License Description]</i>

**LICENSE SCHEDULE NUMBER [0000000.00]**

This license schedule ("Schedule") is between the State of Ohio (the "State"), through the Department of Administrative Services, with offices at 30 East Broad Street, Columbus, Ohio 43215 for the beneficial use of *[agency]*, and *[Company name of the Contractor]* (the "Contractor"), with offices at *[street address, city, state and zip code for the Contractor]*, and is entered into under that certain Master Contract for Software Licensing between the State and the Contractor that is dated *[Date of the Contract]* and numbered [0000000] (the "Contract").

**Granted Licenses**

Software	Copies Delivered	License Type	# of Licenses (E.g., Users)	List License Price	Discount	Actual License Fee*	Support Percentage†	Operating System(s)	Start Date

\*The License Fee [ ] does [ ] does not include the Support Fee for the first Support Period for each Software license identified above.

† The Support percentage is based on [ ] list price [ ] discounted price. Any increase in annual maintenance must be equal to or less than the annual increase in the list price of the Software and is subject to the caps specified in the Contract.

**License Descriptions**

<i>License Type</i>	<b>Description of License</b>
<i>[Insert License Type]</i>	<i>[Insert License Description]</i>
<i>[Insert License Type]</i>	<i>[Insert License Description]</i>
<i>[Insert License Type]</i>	<i>[Insert License Description]</i>

**Location Information**

<i>Service Types</i>	<b>Locations</b>

Locations where the Contractor will provide Support:	<i>[Insert Locations]</i>
Locations where the Contractor will provide services or keep the State's data or from which the data may be accessed:	<i>[Insert Locations]</i>
Locations where any subcontractor will provide support or keep the State's data or from which the data may be accessed:	<i>[Insert Locations]</i>

**TO SHOW THEIR AGREEMENT**, the parties have executed this Contract as of the dates appearing below.

By:

By:

Name:

Name: Robert Blair

Title:

Title: DAS Director

Date:

Date:

**ATTACHMENT ELEVEN: OHIO DEPARTMENT OF JOB AND FAMILY SERVICES (JFS)  
DATA SHARING AND CONFIDENTIALITY AGREEMENT**

*This Data Sharing and Confidentiality Agreement (Agreement) is entered into by and between the Ohio Department of Job and Family Services (JFS) and **Awarded Vendor** in furtherance of the Contract entitled Workforce Innovation and Opportunity Act (WIOA): Performance Reporting System between the Ohio Department of Administrative Services and \_\_\_\_\_ (the DAS Contract).*

**ARTICLE I - PURPOSE AND LEGAL AUTHORITY**

- A. This Agreement is entered into by JFS and **Awarded Vendor**, in accordance with the terms and conditions of the DAS Contract that require the use or disclosure of protected health information.
- B. The authority to release this data is found in Title 42 of the Code of Federal Regulations (CFR), specifically 42 CFR 431.300, 431.302, 431.304, 431.305 431.306, 435.945; Privacy regulations 45 CFR 164.502(e); 164.504(e) and security regulations 45 CFR 164.308,164.314 issued pursuant to the Health Insurance Portability and Accountability Act [42 USC 1320d - 1320d-8]; relevant amendments effected by the American Recovery and Reinvestment Act of 2009 [Pub. L. 111-5, §§ 13400, *et seq.*] and the terms of this Agreement, or more stringent provisions of the law, rules, or regulations of the State of Ohio.
- C. The parties agree that any data or records provided under this Agreement may only be used or disclosed in accordance with JFS regulations.

**ARTICLE II – DESCRIPTION OF RECORDS  
TO BE PROVIDED TO OR ACCESSED BY **AWARDED VENDOR****

The **Awarded Vendor** shall have the minimal amount of access necessary to protected health information records to perform the work required under the DAS Contract.

**ARTICLE III - CONFIDENTIALITY OF INFORMATION**

- A. **Awarded Vendor** agrees that it shall not use any information, systems, or records made available to it for any purpose other than to fulfill the obligations specified herein. **Awarded Vendor** specifically agrees to comply with state and federal confidentiality and information disclosure laws, rules, and regulations applicable to programs under which this Agreement exists, including, but not limited to:
  - 1. United States Code, 42 USC 1320d through 1320d-8 (HIPAA);
  - 2. Code of Federal Regulations, 42 CFR 431.300, 431.302, 431.305, 431.306, 435.945, 45 CFR 164.502(e), 164.504(e), and 162.100;
  - 3. Ohio Revised Code, ORC 173.20, 173.22, 2305.24, 2305.251, 3701.243, 3701.028, 4123.27, 5101.26, 5101.27, 5160.39, 5168.13, and 5165.88; and
  - 4. Corresponding Ohio Administrative Code rules.
- B. **Awarded Vendor** agrees that any data created, received, maintained or transmitted on behalf of JFS by **Awarded Vendor** shall be returned to JFS not later than 90 calendar days following termination of this Agreement and shall certify that no copies of source data were retained by **Awarded Vendor**, unless as may be otherwise provided for in this Agreement or by law.
- C. **Awarded Vendor** shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the paper and/or electronic protected personal data and health information that it creates, receives, maintains, or transmits on behalf of JFS against use or disclosure not provided for by this Agreement.
- D. **Awarded Vendor** agrees that access to the records and data provided by JFS and described in ARTICLE II will be restricted to only those authorized employees, officials, subcontractors, and other persons who need it to perform duties related to

this Agreement. **Awarded Vendor** agrees to provide the JFS Agreement Manager with a complete listing of any and all such persons who shall have access to the above referenced records and/or data.

- E. **Awarded Vendor** agrees that the above records and/or data and any records, reports, databases, and/or other derivative documents created from the information provided under this Agreement shall be stored in an area that is physically safe from access from unauthorized persons during duty and non-duty hours. Information provided under this Agreement shall be protected electronically to prevent unauthorized access by computer, remote access, or any other means. **Awarded Vendor** expressly agrees that no records will be accessed, tested, maintained, backed up or stored outside of the United States.
- F. **Awarded Vendor** shall assure that all persons who have access to the above referenced information shall be fully apprised as to the confidential nature of the information, the safeguards required to protect the information, and the applicable civil and criminal sanctions and penalties associated with any intentional or non-intentional disclosure. No subcontractor shall receive any information without a written agreement with **Awarded Vendor** incorporating these assurances.
- G. **Awarded Vendor** shall not disclose any of the above referenced information to any third party without the specific written authorization of the Director of JFS.
- H. **Awarded Vendor** shall permit onsite inspection by the State of Ohio (including but not limited to JFS, the Auditor of the State of Ohio, the Inspector General of Ohio, the Ohio Attorney General or any duly authorized law enforcement officials) and by agencies of the United States government.
- I. JFS will prepare data pursuant to the security and encryption standards found in Ohio IT Standard ITS-SEC-01, Data Encryption and Cryptography; and NIST Special Publication 800-53. **Awarded Vendor** shall retain this encryption while the data is in transit or at rest.
- J. The express terms and conditions of this Article shall be included in all subcontracts executed by **Awarded Vendor** for any and all work under this Agreement.

#### **ARTICLE IV - TIME OF PERFORMANCE**

- A. This Agreement shall be in effect upon execution by the Director of JFS, until the DAS Contract is terminated, unless this Agreement is suspended or terminated pursuant to ARTICLE VI prior to the termination date.
- B. The Confidentiality and Business Associate provisions of this Agreement shall survive the termination of this Agreement.

#### **ARTICLE V - COST OF DATA PREPARATION**

The parties agree that no reimbursement will be sought under the terms of this Agreement.

#### **ARTICLE VI - SUSPENSION AND TERMINATION**

- A. Upon 30 calendar days written notice to the other party, either party may terminate this Agreement.
- B. Notwithstanding Section A of this Article, JFS may suspend or terminate this Agreement immediately upon delivery of written notice to **Awarded Vendor**, if JFS discovers any illegal conduct on the part of **Awarded Vendor** or if there is any breach of the confidentiality provisions of ARTICLE III or ARTICLE XI herein.
- C. Notice of termination or suspension under either Section A or B of this Article must be sent to: the JFS Chief Legal Counsel, 50 West Town Street, 4th Floor, Columbus, Ohio 43215; and to **Awarded Vendor's** representative at the address appearing on the signature page of this Agreement.

#### **ARTICLE VII - BREACH OR DEFAULT**

- A. Upon breach or default of any of the provisions, obligations or duties embodied in this Agreement, JFS may exercise any administrative, contractual, equitable or legal remedies available, without limitation. The waiver of any occurrence of breach or default is not a waiver of subsequent occurrences, and JFS retains the right to exercise all remedies hereinabove mentioned.

- B. If either of the parties fails to perform an obligation or obligations under this Agreement and thereafter such failure(s) is (are) waived by the other party, such waiver shall be limited to the particular failure(s) so waived and shall not be deemed to waive other failure(s) hereunder. Waiver by JFS shall not be effective unless it is in writing signed by the JFS Director.

#### ARTICLE VIII - AMENDMENTS

This Agreement may be modified or amended provided that any such modification or amendment is in writing and is signed by the Director of JFS and **Awarded Vendor**. It is agreed, however, that any amendments to laws, rules, or regulations cited herein will result in the correlative modification of this Agreement, without the necessity for executing a written amendment.

#### ARTICLE IX - INDEPENDENT CONTRACTOR

**Awarded Vendor** agrees that no agency, employment, joint venture, or partnership has been or will be created between the parties hereto pursuant to the terms and conditions of this Agreement. **Awarded Vendor** also agrees that, as an independent contractor, it assumes all responsibility for any federal, state, municipal, or other tax liabilities along with workers compensation, unemployment compensation, and insurance premiums which may accrue as a result of compensation received for services or deliverables rendered hereunder. **Awarded Vendor** agrees that it is an independent contractor for all purposes including, but not limited to, the application of the Fair Labor Standards Act, the Social Security Act, the Federal Unemployment Tax Act, the Federal Insurance Contribution Act, provisions of the Internal Revenue Code, Ohio Tax law, Workers Compensation law, and Unemployment Insurance law. **Awarded Vendor** certifies that all approvals, licenses, or other qualifications necessary to conduct business in Ohio have been obtained and are operative. If at any time during the contractual period **Awarded Vendor** becomes disqualified from conducting business in Ohio, for whatever reason, **Awarded Vendor** must immediately notify JFS of the disqualification and will immediately cease performance of its obligations hereunder.

#### ARTICLE X - LIMITATION OF LIABILITY

To the extent allowable by law, **Awarded Vendor** agrees to defend, indemnify and hold JFS, its officials, employees and agents harmless from and against any and all liability, loss and expense (including reasonable attorneys' fees) or claims for personal injury, property damage, patent and copyright infringement, or for any liability or claims under ARTICLE XI, Business Associate Requirements Under HIPAA, below, and/or any other type of claim that arises from the performance under this Agreement. **Awarded Vendor's** sole and exclusive remedy for any JFS failure to perform under this Agreement will be an action in the Ohio Court of Claims pursuant to ORC Chapter 2743 that will be subject to the limitations set forth in this Article. In no event will JFS be liable for any indirect or consequential damages, including loss of profits, even if JFS knew or should have known of the possibility of such damages. To the extent that JFS is a party to any litigation arising out of or relating in any way to this Agreement or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio. Subject to ORC 109.02, **Awarded Vendor** agrees to defend JFS against any such claims or legal actions if called upon by JFS to do so.

#### ARTICLE XI - BUSINESS ASSOCIATE REQUIREMENTS UNDER HIPAA

- A. The definitions contained in this Section are derived from federal law. Should there be any conflict between the meanings assigned in this Agreement and the meanings defined in applicable federal law (even in the event of future amendments to law that create such conflict), the definitions found in federal law will prevail.
1. **General Definitions.** The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information and Use.
  2. **Specific Definitions.**
    - a. HIPAA means the Health Insurance Portability and Accountability Act of 1996, the American Recovery and Reinvestment Act of 2009 (ARRA) and any other applicable federal statute or regulation.
    - b. HIPAA Rules shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

- c. Covered Entity means a health plan, a health care clearinghouse, or health care provider under 45 CFR 160.103.
  - d. Business Associate means a person or entity that, on behalf of the Covered Entity, maintains, performs, or assists in the performance of a function or activity that involves the use or disclosure of "Protected Health Information" under 45 CFR 160.103.
  - e. Protected Health Information (PHI) means individually identifiable information including but not limited to the past, present or future physical or mental health or condition of an individual, provision of health care to an individual, or the past, present or future payment for health care provided to an individual, as more fully defined under 45 CFR 164.501 and any amendments thereto, received or sent on behalf of the Department.
- B. **Awarded Vendor** acknowledges that JFS is a Covered Entity under HIPAA. **Awarded Vendor** further acknowledges that it is a Business Associate of JFS, and, in carrying out the work described in this Agreement, agrees to comply with all of the following provisions:
1. **Permitted Uses and Disclosures.** **Awarded Vendor** will not use or disclose PHI except as provided in this Agreement or as otherwise required under HIPAA regulations or other applicable law.
  2. **Safeguards.** **Awarded Vendor** will implement sufficient safeguards, and comply with Subpart C of 45 CFR Part 164 pertaining to electronic PHI to prevent the use or disclosure of PHI other than as provided for under this Agreement. Safeguards will be implemented for all paper and electronic PHI created, received, maintained, or transmitted on behalf of JFS.
  3. **Reporting of Disclosures.** **Awarded Vendor** agrees to promptly report to JFS any inappropriate use or disclosure of PHI that is not in accordance with this Agreement or applicable law, including breaches of unsecured protected health information as required at 45 CFR 164.410 and any security incident the **Awarded Vendor** has knowledge of or reasonably should have knowledge of under the circumstances.
  4. **Mitigation Procedures.** **Awarded Vendor** agrees to coordinate with JFS to determine specific actions that will be required of the Business Associates for mitigation, to the extent practical, of the breach. These actions will include notification to the appropriate individuals, entities, or other authorities. Notification or communication to any media outlet must be approved, in writing, by JFS prior to any such communication being released. **Awarded Vendor** will report all of its mitigation activity to JFS and shall preserve all relevant records and evidence.
  5. **Incidental Costs.** **Awarded Vendor** shall bear the sole expense of all costs to mitigate any harmful effect, of any breaches or security incidents of which **Awarded Vendor** has knowledge which are directly caused by the use or disclosure of protected health information by **Awarded Vendor** in violation of the terms of this Agreement. These costs will include, but are not limited to, the cost of investigation, remediation and assistance to the affected individuals, entities or other authorities.
  6. **Agents and Subcontractors.** **Awarded Vendor**, in compliance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2) as applicable, will ensure that all its agents and subcontractors that create, receive, maintain, or transmit PHI from or on behalf of **Awarded Vendor** and/or JFS agree to have, in a written agreement, the same restrictions, conditions, and requirements that apply to **Awarded Vendor** with respect to the use or disclosure of PHI.
  7. **Accessibility of Information.** **Awarded Vendor** will make available to JFS such information as JFS may require to fulfill its obligations to provide access to, provide a copy of any information or documents with respect to PHI pursuant to HIPAA and regulations promulgated by the United States Department of Health and Human Services, including, but not limited to, 45 CFR 164.524 and 164.528 and any amendments thereto.
  8. **Amendment of Information.** **Awarded Vendor** shall make any amendment(s) to PHI as directed by, or agreed to, by JFS pursuant to 45 CFR 164.526, or take other steps as necessary to satisfy JFS's obligations under 45 CFR 164.526. In the event that **Awarded Vendor** receives a request for amendment directly from the individual, agent, or subcontractor **Awarded Vendor** will notify JFS prior to making any such amendment(s). **Awarded Vendor's** authority to amend information is explicitly limited to information created by **Awarded Vendor**.

9. **Accounting for Disclosure.** **Awarded Vendor** shall maintain and make available to JFS or individuals requesting the information as appropriate, records of all disclosures of PHI in a Designated Record Set as necessary to satisfy JFS's obligations under 45 CFR 164.528. For every disclosure the record will include, at a minimum, the name of the individual who is the subject of the disclosure, the date of the disclosure, reason for the disclosure if any, and the name and address of the recipient to which the protected health information was disclosed.
10. **Obligations of JFS.** When **Awarded Vendor** is to carry out an obligation of JFS under Subpart E of 45 CFR 164, **Awarded Vendor** agrees to comply with all applicable requirements of Subpart E that would apply to JFS in the performance of such obligation.
11. **Access to Books and Records.** **Awarded Vendor** shall make available to JFS and to the Secretary of the U.S. Department of Health and Human Services any and all internal practices, documentation, books, and records related to the use and disclosure of PHI received from JFS, or created or received on behalf of JFS. Such access is for the purposes of determining compliance with the HIPAA Rules.
12. **Material Breach.** In the event of material breach of **Awarded Vendor's** obligations under this Article, JFS may immediately terminate this Agreement as set forth in ARTICLE VI, Section B. Termination of this Agreement will not affect any provision of this Agreement, which, by its wording or its nature, is intended to remain effective and to continue to operate after termination.
13. **Return or Destruction of Information.** Upon termination of this Agreement and at the request of JFS, **Awarded Vendor** will return to JFS or destroy all PHI in **Awarded Vendor's** possession stemming from this Agreement as soon as possible but no later than 90 days, and will not keep copies of the PHI except as may be requested by JFS or required by law, or as otherwise allowed for under this Agreement. If **Awarded Vendor**, its agent(s), or subcontractor(s) destroy any PHI, then **Awarded Vendor** will provide to JFS documentation evidencing such destruction. Any PHI retained by **Awarded Vendor** will continue to be extended the same protections set forth in this Section, HIPAA regulations and this Agreement for as long as it is maintained.
14. **Survival.** These provisions shall survive the termination of this Agreement.

#### ARTICLE XII – COUNTERPART

This Agreement may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same agreement.

#### ARTICLE XIII - CONSTRUCTION

This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Agreement be found to be unenforceable by operation of statute or by administrative or judicial decision, the operation of the balance of this Agreement is not affected thereby; provided, however, the absence of the illegal provision does not render the performance of the remainder of this Agreement impossible.

*SIGNATURE PAGE FOLLOWS*

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
DATA SHARING AND CONFIDENTIALITY AGREEMENT  
Signature Page**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the signature of the Director of the Ohio Department of Job and Family Services.

**Awarded Vendor**

\_\_\_\_\_  
Authorized Signature (Blue Ink Please)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, Zip**

## Supplement 1

Workforce Innovation and Opportunity Act:  
Performance Reporting System

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## 1.0 Workforce Innovation and Opportunity Act - Performance Reporting System

The State, as part of its continual effort to drive efficiency and quality in systems that support public programs has determined that an opportunity exists to increase its capabilities in measuring program performance through assembly and analysis of cross-agency data as well as to comply with evolving U.S. Departments of Labor and Education electronic reporting requirements of the Workforce Innovation and Opportunity Act (WIOA).

In general, the State's requirements are to:

- Develop and implement changes to existing Workforce Investment Act (WIA) reporting to support the enhanced WIOA requirements;
- Improve cross-data and performance measurement of State Programs and Services provided by a variety of Agencies to offer a better service to the public;
- Create system of shared accountability within core Programs across Agencies through sharing of common data, development of common views and reports using the data, and implementing data analytics functions that are designed to enhance and refine the State's programs;
- Establish mechanism for tracking performance using common performance indicators across agencies and programs, core programs, training provider; and common methods for establishing and monitoring levels of performance through performance reports and analytics;
- Incorporate in State reporting and analysis (and onward via WIOA reporting) additional data elements as required by the U.S. Department of Labor (USDOL) and U.S. Department of Education (USDOE) that follows issued guidance and technical standards including: Credentials attainment; Measurable skills gain; Training-related costs; and Employer engagement;
- Ensure that the delivered solution complies with USDOL and USDOE reporting timing, requirements and regulations (collectively Standards) which the State acknowledges are an evolving set of requirements that are anticipated to be finalized in January 2016. Therefore the solution must incorporate flexibility in its conception, design, implementation and deployment to accommodate changes to USDOL and USDOE Standards;
- **Notwithstanding the changes in Federal requirements on the January 2016 date, the Contractor must deliver the working solution to the State as to comply with any and all Federal reporting requirements no later than July 1, 2016.**
- Ensure that the delivered solution is delivered in such a manner as to support The State of Ohio's certification under USDOL and USDOE reporting requirements from a content, quality and timeliness perspective for initial certification requirements as well as to support the State in meeting its reporting requirements thereafter through the design, development and production deployment of the system in a highly reliable and repeatable fashion that are well documented from a technology, process, operations and maintenance perspective; and

The State has performed a significant amount of requirements gathering, normalization and data verification prior to the development of this RFP. Offerors should review and verify these requirements in the formulation of their response to this solicitation. Offerors are encouraged to use the RFP Inquiry process to identify or confirm any inconsistencies, omissions or gaps that they detect. The Project (described below) contains a Requirements Confirmation deliverable which, once completed and accepted to by the State, shall serve as the baseline requirements set for all design, development and deployment activities for the Project.

### 1.1 U.S. Departments of Labor and Education General Requirements

The U.S. Departments of Labor and Education (the Departments), as part of their continuing effort to reduce paperwork and respondent burden, are conducting a preclearance consultation to provide the public and Federal agencies with an opportunity to comment on the proposed collection of information in accordance with the

Paperwork Reduction Act of 1995 [44 U.S.C. 3506(c)(2)(A)] (PRA). The PRA helps ensure that respondents can provide requested data in the desired format with minimal reporting burden (time and financial resources), collection instruments are clearly understood and the impact of collection requirements on respondents can be properly assessed. Currently, the Departments are soliciting comments concerning the collection of data for the WIOA Performance Management, Information, and Reporting System (OMB Control No. 1205-0NEW). The data collection included in this reporting system fulfill requirements in WIOA Sec.116(d)(1) for the development of report templates for the State Performance Report for WIOA core programs, the Local Area Performance Report, and the Eligible Training Provider Report. Previously, a supporting statement was provided for this data collection under OMB Control No. 1205-0420, which was made public on April 16, 2015. The sole difference between the aforementioned supporting statement and the subject of this notice is that OMB Control No. 1205-0NEW does not include the non-WIOA related, currently cleared burden. More details are available at: <http://www.regulations.gov/#!docketDetail;D=ETA-2015-0007>

## 1.2 General Scope

The General Scope of this Project is as follows:

- Overall Project Management of the project inclusive of execution of the project for the State, inclusive of requirements confirmation, design, development and production implementation (contained in Section 2.0 of this Supplement);
- Sourcing and integration of State data sources, including historical data, needed to support performance reporting into the Ohio BI Enterprise Data Warehouse (EDW) from participating Agencies (contained in Section 5.0 of this Supplement);
- Assembly and production of Federally mandated and other required standard data exchanges, files, reports and analyses from the EDW while ensuring that the content, format, timing and other operating requirements are met (contained in Section 5.0 of this Supplement);
- In the course of delivery of the project, development of the system and complying with federal requirements, handling, manipulating or storing any State data, ensure that requirements of Supplement 2 to this RFP are strictly adhered to; and
- Production handoff and system turnover activities inclusive of all documentation and production run-books to the State at the conclusion of the project (contained in Section 2.16 of this Supplement).



## 2.0 State Project Requirements

The Contractor will provide the state its recommended methodology and approach to the projects and any projects that arise following the successful completion of the project as a result of this RFP.

The State maintains a project management and reporting methodology that is used at varying levels for complex, transformational Information Technology projects. This methodology is designed to provide a substantive and objective framework for the reporting and review of projects to impacted stakeholders and, should the need arise; identify the need for corrective action for one or many of the participants in a project (e.g., State, Contractor, Customer, Stakeholder).

The State acknowledges that various contractors that may do business with the State may maintain unique or proprietary project management methodologies, but seeks to ensure that the overall project is delivered to the State as contracted. Therefore a minimum standard project management reporting standard has been created to serve the State's project management and oversight needs while not adversely impacting or influencing Contractor provided delivery methodologies.

The Contractor must provide a summary Project Plan as requested by the State. For purposes of a summary project plan specific phase and gate dates, effort and costs are a sufficient minimum.

Following the award of this Contract, and during the project mobilization phase Contractors must include the following deliverables and milestones within their detailed project plans and methodologies at a minimum upon commencement of the project:

### General State Project Management Methodology

Phase	Milestone, Activity, Deliverable, Gate		Phase	Milestone, Activity, Deliverable, Gate	
	Complete Gate 1 (G1)	G		--> Continued from prior column	
Prioritization and Scheduling	Create Project Plan	D	Component Test	Establish Component Test Expected Results	D
	Identify / Secure Resources	A		Establish Test Plan & Procedures	A
	Create Detailed Cost/Time Analysis	A		Create Test Procedures	A
	Create Phasing Strategy / Deliverables by Phase	D		Execute Component Test	M
	Conduct Policy Review	A		Collect Performance Metrics	A
	Initiate Procurement Activities/Plan	A		Produce Test Analysis Report	D
Complete Gate 2 (G2)	G			Create Component Technical Documentation	D
Requirements: Functional & Technical	Create/Maintain Refined Project Plan	A		System Integration Test	Establish System Test Expected Results
	Establish Implementation Strategy	D	Establish UAT Expected Results		A
	Assess Internal/External Project Dependencies	A	Establish Test Plan & Procedures		D
	Assess Internal/External Risks	A	Collect Performance Metrics		A
	Create Stakeholder/Customer Communications Plan	A	Produce System Test Report		M
	Create Detailed Resource Plan	A	Create System Operational Documentation		D
	Establish Level 0 System Design	D	Publish Final Procedures		A
	Establish/Manage End-User Goals	A	Create System Technical Documentation		D
	Determine Existing Process Change Model	D	Publish Version / Release Document		D
	Identify New/Enhanced Business Processes	D	Develop Training Scripts		A
	Finalize Implementation Strategy	M	Develop Training Guide	A	
	Analyze Impact to Enterprise Architecture/Data Model	A	Complete Gate 5 (G5)	G	
	Develop Deployment Strategy	D	User Acceptance Testing	Perform User Acceptance Test	M
	Finalize Development Tools and Production Requirements	A		Document/Publish Issue/Bug List	A
Validate Customer Adoption Assumptions	A	Prioritize Issues/Bugs		D	
Complete Gate 3 (G3)	G	Create Remediation Effort/Schedule of Outstanding Issues/Bugs		A	
Design: Functional & Technical	Follow/Track Final Project Plan	A	Perform Final Performance and Sizing Testing	M	
	Compile Final Impact Analysis	A	Create Operational Documents	D	
	Compile Final Risk Assessment	A	Create User Job Aids	A	
	Create Detailed Design Documents - Functional	M	Complete Gate 6 (G6)	G	
	Create Detailed Design Documents - Technical	M	Deployment	Compile Release Checklist	D
	Establish Performance Requirements	D		Update Business Contingency / Continuity Plan	A
	Establish Operational and Support Requirements	A		Transition Operational Procedures	M
	Obtain System Application Software, Tools	A		Publish Job/Control Schedule	A
	Create Process Flows with Key Inputs/Outputs	D		Establish SLA Parameters	A
	Create Interface Control Documents	D		Assemble Audit Impact Statement (integrity, security, privacy)	A
Create Conversion/Migration Plan	D				

Component Construction	Create Integration Plan	D	Create Release Verification Checklist	D
	Develop Stakeholder Communications Materials	A	Execute Operations Training	A
	Create Solution System Architecture Documents	D	Perform Release Verification	M
	Update Enterprise Architecture Documents	A	Update Enterprise Architecture and Data Model	A
	Create System(s) Sizing Requirements	A	Update Data Center Environments	M
	Establish Test Environment Plan	A	Perform User Training	M
	Establish SDLC Environments	M	Disseminate Documentation and Procedures	A
	Complete Gate 4 (G4)	G	Complete Gate 7 (G7)	G
	Develop/Compile Overall Test Plan	A		
	Establish Final Processes	D		
Develop Test Analysis Report	A			
Establish Q/A Metrics	A			
Create/Refine Development Plan	A			
Develop Code/Solution	D			
Gather and Report Q/A Metrics	A			
Develop UAT Plan, Scripts and Cases	D			
Establish Operational Performance Baseline	M			
Publish Committed Capacity Plan	A			
Prepare Component Test Analysis Report	D			
Develop Training Scripts	A			
Develop Training Guide	A			
	continue to next column -->			

## 2.1 Project Management and Coordination Services

The Project will follow the Project Management structure of the State and will include the activities to manage the Project including directing the Project Team according to the Project work plan, reporting status, managing issues, assessing quality, leading project meetings, and monitoring schedule and scope changes. The Project Team will produce project status reports on a weekly basis. The format of the status report will be mutually agreed to by the State and the Contractor during the first week of the Project.

The Contractor will be responsible for the coordination of:

- Be responsible for the coordination and delivery of the overall Project;
- Ensure that an appropriate “Project Kickoff” occurs and that all integrated work plans are agreed to by the State from project commencement;
- Ensure that all efforts have an effective version control mechanism for all documents within the project document library that will be maintained on a State provided Microsoft SharePoint site
- Work with the State leadership to ensure that the Project is staffed appropriately;
- Ensure that required testing activities across both technical and operational components are completed to minimize Project risk; and
- Collaborate with the task areas to ensure appropriate cross-team communication and delivery.

For purposes of the Project, “Perform” or “P” means that the party assigned the task has the duty and ultimate responsibility to take all appropriate steps to complete or facilitate the identified task unless otherwise provided for between the parties, subject to the Supporting party completing its interdependent responsibilities. The term, “Support” or “S” means that the party has the duty and responsibility to provide ancillary support or assistance which may be necessary to enable the party providing the “Perform” task to complete that task unless otherwise provided for by the parties. The designation, “-” means that the party has no responsibility for the task, unless otherwise agreed by the parties.

Key Tasks	State	Contractor
Conduct Project kick-off meeting	Support	Perform
Create a Work Breakdown Structure (WBS)	Support	Perform
Create and Maintain a project work plan and any related deliverable sub plans	Support	Perform

Key Tasks	State	Contractor
Review Deliverables and manage the State's approvals	Perform	Support
Review Deliverables and manage the Contractor's approvals	Support	Perform
Prepare and conduct project meetings	Support	Perform
Prepare and conduct stakeholder meetings	Perform	Support
Create Project Status Reports adhering to the PMO policies	Support	Perform
Report and manage issues and risks	Support	Perform
Monitor and report schedule and scope changes	Support	Perform
Identify State stakeholders and manage expectations	Perform	Support
Assist with on-boarding for the Contractor resources	Support	Perform
Assist with on-boarding for the State resources	Perform	Support
Confirm State Project staffing	Perform	Support
Confirm Contractor Project staffing	Support	Perform
Confirm Project governance	Perform	Support
Initiate Production Acceptance Criteria ("PAC") process	Support	Perform
PAC – Provide planned checkpoint review dates	Support	Perform

## 2.2 State Project Governance Considerations

The State will provide the following team resources to participate in the overall governance of the project and its delivery:

Role	Workforce Transformation	Project Team	JFS – WCMS: Case Management System	OOD – AWARE Voc Rehab Case Management System	BOR - Title II-ABLE
<i>Business Steward/ Analyst</i> Knowledge of the current business process for WIA or associated reporting for Voc Rehab & Adult Education that will merge into WIOA Knowledge of how the source data is used to support the reporting business process		n/a	1 SME	1 SME	1 SME
<i>IT Specialist</i> Knowledge of the source systems that supports the reporting business process		n/a	1 SME	1 SME	1 SME
<i>Source Data Provider(s)</i> Representation from OMJ centers (American Job Center) that collect the individual data elements to populate the federal reports (from 2 to 3 centers)		n/a			
<i>Executive Committee</i> Provide oversight and executive sponsorship to the WIOA requirements effort	Workforce	OIT	ODJFS x2	OOD x2	BOR x2
<i>Project Team</i>	n/a	3 FTE	n/a	n/a	n/a

## 2.3 Create and Maintain Project Plan

The Contractor must produce a detailed Project Plan, in electronic and paper form, to the State Project for approval within twenty business days after the State issues a purchase order or other written payment obligation under the Contract.

The Project Plan should include the following (at a minimum):

- Project Integration;
- Project Scope;
- Project Time;
- Project Quality;

- Project Staffing;
- Project Communications;
- Project Risks/Issues; and
- Project Procurement.

The Contractor must lead a planning session which ensures the following:

- A common understanding of the work plan has been established;
- A common vision of all deliverables has been established;
- Contains a critical path that identifies all major milestones, dependencies (both internal and external to the project), resources by name and resource assignments and is complete and inclusive of the entire work effort from commencement until conclusion of all contracted activities;
- Clarity on scope of overall project and the responsibilities of the Contractor has been defined and agreed to by the State that includes a common understanding of the business, process, technical and other elements of the overall implementation as required.

Thereafter, the Contractor must:

- Formally update the Project Plan, including work breakdown structure and schedule, and provide the updated Project plan as part of its reporting requirements during the Project; and
- Ensure the Project Plan allows adequate time and process for the development for the State's review, commentary, and approval.

The State will determine the number of business days it needs for such reviews and provide that information to the Contractor after award and early in the development of the Project Plan. Should the State reject the Project Plan or associated deliverables, the Contractor must correct all deficiencies and resubmit it for the State's review and approval until the State accepts the deliverables at no additional cost to the State.

At minimum, the offeror's Project Plan(s), as applicable, must include the following:

- A summary Work Breakdown Structure; Scope statement that includes the Work objectives and the Work Deliverables and milestones;
- The offeror must provide a detailed Project plan as a Microsoft Project Gantt chart, showing all major Work tasks on a week-by-week schedule and indications of State participation requirements in the Project(s) to serve as the basis for managing and delivering the Work. The schedule must clearly demonstrate how the project will become fully operational by the delivery date. Within this detailed plan, the offeror must give dates for when all Deliverables and milestones will be completed and start and finish dates for tasks. The offeror also must identify and describe all risk factors associated with the forecasted schedule;
- Who is assigned responsibility for each Deliverable within the work breakdown structure to the level at which control will be exercised;
- Performance measurement baselines for technical scope and schedule;
- Description of the offeror's proposed organization(s) and management structure responsible for fulfilling the Contract's requirements and supporting the Work, in terms of oversight and control;
- A summary the required state staff and their expected roles, participation and level of effort;
- Description of the review processes for each milestone and Deliverable (e.g. mandatory design review) and a description of how the parties will conduct communication and status review;



- Description of the Project issue resolution process including an escalation plan; and
- Description of the approach to manage subcontractors effectively, if the offeror is proposing subcontractors.

## 2.4 Project Review Check Point.

Upon completion of the baselined Project Plan and on a quarterly basis throughout the Project, the Contractor, in conjunction with State Project team staff, must deliver a presentation to the State. At a minimum, the presentation must address any known State or Contractor issues or concerns, including but not limited to the following:

- Project scope, budget and schedule;
- Any changes to Key named resources assigned to the Project;
- Project readiness including key issues and risk from their current status;
- Project Status including variance from baseline for key milestones, tasks, deliverables (Significant work products) and project closure;
- Methodology, approach, and tools to achieve the Project goals (inventory and status of completeness and agreement for documented project management and implementation approaches. I.e., Project management plan, communication plan, requirements traceability, implementation approach and methodology); and
- Roles, responsibilities, and team expectations.

Upon completion of the presentation, the State will immediately assess the health of the project and determine next steps for moving forward with the Project, within one week of the meeting, which may include the following:

- Continue the Project;
- Terminate the Contract; or
- Suspend the Contract.

See Suspension and Termination language in Attachment Four for remedies for failure to deliver the proposed work.

**Note:** There may be additional Project Reviews conducted by the State on an as needed basis throughout the term of the Contract to assess Project health and ensure the Project is progressing successfully.

## 2.5 Meeting Attendance and Reporting Requirements.

The Contractor's project delivery approach must adhere to the following meeting and reporting requirements:

- Immediate Reporting - The Contractor's Project Manager or a designee must immediately report any Project staffing changes to the State Project Representative
- Attend Weekly Status Meetings - The State and Contractor Project Managers and other Project team members must attend weekly status meetings with the Project Representative and other members of the Project teams deemed necessary to discuss Project issues. These weekly meetings must follow an agreed upon agenda and allow the Contractor and the State to discuss any issues that concern them.
- Provide Weekly Status Reports - The Contractor must provide written status reports to the Project Representative at least one full business day before each weekly status meeting.
- At a minimum, weekly status reports must contain the items identified below:
  - Updated GANTT chart, along with a copy of the corresponding Project Plan files (i.e. MS Project) on electronic media acceptable to the State;



- Updated Critical Path analysis with the aforementioned GANTT chart and an accompanying PERT chart.
- Status of currently planned tasks, specifically identifying tasks not on schedule and a resolution plan to return to the planned schedule;
- Issues encountered, proposed resolutions, and actual resolutions;
- The results of any tests;
- A problem tracking report must be attached;
- Anticipated tasks to be completed in the next week;
- Task and Deliverable status, with percentage of completion and time ahead or behind schedule for tasks and milestones;
- Proposed changes to the Project work breakdown structure and Project schedule, if any;
- Planned absence of Contractor staff and the expected return date;
- System integration/interface activities.
- The Contractor's proposed format and level of detail for the status report is subject to the State's approval.

## 2.6 Utilize OIT's Document Sharing/Collaboration Capability

In conjunction with the delivery of the Project, coincident with the start of the project through its conclusion, the Contractor must use the State provided and hosted document management and team collaboration capability (Microsoft® SharePoint™) to provide access through internal state networks and secure external connections to all project team members, approved project stakeholders and participants. In conjunction with the utilization of this tool, the Contractor must:

- Structure the document management and collaboration pages and data structures in such a manner as to support the overall requirements of the Project;
- Store all documents in machine readable, editable and native formats (e.g., XLSx, PPTx, VSD, DOCx) as opposed to proprietary, non-editable, image format or PDF based renderings;
- Include all Contractor developed source code, script, binaries, and other system artifacts as required to run maintain, modify and update the system without the Contractor's direct involvement following the conclusion of the project;
- Be responsible for the maintenance and general upkeep of the designer configurations of the tool in keeping with commercially reasonable considerations and industry best practices as to not adversely impact the project delivery efforts performed by the Contractor and State; and
- At the conclusion of the project, or upon request of the State, ensure that the State is provided a machine readable and comprehensive backup of the SharePoint™ database(s) contained within the tool that is owned by the State and not proprietary to the Contractor or otherwise required by the State to maintain ongoing project documentation and artifacts (i.e., Contractor is to remove all Contractor proprietary or non-State owned or licensed materials from the tool).

## 2.7 Maintaining Solution and Operations Documentation

For all nonproprietary portions of the solution, the Contractor will:

- Document the solutions developed or modified by the Contractor in accordance with established methods, processes, and procedures such that, at a minimum the State or a competent 3rd Party vendor can subsequently provide a similar scope of Services
- Develop and maintain, as agreed appropriate, the documentation on system environments. Where it is determined that documentation is inaccurate (for example, due to demonstrated errors or obsolescence), and

such inaccuracy may negatively affect the Services, Contractor will correct such documentation as part of normal day-to-day operational support.

- Update programmer, End User and operational reference materials.
- Maintain all documentation on the State's SharePoint site.

## 2.8 Project Delivery, Role and Responsibility Requirements

The State has organized our requirements for responsibilities of the State and Contractor based on the anticipated Activity Areas required to analyze, design, implement and deploy the solution as well as those requirements and activities required to support the deployment of the overall solution. Should an offeror, as a result of the review of these requirements in light of their proposed approach require additional roles or clarity, the offeror must indicate the additional requirements of the State and provide a high level rationale for the same as part of their response.

The responsibility matrices included throughout the remainder of this section identify Key Tasks to be performed as part of this project. Each Key Task has been assigned to a party and the level of responsibility for each party is designated as either a "P" for Perform, "S" for Support or designated "-" for no responsibility.

Note: If the contractor's recommended methodology does not align with the responsibility matrices below, the contractor can present additional matrices which do align with the contractor's methodology. The contractor must also demonstrate that the recommended methodology and the responsibility matrices comply with the State's need to: (1) know the contractor has a complete understanding of the State's requirements, (2) the Contractor's design and development efforts are in line with the State's requirement for the solution, (3) monitor the Contractor's progress during the project, (4) the project risk is acceptable and is managed effectively by the Contractor, (5) have accurate and complete technical documentation regarding the solution (as designed and as delivered), and (6) know the solution delivered and deployed by the Contractor has been adequately tested and meets the State's requirements.

## 2.9 System/Environment Administration Support of the Project

The Contractor will coordinate with the State, but be responsible for all environments (production, non-production, demo/training/conference room pilot (if appropriate), development and testing) as required to support the overall Project (i.e., the development effort) and will:

- Perform technical activities including but not limited to: version control, administration, tools development, system code/object migrations, patch implementations, log administration, data copies and exports, interface and scheduled reporting/extract transform and loads, and responsibility for incident resolution such that migrations into production will be executed at agreed periodic intervals and other production changes will be scheduled during the maintenance window.
- The offeror shall specify any additional hardware requirements not contained in this Supplement for the system to design, develop and deploy to production. The contractor will support multiple system environments as to support multiple versions and release levels of system software/hardware elements for in-scope Services, provided that such support does not impair the Contractor's ability to meet Contractor development and project commitments until such time as all environments can be upgraded to the same version/release level.

## 2.10 Cooperation with State and State Contractors

Contractor will cooperate with the State in its attempts at transferring, replacing or augmenting the services responsibilities to another provider in a manner in keeping with not adversely affecting the provision of ongoing services and other projects being performed concurrent with this project.

## 2.11 Data Quality Verification Responsibilities

As part of the project, and for each phase listed below, the Contractor will perform and regularly review with the State compliance with Data Quality Standards contained herein. These standards are as follows:

### 2.11.1 Reporting on Standards

The Contractor will develop, maintain and report on a data quality checklist which presents the standards for each content area and quality level. Contractors are to report whether they have the policy, process, or procedure described by the standards by indicating “yes” if the standard has been met or “no” if it has not been met. If the participating agency does not use one of the methods, then it should report “not applicable” (NA) for the standard. Please note that because some Agencies may meet some of the standards in all categories (e.g., some under the acceptable level and some under the superior level), it is important to complete the entire checklist.

To report that the participating agency has met the standard, the local program must meet all of the criteria for the standard. For example, for the standard concerning written assessment policy, the policy must include all of the topics listed in the standard. Otherwise the participating agency must indicate “no” for the standard and address the problem in the data quality improvement plan.

### 2.11.2 Narrative Detail

Some standards may require the agency to provide additional information, such as the name of assessment used, the local program’s follow-up method, or a narrative description with more detail. All narrative descriptions should be brief but sufficient enough to convey the information requested to both the agency and State Project Manager.

### 2.11.3 Agency Data Quality Improvement Plan

If an agency fails to produce data that meet required standards in any area, the Contractor must include a brief data quality improvement plan that describes how the agency must move toward quality standards to meet the delivery dates required by the Project. The plan must address all standards that the agency did not meet, describe what new policies or procedures it will put in place to meet the standards, identify barriers to moving to a higher quality level, and identify the technical assistance needed to implement the plan.

### 2.11.4 Agency Data Quality Checklist

Agency/System Name:	
Statement	Response
Content area (e.g., Data Foundation and Structure, Staff Development) and specific standard(s) not met.	
For each standard not met, describe the planned approach to implementing changes that will allow the program to meet the standard.	
Describe the barriers or problems anticipated, if any, to implement these plans.	
Describe any technical assistance the program might need to implement these planned changes.	
If staff believe the program will be unable to meet any standard please explain why.	

Offerors are to note that OOD utilizes an edit checker program provided by the Rehabilitation Services Administration. OOD will continue to utilize this for the data from the RSA 911 report.

## 2.12 Analyze Phase Roles, Responsibilities and Requirements

The Technical Team will define the Technical requirements for the Project leveraging the functional requirements and process documentation.

Key Tasks	State	Contractor
Define Technical Requirements.	Support	Perform
Define the solution architecture.	Support	Perform
Document possible solution options for identified gaps, as applicable	Support	Perform
Document plan for integration points.	Support	Perform
Define technical environment requirements for the project from design through deployment and run. This includes any components or tools required to support development, test, configuration management, etc.	Support	Perform
Updated RTM with functional requirements and technical requirements cross referenced.	Support	Perform

### 2.13 Design Phase Roles, Responsibilities and Requirements

The Analyze Checkpoint must be successfully completed prior to beginning the Design phase. This includes the State's acceptance of all deliverables due to date per the project schedule. A validation of the scope and schedule for the remainder of the Project will also be completed at the Analyze Checkpoint.

The Project Team will update / create Technical Designs and Environment Plans for each of the technical components that were identified during the Analyze Phase. The technical team will also build the environments for the Build and Test Phases.

Key Tasks	State	Contractor
Create and update the Technical Designs for solution, including any interfaces to external systems.	Support	Perform
Create and update the Security Designs for the solution.	Support	Perform
Update environment plans for the Project	Support	Perform
Build technology environments required for Build & Test	Support	Perform
Support technical environments, including patches and fixes	Support	Perform
Create Deployment Plan	Support	Perform

### 2.14 Build Phase Roles, Responsibilities and Requirements

The Design Checkpoint must be successfully completed prior to beginning the Build phase. This includes the State's acceptance of all deliverables due to date per the project schedule. A validation of the scope and schedule for the remainder of the Project will also be completed at the Design Checkpoint.

The Project Team will build the solution and prepare for testing. The State will provide one (1) knowledgeable FTE per functional area in test preparation and as mutually agreed to with the Contractor to support test preparation.

Key Tasks	State	Contractor
Provide test conditions and scripts.	Support	Perform
Build and Unit Test configuration and security to support the business processes	Support	Perform
Create System Test, UAT, and ORT conditions, scripts, and scenarios	Support	Perform
Prepare testing schedule and participation for System Test, UAT, and ORT	Support	Perform

The Contractor team will build the solution, perform unit testing, and prepare for testing.

Key Tasks	State	Contractor
Create Master Test Plan	Support	Perform
Build and Unit Test the solution as applicable	Support	Perform
Build and Unit Test customizations as applicable	Support	Perform
Build and Unit Test updates to Execution Environment (i.e. interfaces, print, security services, and network infrastructure)	Support	Perform
Build Test Environment(s)	Support	Perform
Build Training environment	Support	Perform
Build Operations Environment (i.e. production)	Support	Perform
Create Assembly Test and Performance Test conditions, scripts, and scenarios	Support	Perform
Support technical environments, including patches and fixes	Support	Perform
Create Deployment and Stabilization Plan and tools (readiness criteria, critical path, and cutover activity list).	Support	Perform

## 2.15 Test Phase Roles, Responsibilities and Requirements

The Test Readiness Review Checkpoint must be successfully completed prior to beginning the Test phase. This includes the State’s acceptance of all deliverables due to date per the project schedule. A validation of the scope and schedule for the remainder of the Project will also be completed at the Test Readiness Review Checkpoint.

For avoidance of doubt with respect to testing activities, the Contractor is accountable for all activities associated with System Test while the State will participate in these activities. The State is accountable for UAT Test execution while Contractor will be responsible for test preparation, management and tracking of UAT activities.

The Contractor Team will execute System Test, and support the State in User Acceptance Test (“UAT”), and Operational Readiness Testing (“ORT”). The State will provide FTEs knowledgeable in test execution and as mutually agreed to with the Contractor to support test execution.

System Test focuses on the customizations, configurations, workflow and integrations. Test conditions and test scenarios to be included in the System Test will be mutually agreed upon by the Contractor and the State. These scenarios will be based on an analysis of the requirements, changes, and modifications that are approved for implementation.

UAT verifies the usability of the new processes and ensures that the system meets the needs of the organization and the end user. UAT leverages System Test Scripts and is executed by agency resources. A key objective of UAT is to facilitate an understanding of the technology and the business change being implemented.

ORT includes end-to-end testing of processes and technologies and will be executed by State members of the Project team. ORT will be conducted during a specific time period before Go-Live.

The State will conduct a Security Test that includes an application scan, manual testing of the system using client-side code analysis, and loading maliciously formatted inbound interface files.

The Contractor Team will develop and prepare weekly status reports to monitor the progress of each test phase. The status reports will contain sections for condition creation, script creation, script execution, issue identification and resolution, and defect identification and resolution.

Key Tasks	State	Contractor
Develop and maintain test data repositories as agreed appropriate	Support	Perform
Manage and track System /Regression Test, UAT, and ORT	Support	Perform
Execute System / Regression Test and document results	Support	Perform
Execute UAT	Perform	Support
Document UAT results	Support	Perform
Execute ORT	Perform	Support
Document ORT results	Support	Perform
Prepare for and execute Security Test	Perform	-

## 2.16 System, Assembly and Performance Testing Contractor Requirements

The Contractor team will execute Assembly Test and Performance Test.

**Assembly Test** verifies that the technical architecture works together as planned and tests that all modules were migrated appropriately. The objective of the Assembly Test is to verify that related components function properly when assembled into an overall system.

**Performance Test** establishes a baseline of acceptable performance for a sample of online transactions. The tests are conducted under a practical proportion of expected transaction and user volumes to mimic real-world usability. The sample is based upon mocked up data entered into the solution. The approach taken will ensure testing against empty databases. The number, frequency, and concurrency of data extraction, transformation, staging, loading and creation of all requirement reports and reporting data structures load will be defined using the

most recent agency team actual extraction times available at the time of test preparation. Further, all Federal reporting requirements and supporting State analysis, reporting and Federal Report verification processes must be designed, developed and deployed in such a manner as to allow for State review of all data loads, all reports and all data analysis structures to be verified (and if necessary re-run in their entirety) in no more than a four (4) hour period as measured from initiation of the first job to extract or load agency provided data elements through the completion of the last job that results in the production of correct Federal reporting, all State reporting and analysis structures loaded, and data ready to use and available for analysis by State end-users.

The Contractor will recommend a Test Moves to Production strategy as appropriate for their solution’s environment(s). The contractor will demonstrate to the State that the strategy allows for the development and testing of a migration process and checklist, as well as an assessment of timing and any mitigation or resolution of any issues related to timing.

Throughout the Project duration, if a testing or production incident is due to errors, omissions, documentation inconsistencies, or bugs in an “in-scope” environment, supported server, or “in-scope” software element licensed by a Third Party to the State, the Contractor will assist the State by referring such incident to the appropriate Third Party entity for resolution and coordinating with the Third Party contractor, as appropriate, to help minimize the State role in problem management.

The Contractor will, to the extent possible, implement measures to help avoid unnecessary recurrence of incidents, by performing root cause analysis and event correlation for items discovered during testing/validation activities.

Key Tasks	State	Contractor
Prepare for and execute Assembly Test	Support	Perform
Prepare for and execute Performance Test	Support	Perform
Support Functional Team Testing	Support	Perform
Conduct Test Moves to Production	Support	Perform
Create the Deployment and Stabilization Plan	Support	Perform
Develop, update and maintain a migration checklist	Support	Perform
Prepare for final Move to Production	Support	Perform

## 2.17 Deploy Phase Roles, Responsibilities and Requirements

A Test Completion Checkpoint must be successfully completed prior to beginning the Deploy phase. This includes the State’s acceptance of all deliverables due to date per the project schedule.

The Contractor Team will support the deployment activities and will conduct a deployment readiness assessment to determine the readiness of the solution for go-live. Part of the readiness review will be to determine that the State has reviewed and accepted all functional, technical, and user documentation. Upon completion of the readiness assessment, the State will make a final go-live decision. The go-live date will be scheduled and resources, roles, and responsibilities will be confirmed.

Key Tasks	State	Contractor
Identify deployment readiness criteria, critical path, and contingency plan	Support	Perform
Assess deployment readiness	Support	Perform
Define stabilization approach and plan	Support	Perform
Perform deployment activities	Support	Perform
Define end user security mapping and assignments for new or altered functionality	Perform	Support

The Contractor Team will drive the planning and execution for the system deployment activities. Deployment includes coordination of software deployment to the file server elements, identification of interfaces and any required conversions/migrations, installation and testing of any required middleware products, installation of server software, and any required testing to achieve the proper roll-out of the application software.

The Contractor Team will execute the deployment plan which will describe the plan to manage the go-live. The tasks and activities to be performed include the following:

- Execute required data conversions or migrations as applicable.
- Perform required data matching activities and error reporting as applicable.
- Document data issues and provide to the State for resolution as applicable.
- Compile and maintain solution issue lists
- Produce an end-to-end final validation of the operational architecture and corresponding operational documentation for the upgraded and implemented modules
- Conduct quality and progress reviews with appropriate State personnel
- Develop, and thereafter maintain and make available to the State, a knowledge base of documentation gathered throughout the Project's life and allow for re-use of such within the State for future Project Phases or upgrades.
- Transition solution support responsibility according to the Deployment & Stabilization Plan.

The production deployment schedule will be agreed upon mutually by the State and the Contractor and utilize the State's managed service provider. The Contractor will comply with all existing production deployment standards and processes which will be made available to the Contractor at the commencement of the project.

Production migration activities will adhere to the State Production Acceptance Criteria (PAC) and will not be considered for production migration until all such criteria are met or otherwise accepted by the State. Any deviation, partial acceptance or waiver of requirements in the Production Acceptance Criteria must be agreed to in writing by the State in advance of presentation of any deliverables associated with, or determined to be part of these Production Acceptance Criteria.

Key Tasks	State	Contractor
Create production deployment plan	Support	Perform
Create detailed task lists and work plans for deployment	Support	Perform
Create production deployment staffing schedule	Support	Perform
Create production deployment roles and responsibilities	Support	Perform
Perform cutover activities	Support	Perform
Support technical environments, including patches and fixes	Support	Perform
Coordinate PAC items for Deployment	Perform	Support
Deploy the Solution	Support	Perform
System Turnover	Support	Perform

## 2.18 Final Acceptance Timeline Requirements

The Final Acceptance of the System shall be governed by these key dates:

State Acceptance Testing of the System:	<b>No Later than May 30, 2016</b>
State Migration to Production Operations, System Stabilization Period	<b>June 1 – June 30, 2016</b>
Production Release of the System	<b>No Later than June 30, 2016</b>
First submission to the Federal Government of required reports	<b>No Later than August 15, 2016</b>
Federal Government indication of acceptance of the required reports	<b>anticipated September 30, 2016</b>
Final Acceptance of System	<b>anticipated October 15, 2016</b>
Post Implementation (180 day) Period Commences	<b>July 1, 2016</b>

## 2.19 Knowledge Transfer, Production Handoff and State Support

The Contractor will perform knowledge transfer support to the State in keeping with State Production Acceptance Checklist (PAC) process which will be made available to the Contractor at the commencement of the project to support knowledge transfer to the State. In general, the PAC will include, at a minimum the following work products as a deliverable:

The PAC Deliverable will include, at a minimum:

- Final Requirements Traceability Matrix for the Project as Implemented
- A list of all customizations and objects as implemented
- Detailed System Test Cases and Demonstration of Successful Completion of Same
- Detailed Performance Testing Results showing at least one high volume process (e.g., a Fiscal Quarter or Year or Seasonal Processing as mutually agreed)
- Completion of State User Acceptance Testing and an affirmation of same by State
- Operational Readiness Testing Results and an affirmation of same by State
- Complete User and System Administration Documentation that represent the system as implemented
- Complete operational documentation sufficient for the State or the State's managed service vendor to operate and maintain the system in the State's environments inclusive of Production, DR, Demo/Train and at least one non-Production replica of the system as delivered

## 2.20 Post Implementation Support Obligations

Following one hundred eighty (180) days of successful execution (defined as no Severity 1 or 2 issues) by the Contractor to the State production environment, the Contractor shall be relieved of Project requirements contained herein. During the 180 day period immediately following the introduction of the Contractor provided enhancements, configurations or extensions to the State's production environment the Contractor must:

- Ensure adequate staffing from the Contractor Project Team is on hand (or available remotely) to ensure that during this 180 day period all defects identified by the State and mutually committed to resolve by the Contractor in this RFP or under any SOW are adhered to.
- This responsibility shall specifically include:
  - Prompt isolation, triage and repair of any Severity 1 or 2 issues;
  - Performance Monitoring of the System to ensure that there are no statistically significant (i.e., +5%) deviations from actual production performance as compared to the system performance prior to the implementation of Contractor developed elements;
  - All interfaces, and system functions perform and function as specified;
  - Compile all final versions of the upgrade documentation, work products and delivery materials and locate /organize them as 'FINAL' on the State provided SharePoint site.
  - Obtain a final acceptance document from the State and the Contractor confirming that all of the above has been delivered and accepted as final.

If, during the 180 day period immediately following the introduction to Production, a Severity 1 or 2 issue occurs, the 180 day period will, at the sole discretion of the State, be reset for additional 180 day periods until such time as the system can perform without Severity 1 and 2 issues.

## 3.0 Schedule of Deliverables and Work Products

To support the execution of the Project and provide supporting follow-on documentation, the Contractor will create and deliver to the State the following set of Deliverables and Work Products. The State Project Lead will serve as the representative for coordinating respective internal reviews of the subject Deliverable(s) and Work Products for sign off by the State. The offeror should modify or propose other deliverables based on their solution or methodology characteristics. Any differences proposed to the ones listed below should include an explanation in the offeror's response.

### 3.1 Delivery and Deliverable Standards

- The Contractor will define, document and submit all standards they intend to utilize in the performance of this project. Once the State approves these standards, variances to standards must be approved by the State prior to implementation of other than standard practices.
- The Contractor's work and deliverables will be in accordance with the contractor's standards (e.g., SDLC, project management, etc.) that have been approved by the State.

For the following Schedule of Deliverables, Work Products are identified as "WP" and Deliverables as "Deliverable" and sequentially numbered

### 3.2 Schedule of Deliverables

Item #	Name	Work Product and Deliverable Descriptions	Phase
WP01	Kickoff Meeting Deck	Documents the governance for the Project, roles, approach, timeline, and deliverables in a presentation format to be presented to the Project team.	Analyze
WP02	Project Execution Methodology	This is a detailed description of their project management approach as well as the requirements gathering and analysis, design, build, test, deploy and run methodologies the contractor follows, standards the contractor intends to apply to this project, and any applicable tool sets. Contractor must address topics such as: Financial Controls Risk and Issue Management Resource Management Change Control Configuration Management Development Methodology Test Methodology	Analyze
<i>Deliverable 001.</i>	Work Breakdown Structure (WBS)	This document is a hierarchical decomposition of the project into phases, deliverables and work packages. In the work breakdown structure supplied, sufficient detail needs to be presented and maintained over the course of the project to track the earned value against the proposed costs and work efforts. This WBS will be reflected in the Project Workplan.	Analyze
WP03	Resource Plan	The resource plan must specify resources required, by type, over the duration of the project. Contractor must identify all required resources (Contractor, State or otherwise) to complete the project, except where otherwise specified in this document, and include all costs for those resources that are to be provided by the Contractor. Sample roles should be inclusive of Developers, Business Analyst, Administrator, Security Analyst, Database Administrator, or any other roles deemed necessary by the Contractor. The contractor will specify the percent of time the each resource will perform their role on State premises.	Analyze
WP04	Organization Structure	This is an org structure reflecting a high-level org structure that incorporates both Contractor and State resources. Roles to address may include any of the following: Sponsors and Stakeholders Project Management Quality Assurance Team Structure and Leads	Analyze
<i>Deliverable 002.</i>	Project Work Plan	Documents the tasks required to complete the Project, the responsible party for the task, task dependencies, and the resources, duration and work hours required. This plan should include key milestones and phases. The project work plan should be in an acceptable format for the State (e.g., MS Project). The contractor's project manager will work with the State's project manager to ensure an acceptable Project Workplan is completed and accepted as baseline within 20 business days after the Kickoff Meeting.	Analyze
WP05	Change Control Approach	This document must explain the approach for performing change control. This must also include the required communications and coordination points for properly obtaining sign-offs and authorizations.	Analyze
<i>Deliverable 003.</i>	Requirements and Process Verification	Documents the results of the requirement and business process analysis and workshop sessions in spreadsheet format, specifically: All recommended changes to the State's original functional requirements and State processes and rationale for the changes. For each business process gap analyzed, list the functional requirement, standard functionality of the appropriate component of the solution, options to meet the requirement and recommendation	Analyze

Item #	Name	Work Product and Deliverable Descriptions	Phase
<i>Deliverable 004.</i>	Requirements Traceability Matrix	Lists the requirements for the processes which will be designed and/or built and subsequently tested and deployed. This deliverable will be revised and updated and will be due at each phase check point or as defined in the agreed upon project work plan.	Analyze
<i>Deliverable 005.</i>	Data Governance Standards	Identification of all data sources, data elements and verification that all elements are available as contained in this Supplement. The Contractor will formally identify (in writing) any and all elements that exist in participating agency systems that conflict, are duplicative or contradict one another as required to load the Data Warehouse or produce required reports, the Contractor will conduct meetings with the Agencies who maintain this data, and obtain and document as part of this deliverable business rules to eliminate any gaps, duplication, inconsistencies or other issues that will result in improper loading of the data warehouse or production of required reports.	Analyze
WP06	Integration Points Analysis	Defined integration points with external systems to include data analysis, potential for data migration required for deployment and any impacts within the external system.	Analyze
<i>Deliverable 006.</i>	Solution Architecture	This document defines the application architecture that is to be used during the project and contains the solution architecture (logical and physical). This architecture must show all components and how various systems interrelate, including the external technical environment the solution will operate within.	Analyze
WP08	Capacity Plan	This plan includes the results of the process of determining the operational capacity the solution needs to achieve in order to satisfy the business process demands of the system. It should include planning through the accomplishment of the State's long-term goal of the solution supporting all identity Management within the State, including sub recipient management, sub recipient needs, etc. This document(s) specifies by phase and system the sizing, CPU, and memory requirements.	Analyze
<i>Deliverable 007.</i>	Technical Requirements	All recommended changes to the State's original technical requirements and rationale for the changes. These requirements should be elaborated upon as required to support the development of the technical specification and design.	Analyze
WP09	Technical Environments Requirements	The identification of all technical environments and the associated requirements, inclusive of all technical environments to be used for the project from the Build Phase through Test, Deploy and Run.	Analyze
WP14	Knowledge Transfer Plan	A plan defining the activities and roles required to perform knowledge transfer of the operations and support of the solution.	Analyze
WP15	Checkpoint Report – Analyze	Documents any difference in the Project scope, schedule, and/or resources at or before the end of the Analyze Phase. The focus of this deliverable will be on the scope of the solution. Also indicates any deliverables which have not been accepted by the State per the Workplan.	Analyze
WP16	Functional Design	Functional design of the solution. Includes the Systems Requirements Document: systems specifications and functional requirements including reliability, performance, operations, usability, maintainability and functional specifications for any interfaces to external systems.	Design
WP17	Security Design	Documents the details of the approach that will be followed to meet the identified security requirements of the State.	Design
WP18	Technical Design	Documents the technical specifications for the solution to include: Data definitions, identifying any new data elements and classifying new data to be added to the list of confidential and sensitive data. Unit Test scripts – including both normal and exception processing Changes to technical architecture Interfaces to external systems Any customizations if applicable. Data Migration from external systems at deployment, if applicable. Master Data Model Metadata Model Data Validation Rules Data Control Rules ETL Rules (Source, Transformation and Target)	Design
WP19	Test Strategy	This is the overall test strategy which includes: Tests to be completed Test environments Test tools Defect tracking Test approach	Design
WP20	Deployment Plan	Documents the solution deployment approach	Design
WP21	Technology Environments – Build Test	Establish the Technology Environments for Build and Test.	Design
<i>Deliverable 008.</i>	Checkpoint Report – Design	Documents any difference in the Project scope, schedule, and/or resources at or before the end of the Design Phase. The focus of this deliverable will be on the scope of the solution. Also indicates any deliverables which have not been accepted by the State per the Workplan.	Design
<i>Deliverable 009.</i>	Data Governance Business Rules	The contractor will design the business rules to eliminate any gaps, duplication, inconsistencies or other issues that will result in improper loading of the data warehouse or production of required reports as identified in the Data Governance Deliverable.	
<i>Deliverable 010.</i>	Establish a Definitive Wage Record	See Section 5.11 for additional requirements pertaining to the analysis, design, implementation and deployment of a Definitive Wage Record for the State's use in this Project	

Item #	Name	Work Product and Deliverable Descriptions	Phase
WP23	Master Test Plan	This document the plan, scripts (including expected results) and schedule required to execute the various tests phases, including but not limited to System Test, User Acceptance Test, and Performance Test	Build
WP24	Technology Environments	Establish all remaining Technology Environments as defined in the Technical Environments Requirements.	Build
WP25	Build and Unit Test Results	Provide build documentation (i.e., changes to code) as a result of unit tests conducted during the Build phase.	Build
<i>Deliverable 011.</i>	Deployment Plan	The plan for deployment of the solution, including tools, readiness criteria and cutover activity list (as applicable).	Build
WP26	Training Materials	This includes all training materials and all mediums.	Build
WP28	Checkpoint – Test Readiness Review	Documents any difference in the Project scope, schedule, and/or resources at or before the end of the Design Phase. This checkpoint report will focus on the readiness for entering the test phase. Also indicates any deliverables which have not been accepted by the State per the Workplan.	Build
WP29	Deployment Approach	Detailed approach and plan for cutover activities for transitioning the in-scope processes into production. Includes: Deployment preparation Cutover planning Stabilization planning for Post Go-Live support.	Test
WP30	Deployment & Stabilization Plan	The plan will cover the timeframe before Go-Live and after Go-Live. This document must identify the series of tasks to be performed in the appropriate sequence to ensure production readiness. This plan must also explain the approach for business continuity during and after cutover. The plans will detail the following for each task: Task name Owner Target date for completion Critical path indicator The type of tasks will include: Knowledge transfer/training tasks Operational cutover tasks (i.e., converting data, etc.) Publish revised policies and procedures Technical Architecture tasks including readiness, mock deployments and production cutover Post Go-Live support tasks Approach for the project team to hand-over long term support to the run support team.	Test
<i>Deliverable 012.</i>	System Test Results	These documents are the presentation of the results from a particular testing Phase inclusive of substantiation of Contractor testing of all elements as required by the State and contained in the requirements traceability matrix.	Test
<i>Deliverable 013.</i>	Data Governance Testing	The contractor will obtain the concurrence of participating Agencies who maintain source data, and obtain and document testing effort that business rules to eliminate any gaps, duplication, inconsistencies or other issues that will result in improper loading of the data warehouse or production of required reports are addressed.	Test
<i>Deliverable 014.</i>	Performance Test Results	Documents the results of Performance Test and establishes new performance baselines.	Test
<i>Deliverable 015.</i>	User Acceptance Test Results	These documents are the presentation of the results based on the State's completion of acceptance testing of the Contractor developed upgrade elements. The Contractor will facilitate this deliverable and include identification, classification (i.e., Severity 1-3), and the prioritization of fixing all defects based on State UAT efforts.	Test
<i>Deliverable 016.</i>	Operational Readiness Test Results	Documents the results of the Operational Readiness Test.	Test
WP36	Checkpoint – Test Completion Report	This checkpoint report will focus on the readiness for exiting the test phase and entering the Deploy Phase. Also indicates any deliverables which have not been accepted by the State per the Workplan.	Test
<i>Deliverable 017.</i>	Federal Testing Results	The Contractor will support the State during the Federal Testing period and remediate all gaps, defects, inconsistencies and errors (collectively "Federal Testing Issues") regardless of severity level as required to obtain Federal Certification. This deliverable shall be deemed complete when the State confirms to the Contractor that all Federal Testing Issues have been resolved and retested without Federal Testing Issues.	
<i>Deliverable 018.</i>	Federal Certification	The Contractor will support the State during the Federal Certification period and be relieved of delivery responsibilities upon the State's receipt of mandated Federal Certification affirmations.	
WP37	System Deployed	This is the acceptance of the State deployment checklist for Production and Non-Production environments.	Deploy
<i>Deliverable 019.</i>	System Turnover	Transition solution support responsibility per the Deployment & Stabilization Plan. This includes Knowledge Transfer Activities per the Knowledge Transfer Plan.	Deploy

## 4.0 State Staffing Requirements

### 4.1 Staffing Plan and Time Commitment

The offerors Staffing Plan and Time Commitment response must include the following information:

- An organizational chart including any subcontractors and key management and administrative personnel assigned to this project.
- A contingency plan that shows the ability to add more staff if needed to ensure meeting the Project's due date(s).
- The number of people onsite at State location(s) at any given time to allow the State to plan for the appropriate workspace.
- A statement and a chart that clearly indicates the time commitment of the proposed Project Manager and the offeror's Key Project Personnel, inclusive of the Project Manager and the offeror's proposed team members for this Work during each phase of the Projects, the System Development Life Cycle associated with Projects, and the commencement and ongoing operation of the within the State.
- The offeror also must include a statement indicating to what extent, if any, the candidates may work on other projects or assignments that are not State related during the term of the Contract. The State may reject any Proposal that commits the proposed Project Manager or any proposed Key Project Personnel to other projects during the term of the Project, if the State believes that any such commitment may be detrimental to the offeror's performance.

In addition, the offeror's proposal must identify all Key Project Personnel who will provide services as part of the resulting Contract. The Key Project Personnel are identified in each applicable Supplement. The State expects that the proposed named Key Project Personnel will be available as proposed to work on the Project. Resumes for the proposed candidates must be provided for all Key Project Personnel. Representative resumes are **not** acceptable. The resumes will be used to supplement the descriptive narrative provided by the offeror regarding their proposed project team.

The resume (2-page limit per resume) of the proposed Key Project Personnel must include:

- Proposed Candidate's Name
- Proposed role on this Project
- Listings of competed projects (a minimum of two references for each named Key Project Personnel) that are comparable to this Project or required similar skills based on the person's assigned role/responsibility on this Project. Each project listed should include at a minimum the beginning and ending dates, client/company name for which the work was performed, client contact information for sponsoring Directors, Managers or equivalent level position (name, phone number, email address, company name, etc.), project title, project description, and a detailed description of the person's role/responsibility on the project.
- Education
- Professional Licenses/Certifications/Memberships
- Employment History

### 4.2 Contractor Staffing and Key Activities

The offeror is to consider the roles required of the State as well as those proposed that are required for the Project based upon the organization chart above and details the key activities, proposed time commitments required for each role, and the percent of the proposed time the role will be on the State's premises performing work. The offeror, as part of their response will identify all roles that are required to be performed (by phase), the

work location(s) for the team and identify requirements for performing these roles off-site at a Contractor location or on State’s Premises (e.g., Project Manager, business analysis, etc.). Offerors are to propose a combined team organization (i.e., State and Contractor) designed to deliver the project to the State as per the requirements in this Supplement.

Contractor Role	Role Description and Responsibilities	FT/PT
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>▪ The Contractor Project Manager (PM) provides Project oversight for the Contractor team through completion of the Project.</li> <li>▪ Works with the State Project Managers to create and manage the Project Plan and Schedule</li> <li>▪ Manages the Contractor Project Team Members</li> <li>▪ Manages overall quality and timeliness of the Project deliverables</li> <li>▪ Manages Project issues and risks</li> <li>▪ Point of escalation for Project issues</li> </ul>	FT
<b>Business Intelligence (BI) Lead</b>	<ul style="list-style-type: none"> <li>▪ Manage design, development, testing and implement of Business Intelligence and management reporting functionality</li> <li>▪ Manage deployment of BI tool training and data model training to State power users prior to system go-live for each deployment phase</li> <li>▪ Coordinate activities in the BI area with Contractor team and the State Project Managers and State BI Team Leader through completion of the Project.</li> <li>▪ Works with the Contractor team, State Project Managers and State BI Team Leader on project activities in the BI area</li> <li>▪ Manages the Contractor project team members in the BI work stream</li> <li>▪ Manages overall quality and timeliness of deliverables in the BI area</li> <li>▪ Manages Project issues and risks in the BI work stream</li> </ul>	FT
<b>Technical Lead</b>	<ul style="list-style-type: none"> <li>▪ Manage technical team resources including technical architecture, database administration and infrastructure management supporting the Project</li> <li>▪ Manage design, development, testing and deployment of data structures, metadata, system interfaces, data conversions, workflows and other ETL objects</li> <li>▪ Plan for and manage Performance Testing activities</li> <li>▪ Coordinate Technical team activities with Contractor team and the State Project Managers and State Technical Team Leader through completion of the Project.</li> <li>▪ Works with the Contractor team, State Project Managers and State Technical Team Leader on project activities</li> <li>▪ Manages overall quality and timeliness of deliverables produced by the Technical Team</li> <li>▪ Manages technical Project issues and risks</li> </ul>	PT (or Offeror Proposed)

**Offeror Team Organization, Key Personnel and Work Location(s)**

Role #	Contractor Role	Role Activity	FT/PT	% Time On Site
<b>Analyze Phase</b>				
		[insert rows as required]		
<b>Design Phase</b>				
		[insert rows as required]		
<b>Build Phase</b>				
		[insert rows as required]		
<b>Test Phase</b>				
		[insert rows as required]		
<b>Deploy Phase</b>				
		[insert rows as required]		

Role #	Contractor Role	Role Activity	FT/PT	% Time On Site
<b>Post Implementation Support</b>				
		[insert rows as required]		

### 4.3 State Staffing and Key Activities

The following table lists the State roles that have been identified as required for the Project based upon the organization chart above and details the key activities and proposed time commitments (Full Time/Part Time (FT/PT)) required for each role during the Project.

The State will provide a dedicated State Project Lead to serve as the Contractor's day-to-day point of contact for the Project. This role will be staffed throughout the duration of the Project. State personnel assigned to the Analyze Phase will maintain consistent involvement throughout the duration of the Project. These individuals will be accessible and available to participate as agreed upon in the approved Project Plan.

State Role	Role Description and Activities	FT/PT
<b>Project Lead</b>	<ul style="list-style-type: none"> <li>▪ Provide direction to State resources</li> <li>▪ Review and approve deliverables</li> <li>▪ Communicate with Steering Committee</li> <li>▪ Provides leadership and management of the project</li> <li>▪ Responsible for daily project activities including budget and schedule management</li> <li>▪ Serve as the point of contact to coordinate the activities with the State functional Subject Matter Experts (SMEs)</li> <li>▪ In conjunction with the Team Leads, monitors the status of the Project, and takes any steps necessary to re-direct priorities, re-define the Project organization, work plan, toward completion of the Project</li> <li>▪ Participates in the development of a communication strategy and is responsible for the delivery and dissemination of project communication and statuses</li> </ul>	FT
<b>Functional Lead WIOA Requirements</b>	<ul style="list-style-type: none"> <li>▪ Subject matter expertise from user community who has experience WIOA requirements and issues on day-to-day basis from the State's perspective</li> <li>▪ Validate the business requirements</li> <li>▪ Participate in the workshops</li> <li>▪ Assist with design and build reviews</li> <li>▪ Provide input to test conditions</li> <li>▪ Execute UAT and ORT</li> </ul>	PT (1/2 FTE)
<b>Functional SMEs (Agency members: from ODJFS, Medicaid, ODE and OOD)</b>	<ul style="list-style-type: none"> <li>▪ Subject matter expertise from user community who provide data from their agency systems for day-to-day operation</li> <li>▪ Validate the business requirements</li> <li>▪ Participate in the workshops</li> <li>▪ Assist with configuration design and build</li> <li>▪ Provide input to test conditions</li> <li>▪ Execute UAT and ORT</li> </ul>	PT (20% - 25% FTE)
<b>Functional Testers</b>	<ul style="list-style-type: none"> <li>▪ Participate in the development of system test conditions and scripts</li> <li>▪ Participate in preparing and executing test scenarios and scripts</li> <li>▪ Develop subject matter expertise through knowledge transfer</li> </ul>	PT (during applicable phases)
<b>Technical Architecture SME</b>	<ul style="list-style-type: none"> <li>▪ Review Technical Architecture to verify it complies with State standards</li> <li>▪ Confirm Technical approach for project</li> <li>▪ Review Performance Test Plan</li> <li>▪ Monitor technical readiness</li> </ul>	PT
<b>Security SME</b>	<ul style="list-style-type: none"> <li>▪ Confirm that project is adhering to State Security Policies</li> <li>▪ Review updates of Application Security Permission Lists, Roles, and User Accounts</li> <li>▪ Perform Application Security Scans</li> <li>▪ Monitor security readiness</li> </ul>	PT

## 5.0 Solution Requirements: Sourcing, Integration and Reporting from State Data Sources

### 5.1 State System Details Referenced in this Supplement

The State has validated the existence of data elements and values contained in this Supplement. These systems are referred to in the detailed requirements below, but for convenience they are listed below with brief summaries of system ownership, general sizing and other pertinent details.

#### **OWCMS - Ohio's Workforce Case Management System**

Owned by the Ohio Department of Job and Family Services (OJFS)

The back-end database for the system is Oracle. For the purposes of this project, ODJFS can either provide the project an extract or build a copy of the extract as a table in Oracle from where Contractors can obtain the data for incorporation into Ohio BI.

Approximate volume of data = 2.5 million rows. Details and data elements below.

#### **AWARE - Alliance Web-Based Activity and Reporting Environment**

Utilized by the Opportunities for Ohioans with Disabilities (OOD) agency

The back-end database for the system is MS SQL Server. For the purposes of this project, OOD can either provide the project an extract or build a copy of the extract as a table in SQL Server from where Contractors can obtain the data for incorporation into Ohio BI.

Approximate volume of data = 250,000 rows. Details and data elements below.

#### **ABLE - Adult Basic and Literacy Education (ABLE) system**

Owned by the Ohio Department of Higher Education (DHE) and hosted by Kent State University

The back-end database for the system is MySQL. For the purposes of this project, DHE can provide the project an extract from where Contractors can obtain the data for incorporation into Ohio BI. Offeror note: the information management system ABLE uses – and from which information for the repository will be provided – is called ABLELink elsewhere in this Supplement.

Approximate volume of data = 50,000 rows. Details and data elements below.

### 5.2 Additional State Data Stores

The offeror must specify how the solution will be designed and implemented to enable the State to add additional data elements, data stores, source data and agency systems data. As part of this requirement, the Contractor will produce a Logical as well as a Physical Data model for all data stores maintained by the system and organize all physical data stores in such a manner as to lend themselves to expansion (e.g., additional data elements) or incorporation of state agency data (e.g., additional Data Sources).

### 5.3 Solution Sizing Requirements

The Contractor must specify capacity (compute and storage) and design the overall solution to maintain all extracted, transformed and loaded source data, as well as all reporting, analysis, and data storage artifacts for a period of not less than five (5) years. The Contractor will design and implement or otherwise provide tools to the State for archive and purge of data no longer required by the System to State-provided backup devices. (e.g., “backup and archive all data that is older than 5 years” or “backup and archive all load files from 2014”).

## 5.4 Organization of Requirements

The State has organized its requirements in this Supplement. The following is a general organization of the State's requirements:

Area	Description / Contents
Functional Requirements	<p>This is Part 1 of the functional requirements - this section lists the functional requirements associated with the solution that is required to be delivered as part of the Work.</p> <p>The following is a description of each column in the table:  <b>REQ Id:</b> Provides the unique Id to be used for traceability during implementation  <b>Description:</b> Provides the statements of what is expected from the BI solution  <b>Source:</b> Provides the input reference for the requirement at hand  <b>Dependency on Data:</b> Classifies whether the requirement at hand is fulfilled by the availability of data  <b>Guidance Required:</b> Classifies whether additional WIOA final guidance is needed to implement this requirement, thus requiring the need to perform post-project review  <b>Guidance Received:</b> Classifies whether WIOA final guidance has already been received and that no further post-project review is required.</p>
Business Rules	<p>This is Part 2 of the functional requirements - this section lists the business rules associated with the reports that are required to be delivered as part of the Work. The following is a description of each column in the table:</p> <p><b>REQ Id:</b> Provides the unique Id to be used for traceability during implementation  <b>Report (s) of Relevance:</b> Provides a reference to the report that requires the business rule  <b>BI Data Element of Relevance:</b> Provides a reference to the data element that is derived by using the business rule  <b>Rule:</b> A derivation logic to be used to populate the reporting data element of relevance  <b>Guidance Required:</b> Classifies whether additional WIOA final guidance is needed to implement this requirement, thus requiring the need to perform post-project review  <b>Guidance Received:</b> Classifies whether WIOA final guidance has already been received and that no further post-project review is required.</p>
Data Reqs - Elements	<p>This is Part 1 of the data requirements - this section lists the data elements required to be stored in the solution for stated <b>and</b> future reporting requirements.</p> <p>The following is a description of each column in the table:</p> <p><b>Data REQ Id:</b> Provides the unique Id to be used for traceability during implementation  <b>Data Element Name:</b> Provides the name of the field that will be stored in the back-end portion of the BI solution  <b>Status:</b> Classifies whether the data element has been verified through review of existing documentation/sample data  <b>Verification Mechanism:</b> Provides a reference to the documentation/sample data (the actual documents can be obtained from the "Reference Documents" tab)  <b>Can It Be Blank?:</b> Classifies whether the data element always requires a value to be stored as part of its contents  <b>Source System:</b> Classifies the source system (s) that will provide the data element in question  <b>Reference Data Candidate:</b> Determines whether a particular data element will be constrained by a list of values and whether the attribute needs to be governed as part of Data Stewardship  <b>Guidance Required:</b> Classifies whether additional WIOA final guidance is needed to implement this requirement, thus requiring the need to perform post-project review  <b>Guidance Received:</b> Classifies whether WIOA final guidance has already been received and that no further post-project review is required.</p>
Data Reqs - LoVs	<p>This is Part 2 of the data requirements - this section lists the list of values (LoVs) for data elements that have been identified as reference data candidates. The following is a description of each column in the table:</p> <p><b>REQ Id:</b> Provides the unique id to be used for traceability during implementation  <b>Data Element Name:</b> Provides the name of the field that has been classified as a reference data candidate  <b>Values and Description:</b> Provides the LoVs with a description of each value that contribute to the data element in question.</p>
Data Reqs - Standard Rules	<p>This is Part 3 of the data requirements - this section lists the standardization rules to be implemented as part of adding the data into the system.</p> <p>The following is a description of each column in the table:</p> <p><b>REQ Id:</b> Provides the unique id to be used for traceability during implementation  <b>Rule:</b> The criteria for converting data element (s) to a specific format  <b>Exception Criteria:</b> Classifies whether the rule should result in the record not being passed further into the processing stream</p>

Area	Description / Contents
Data Requirements Transfer Specs	<p>This is Part 4 of the data requirements - this section lists the data exchange specifications to be implemented between the data sources and the BI solution.</p> <p>The following is a description of each column in the table:</p> <p><b>REQ Id:</b> Provides the unique id to be used for traceability during implementation  <b>Source:</b> Provides the primary provider of the described data  <b>Description:</b> Provides statements that mention the contents of the data  <b>Delivery Frequency:</b> Provides the frequency of data exchange between the data source and the BI solution  <b>Delivery Mechanism:</b> Provides the specific method of delivering the data on behalf of the data source  <b>Delivery Type:</b> Provides the initial data load and on-going data load content into the BI solution on behalf of the data source  <b>Delivery Location Type:</b> Provides the type of location being used to deliver the data  <b>Real-time vs Batch:</b> Provides the how frequently the data will be updated in the BI solution from the data source in question  <b>Encryption:</b> Provides the need for securing the data during the exchange process  <b>Format:</b> Provides a document reference to the field layout of the data to be delivered from the data source in question to the BI solution</p>
Data Requirements Integration	<p>This is Part 5 of the data requirements - this section lists a high-level set of integration rules to be implemented between the data sources for consolidation and de-duplication in the BI solution.</p> <p>The following is a description of each column in the table:</p> <p><b>REQ Id:</b> Provides the unique id to be used for traceability during implementation  <b>Integration Rule:</b> Provides the criteria for performing de-duplication across data sources</p>
Non-functional requirements	<p>This section lists the non-functional requirements as it pertains to user access and security for the BI solution.</p> <p>The following is a description of each column in the table:</p> <p><b>REQ Id:</b> Provides the unique Id to be used for traceability during implementation  <b>Description:</b> Provides the statements of what is expected from the BI solution</p>
Allowable Assumptions	<p>This section lists statements that are expected to be true in order for the requirements to be fulfilled.</p>

Additionally, the State has provided Additional Information in the form of Appendices to this Supplement is provided as follows:

Area	Description / Contents
<b>Appendix: Reference Documents</b>	This section provides a list of documents/sample data that were used in formalizing, verifying, and validating the requirements.
<b>Appendix: Reporting Traceability</b>	This series of sections provides a trace of reporting data element to the back-end data elements for each in-scope report. It also provides a layout to be used as part of the final report.

*This space intentionally left blank.*

## 5.5 Functional Requirements

REQ Id	Description	Source	Dependency on Data	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
FR-1	The Workforce BI solution report shall incorporate the following agencies to satisfy the Workforce Innovation and Opportunity Act Performance measures across the four titles of WIOA in a common report to be submitted by the JFS. The agencies include JFS, OOD and BOR.	Public Law 113-128	No	No	No
FR-2	The Workforce BI solution report shall incorporate the following programs under the Workforce Innovation and Opportunity Act: Adult/Dislocated Worker Youth Wagner-Peyser Adult Education Vocational Rehabilitation Jobs for Veterans State Grants (JVSG)	Public Law 113-128	No	No	No
FR-3	The following reports are in scope within the Workforce Innovation and Opportunity Act ETA 9090 ETA 9091 ETA 9002 -A ETA 9002 - B ETA 9002 - C ETA 9002 -D ETA 9002 - E ETA 9002 - F ETA 9002 EUC ETA VETS 200 A ETA VETS 200 B ETA VETS 200 C Quarterly Common Performance Indicator Report (template to be provided by Federal Government) Annual Common Performance Indicator Report (template to be provided by Federal Government)	Public Law 113-128	Yes	Yes	No
FR-4	The Workforce BI solution shall store WIOA common performance measure data beginning July 1st, 2016.	Public Law 113-128	Yes	Yes	Yes
FR-5	The Workforce BI solution shall store historical WIA as well as WIOA data for a period of three preceding program years.	Public Law 113-128	Yes	Yes	No
FR-6	The Workforce BI solution shall create a common unique identifier across all agency data for reporting common performance measures.	Public Law 113-128	Yes	Yes	No
FR-7	The Workforce BI solution shall provide the ability to store multiple SSNs for a particular participant that are accumulated over a period of time.	Public Law 113-128	Yes	No	No
FR-8	The Workforce BI solution shall enforce receipt of unique identifiers from agency data sources in order to uniquely identify agency data.	Public Law 113-128	Yes	No	No
FR-9	The Workforce BI solution shall allow the capability to enforce precedence on agency data sources with the following overlapping data attributes: SSN Date Of Birth The following precedence shall apply to the above mentioned attributes SSN (1. AWARE, 2. JFS, 3. BOR) Date of Birth (1. BOR, 2. AWARE, 3. JFS)  Note: Since the State utilizes SVES and the SSN, DOB, and name must match in order for SSA to give us verification, The Contractor will ensure that the Workforce BI solution will allow BOR's date of birth to enforce precedence over other and seek direction from the State should other "data precedence" rules need to be included when they are identified during the project.	Data	Yes	No	N/A
FR-10	The Workforce BI solution shall provide the ability to perform manual review of agency data that is rejected due to reference data constraints and/or unresolvable data integration.	Data	Yes	No	N/A

REQ Id	Description	Source	Dependency on Data	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
FR-11	In the case of an individual being a participant in multiple WIOA programs, the Workforce BI solution shall calculate common measures based on the following participation period: the earliest participation date among all programs and the latest exit date among all programs.	Public Law 113-128	Yes	Yes	No
FR-12	The Workforce BI solution shall allow the ability to store the original agency data source copies in addition to the integrated versions.	Public Law 113-128	Yes	Yes	No
FR-13	The Workforce BI solution shall allow the ability to store participants who have not only exited programs but are also current participants. This is determined by the date of exit of each participant for a particular program.	Public Law 113-128	Yes	Yes	No
FR-14	The ETA - 9090 report will report data to the Department of Labor on a quarterly basis and is due 45 days after each quarter. The data reported on a quarterly basis will be for the prior quarter	TEGL 6-14 Attachment F	Yes	Yes	Yes
FR-15	The ETA-9091 report will report data to the Department of Labor annually no later than September 15. The data reported will be for the prior state fiscal year.	TEGL 6-14 Attachment F	Yes	Yes	Yes
FR-16	The ETA 9002 report will report data to the Department of Labor on a quarterly basis and is due 45 days after each quarter. The data reported on a quarterly basis will be for the prior quarter.	TEGL 6-14 Attachment F	Yes	Yes	Yes
FR-17	The VETS-200 report will report data to the Department of Labor on a quarterly basis and is due 45 days after each quarter. The data reported on a quarterly basis will be for the prior quarter.	TEGL 6-14 Attachment F	Yes	Yes	Yes
FR-18	The Workforce BI solution report shall include Performance Indicator 1: the percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.	Public Law 113-128	Yes	Yes	No
FR-19	The Workforce BI solution shall include Performance Indicator 2: the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.	Public Law 113-128	Yes	Yes	No
FR-20	The Workforce BI solution shall include Performance Indicator 3: the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.	Public Law 113-128	Yes	Yes	No
FR-21	The Workforce BI solution shall include Performance Indicator 4: the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program.	Public Law 113-128	Yes	Yes	No
FR-22	The Workforce BI solution shall include Performance Indicator 5: the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.	Public Law 113-128	Yes	Yes	No
FR-23	The Workforce BI solution shall include Performance Indicator 6: the indicators of effectiveness in serving employers established pursuant to clause.	Public Law 113-128	Yes	Yes	No
FR-24	The Workforce BI solution shall include Youth Performance Indicator 1: the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program	Public Law 113-128	Yes	Yes	No
FR-25	The Workforce BI solution shall include Youth Performance Indicator 2: the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program; and	Public Law 113-128	Yes	Yes	No
FR-26	The Workforce BI solution shall include Youth Performance Indicator 3: Percentage of participants in education, training or unsubsidized employment during 2nd quarter after exit	Public Law 113-128	Yes	Yes	No
FR-27	The Workforce BI solution shall include Youth Performance Indicator 4: Percentage of youth participants who obtain a recognized credential or secondary diploma during participation or within 1 year after exit	Public Law 113-128	Yes	Yes	No
FR-28	The Workforce BI solution shall include Youth Performance Indicator 5: Percentage of participants in education leading to credential or employment during program year, achieving measurable gains towards the credential or employment.	Public Law 113-128	Yes	Yes	No
FR-29	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Percentage who enter employment 2nd quarter after exit	Public Law 113-128	Yes	Yes	No
FR-30	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Percentage who are in employment 4th quarter after exit	Public Law 113-128	Yes	Yes	No

REQ Id	Description	Source	Dependency on Data	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
FR-31	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Median earnings of those who are in employment during the 2nd quarter after exit	Public Law 113-128	Yes	Yes	No
FR-32	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Percentage who obtain a recognized credential or secondary school diploma or its recognized equivalent during participation in or within 1 year after exit	Public Law 113-128	Yes	Yes	No
FR-33	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Total number exiting from their program of study	Public Law 113-128	Yes	Yes	No
FR-34	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Total number who received training through the adult and dislocated worker program, disaggregated by program that provided the training, during the most recent program year and the 3 preceding program years	Public Law 113-128	Yes	Yes	No
FR-35	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Total number who exited training, disaggregated by program that provided the training, during the most recent program year and the 3 preceding program years	Public Law 113-128	Yes	Yes	No
FR-36	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Average cost per participant for participants who received training, disaggregated by program that provided the training, during the most recent program year and the 3 preceding program years	Public Law 113-128	Yes	Yes	No
FR-37	The Workforce BI solution shall include a performance indicator for eligible training providers and include the Number of individuals with barriers to employment served by adult and Dislocated Worker, disaggregated by each subpopulation and by race, ethnicity, sex and age	Public Law 113-128	Yes	Yes	No
FR-38	The Workforce BI solution shall collect the following for the Annual State Performance report -Outcome information on individuals with barriers to employment, disaggregated by each barrier, and by race, ethnicity, sex and age	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-39	The Workforce BI solution shall collect the following for the Annual State Performance report - Percentage who entered training-related employment after completion of training services	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-40	The Workforce BI solution shall collect the following for the Annual State Performance report - Average cost per participant of those who received career services and training services during the most recent program year and the 3 preceding program years	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-41	The Workforce BI solution shall collect the following for the Annual State Performance report - Number of individuals with barriers to employment served by each of the programs, disaggregated by each barrier	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-42	The DAS-WIOA report will collect the following for the Annual State Performance report - Total number of participants served by each of the programs under WIOA	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-43	The Workforce BI solution shall collect the following for the Annual State Performance report - Total number of exiters from career services and training services and training services during the most recent program year and the 3 preceding program years	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-44	The Workforce BI solution shall collect the following for the Annual State Performance report - Number who received career services and training services during the most recent program year and the 3 preceding program years, and the amount of funds spend on each type of service	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-45	The Workforce BI solution shall collect the following for the Annual State Performance report - Number enrolled in more than one of the programs that are a part of WIOA	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-46	The Workforce BI solution shall collect the following for the Annual State Performance report - Percentage of the State's annual allotment spent on administrative costs	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-47	The Workforce BI solution shall collect the following for the Annual State Performance report - If implementing pay-for-performance contracts, outcome information of training providers in those contracts, as well as an evaluation and satisfaction of those providers	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No
FR-48	The Workforce BI solution shall collect the following for the Annual State Performance report - Other information that allows comparison between states	State Measures Section 116(d)(2) - Public Law 113-128	Yes	Yes	No

## 5.6 Business Rule Requirements

Note: For section 5.6, offerors can address the Business Requirements at the end of this section. Offerors do not have to address each individual Business Requirement.

REQ Id	Report (s) of Relevance	Reporting Data Element of Relevance	Rule	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
BR-1	9090 9091	Self-Service Only	(DATE OF FIRST SELF-SERVICE is not null and (DATE OF FIRST STAFF-ASSISTED CORE SERVICE is null and DATE OF FIRST INTENSIVE SERVICE is null and DATE ENTERED TRAINING #1 is null)	Yes	No
BR-2	9090 9091	More than Self-Service	(DATE OF FIRST STAFF-ASSISTED CORE SERVICE is not null or DATE OF FIRST INTENSIVE SERVICE is not null or (DATE ENTERED TRAINING #1 is not null)	Yes	No
BR-3	9090 9091	Adult	(ADULT (LOCAL FORMULA) = 1 or ADULT (STATEWIDE 15% ACTIVITIES) = 1)	Yes	No
BR-4	9090 9091	Dislocated Worker	(DISLOCATED WORKER (LOCAL FORMULA) = 1 or DISLOCATED WORKER (STATEWIDE 15% ACTIVITIES) = 1 or RAPID RESPONSE ADDITIONAL ASSISTANCE = 1)	Yes	No
BR-5	9090 9091	Veteran	(ADULT (LOCAL FORMULA) = 1 or ADULT (STATEWIDE 15% ACTIVITIES) = 1 or DISLOCATED WORKER (LOCAL FORMULA) = 1 or DISLOCATED WORKER (STATEWIDE 15% ACTIVITIES) = 1 or RAPID RESPONSE ADDITIONAL ASSISTANCE = 1 or NEG PROJECT ID is not null and NEG PROJECT ID <> '0000' or (SECOND NEG PROJECT ID is not null and SECOND NEG PROJECT ID <> '0000' or DATE OF FIRST YOUTH SERVICE is not null) and VETERAN = 1	Yes	No
BR-6	9090 9091	Older Youth	DATE OF FIRST WIA YOUTH SERVICE is not null and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=19 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 21	Yes	No
BR-7	9090 9091	Younger Youth	DATE OF FIRST WIA YOUTH SERVICE is not null and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=14 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 18	Yes	No
BR-8	9090 9091	Youth	DATE OF FIRST WIA YOUTH SERVICE is not null and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=14 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 21	Yes	No
BR-9	9090 9091	National Emergency Grant	(NEG PROJECT ID is not null and NEG PROJECT ID <> '0000') or (SECOND NEG PROJECT ID is not null and SECOND NEG PROJECT ID <> '0000')	Yes	No
BR-10	9090 9091	Total Adult Participants	Count of UNIQUE RECORDS where (ADULT or DISLOCATED WORKER or NATIONAL EMERGENCY GRANT ) and DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-11	9090 9091	Total Adults (self service)	Count of UNIQUE RECORDS where SELF-SERVICE ONLY and (ADULT or DISLOCATED WORKER or NATIONAL EMERGENCY GRANT) and DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-12	9090 9091	WIA Adults	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-13	9090 9091	WIA Dislocated Workers	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-14	9090 9091	NEG	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-15	9090 9091	Total Veterans	Count of UNIQUE RECORDS where VETERAN and (DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) or (where VETERAN and DATE OF FIRST YOUTH SERVICE <= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-16	9090 9091	Post 9/11 Era Veterans	Count of UNIQUE RECORDS where VETERAN and (DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) or (where VETERAN and DATE OF FIRST YOUTH SERVICE <= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and (Post 9/11 Veteran = 1)	Yes	No
BR-17	9090 9091	Post 9/11 Era Veterans Receiving Intensive Services	Count of UNIQUE RECORDS where VETERAN and (DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and Post 9/11 Veteran = 1 and (DATE OF FIRST INTENSIVE SERVICE is within the reporting period or MOST RECENT DATE RECEIVED INTENSIVE SERVICE is within the reporting period)	Yes	No
BR-18	9090 9091	TAP Workshop Participant	Count of UNIQUE RECORDS where ((ADULT or DISLOCATED WORKER or NATIONAL EMERGENCY GRANT ) and (DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) or (where YOUTH and (DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) and TAP Workshop in 3 Prior Years = 1	Yes	No
BR-19	9090 9091	Received Training Services	Count of UNIQUE RECORDS Where (ADULT or DISLOCATED WORKER or NATIONAL EMERGENCY GRANT) and ((DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and (DATE ENTERED TRAINING #1 <= end of the report period and (DATE COMPLETED TRAINING	Yes	No

REQ Id	Report (s) of Relevance	Reporting Data Element of Relevance	Rule	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
			#1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)) OR (DATE ENTERED TRAINING #2 <= end of the report period and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)) OR (DATE ENTERED TRAINING #3 <= end of the report period and (DATE COMPLETED TRAINING #3 >= the beginning of the report period or DATE COMPLETED TRAINING #3 is null))		
BR-20	9090 9091	WIA Adults	Count of UNIQUE RECORDS where ADULT and ((DATE OF PARTICIPATION/ DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and (DATE ENTERED TRAINING #1 <= end of the report period and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)) OR (DATE ENTERED TRAINING #2 <= end of the report period and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)) OR (DATE ENTERED TRAINING #3 <= end of the report period and (DATE COMPLETED TRAINING #3 >= the beginning of the report period or DATE COMPLETED TRAINING #3 is null)))	Yes	No
BR-21	9090 9091	WIA Dislocated Workers	Count of UNIQUE RECORDS where DISLOCATED WORKER and ((DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and (DATE ENTERED TRAINING #1 <= end of the report period and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)) OR (DATE ENTERED TRAINING #2 <= end of the report period and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)) OR (DATE ENTERED TRAINING #3 <= end of the report period and (DATE COMPLETED TRAINING #3 >= the beginning of the report period or DATE COMPLETED TRAINING #3 is null)))	Yes	No
BR-22	9090 9091	NEG	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and ((DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE<= end of the report period) and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and (DATE ENTERED TRAINING #1 <= end of the report period and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)) OR (DATE ENTERED TRAINING #2 <= end of the report period and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)) OR (DATE ENTERED TRAINING #3 <= end of the report period and (DATE COMPLETED TRAINING #3 >= the beginning of the report period or DATE COMPLETED TRAINING #3 is null)))	Yes	No
BR-23	9090 9091	Total Youth (14-21) Participants	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-24	9090 9091	Younger Youth (14-16)	Count of UNIQUE RECORDS where YOUNGER YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-25	9090 9091	Older Youth (19-21)	Count of UNIQUE RECORDS where OLDER YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)	Yes	No
BR-26	9090 9091	Out-of-School Youth	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and (SCHOOL STATUS AT PARTICIPATION > 3 or (SCHOOL STATUS AT PARTICIPATION = 3 and BASIC LITERACY SKILLS DEFICIENCY = 1))	Yes	No
BR-27	9090 9091	In-School Youth	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and ((SCHOOL STATUS AT PARTICIPATION => 1 and SCHOOL STATUS AT PARTICIPATION <= 2) or (SCHOOL STATUS AT PARTICIPATION = 3 and (BASIC LITERACY SKILLS DEFICIENCY = 0 or BASIC LITERACY SKILLS DEFICIENCY is null)))	Yes	No
BR-28	9090 9091	Total Adult Exiters	Count of UNIQUE RECORDS where (ADULT or DISLOCATED WORKER or NATIONAL EMERGENCY GRANT) and DATE OF EXIT is within the report period	Yes	No
BR-29	9090 9091	Total Adults (self-service only)	Count of UNIQUE RECORDS where SELF-SERVICE ONLY and (ADULT or DISLOCATED WORKER or NATIONAL EMERGENCY GRANT) and DATE OF EXIT is within the report period	Yes	No
BR-30	9090 9091	WIA Adults	Count of UNIQUE RECORDS where ADULT and DATE OF EXIT is within the report period	Yes	No
BR-31	9090 9091	WIA Dislocated Worker	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF EXIT is within the report period	Yes	No
BR-32	9090 9091	NEG	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF EXIT is within the report period	Yes	No
BR-33	9090 9091	Total Youth (14-21) Exiters	Count of UNIQUE RECORDS where YOUTH and DATE OF EXIT is within the report period	Yes	No
BR-34	9090 9091	Younger Youth	Count of UNIQUE RECORDS where YOUNGER YOUTH and DATE OF EXIT is within the report period	Yes	No
BR-35	9090 9091	Older Youth (19-21)	Count of UNIQUE RECORDS where OLDER YOUTH and DATE OF EXIT is within the report period	Yes	No
BR-36	9090 9091	Out-of-school Youth	Count of UNIQUE RECORDS where YOUTH and DATE OF EXIT is within the report period and SCHOOL STATUS AT PARTICIPATION > 3 or (SCHOOL STATUS AT PARTICIPATION = 3 and BASIC LITERACY SKILLS DEFICIENCY = 1)	Yes	No
BR-37	9090 9091	In-School Youth	Count of UNIQUE RECORDS where YOUTH and DATE OF EXIT is within the report period and ((SCHOOL STATUS AT PARTICIPATION =>1 and SCHOOL STATUS AT PARTICIPATION <=2) or (SCHOOL STATUS AT PARTICIPATION = 3 and (BASIC LITERACY SKILLS DEFICIENCY = 0 or BASIC LITERACY SKILLS DEFICIENCY is null)))	Yes	No

REQ Id	Report (s) of Relevance	Reporting Data Element of Relevance	Rule	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
BR-38	9090 9091	Received Training	Count of UNIQUE RECORDS where (ADULT or DISLOCATED WORKER or NATIONAL EMERGENCY GRANT) and DATE OF EXIT is within the report period and DATE ENTERED TRAINING #1 is not null	Yes	No
BR-39	9090 9091	WIA Adults	Count of UNIQUE RECORDS Where ADUT and DATE OF EXIT is within the report period and DATE ENTERED TRAINING #1 is not null	Yes	No
BR-40	9090 9091	WIA Dislocated Worker	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF EXIT is within the report period and DATE ENTERED TRAINING #1 is not null	Yes	No
BR-41	9090 9091	NEG	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF EXIT is within the report period and DATE ENTERED TRAINING #1 is not null	Yes	No
BR-42	9090 9091	WIA Youth (14-21) Placement Numerator	Count of UNIQUE RECORDS where YOUTH and (EMPLOYMENT STATUS AT PARTICIPATION <> 1 and (SCHOOL STATUS AT PARTICIPATION <> 3 or SCHOOL STATUS AT PARTICIPATION is null) and ((YOUTH PLACEMENT INFORMATION => 1 and YOUTH PLACEMENT INFORMATION <= 4) or ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98).	Yes	No
BR-43	9090 9091	Placement Denominator	Count of UNIQUE RECORDS where YOUTH and (EMPLOYMENT STATUS AT PARTICIPATION <> 1 and (SCHOOL STATUS AT PARTICIPATION <> 3 or SCHOOL STATUS AT PARTICIPATION is null)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98).	Yes	No
BR-44	9090 9091	WIA Youth (14-21) ADC Numerator	Count of UNIQUE RECORDS where YOUTH and ENROLLED IN EDUCATION = 1 and ATTAINED DEGREE OR CERTIFICATE > 0 and ATTAINED DEGREE OR CERTIFICATE < 4 and DATE ATTAINED DEGREE OR CERTIFICATE <= end of quarter of DATE OF EXIT + 3 quarters and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99).	Yes	No
BR-45	9090 9091	ADC Denominator	Count of UNIQUE RECORDS where YOUTH and ENROLLED IN EDUCATION = 1 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99).	Yes	No
BR-46	9090 9091	WIA Youth (14-21) Younger Youth DER Numerator	Count of Unique RECORDs where YOUNGER YOUTH and (SCHOOL STATUS AT PARTICIPATION = 1 or SCHOOL STATUS AT PARTICIPATION = 2 or SCHOOL STATUS AT PARTICIPATION = 4) and (ATTAINED DEGREE OR CERTIFICATE = 1 or ATTAINED DEGREE OR CERTIFICATE = 2) and DATE ATTAINED DEGREE OR CERTIFICATE <= end of quarter of DATE OF EXIT + 1 quarter and (SCHOOL STATUS AT EXIT is null or (SCHOOL STATUS AT EXIT <> 1 and SCHOOL STATUS AT EXIT <> 2)) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99).	Yes	No
BR-47	9090 9091	Younger Youth DER Denominator	Count of Unique RECORDs where YOUNGER YOUTH and (SCHOOL STATUS AT PARTICIPATION = 1 or SCHOOL STATUS AT PARTICIPATION = 2 or SCHOOL STATUS AT PARTICIPATION = 4) and (SCHOOL STATUS AT EXIT is null or (SCHOOL STATUS AT EXIT <> 1 and SCHOOL STATUS AT EXIT <> 2)) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99).	Yes	No
BR-48	9090 9091	WIA Youth (14-21) Younger Youth SRR Numerator	Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills: Total # of basic skills goals attained + Total # of work readiness skills goals attained + Total # of occupational skills goals attained divided by Total # of basic skills goals + Total # of work readiness skills goals + Total # of occupational skills goals set	Yes	No
BR-49	9090 9091	Adults Adult EER Numerator	Count of UNIQUE RECORDS where ADULT and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-50	9090 9091	Adult EER Denominator	Count of UNIQUE RECORDS where ADULT and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-51	9090 9091	Dislocated Workers Dislocated Worker EER Numerator	Count of UNIQUE RECORDS where DISLOCATED WORKER and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-52	9090 9091	Denominator	Count of UNIQUE RECORDS where DISLOCATED WORKER and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-53	9090 9091	Veterans Numerator	Count of UNIQUE RECORDS where VETERAN and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-54	9090 9091	Denominator	Count of UNIQUE RECORDS where VETERAN and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-55	9090 9091	Older Youth (19-21) Denominator	Count of Unique RECORDs where OLDER YOUTH and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and ((WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99) or (EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5)) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No

REQ Id	Report (s) of Relevance	Reporting Data Element of Relevance	Rule	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
BR-56	9090 9091	Numerator	Count of Unique RECORDs where OLDER YOUTH and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and ((YOUTH PLACEMENT INFORMATION = 0 or YOUTH PLACEMENT INFORMATION >= 3 or YOUTH PLACEMENT INFORMATION is null) or ((WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99) or (EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5))) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98).	Yes	No
BR-57	9090 9091	NEG Denominator	Count of UNIQUE RECORDs where NATIONAL EMERGENCY GRANT and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-58	9090 9091	Numerator	Count of UNIQUE RECORDs where NATIONAL EMERGENCY GRANT and MORE THAN SELF-SERVICE and (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-59	9090 9091	Adults Denominator	Count of Unique RECORDs where ADULT and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE ENTERED TRAINING #1 is not null and TYPE OF RECOGNIZED CREDENTIAL#1 > 0 and DATE OF EXIT is within the reporting period and SPECIAL ETA PROJECT ID is not WOJT and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-60	9090 9091	Numerator	Count of Unique RECORDs where ADULT and MORE THAN SELF-SERVICE and DATE ENTERED TRAINING #1 is not null and DATE OF EXIT is within the reporting period and SPECIAL ETA PROJECT ID is not WOJT and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-61	9090 9091	Dislocated Workers Denominator	Count of Unique RECORDs where DISLOCATED WORKER and MORE THAN SELF-SERVICE and((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE ENTERED TRAINING #1 is not null and TYPE OF RECOGNIZED CREDENTIAL#1 > 0 and DATE OF EXIT is within the reporting period and SPECIAL ETA PROJECT ID is not WOJT and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-62	9090 9091	Numerator	Count of Unique RECORDs where DISLOCATED WORKER and MORE THAN SELF-SERVICE and DATE ENTERED TRAINING #1 is not null and DATE OF EXIT is within the reporting period and SPECIAL ETA PROJECT ID is not WOJT and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-63	9090 9091	Older Youth (19-21) Denominator	Count of Unique RECORDs where OLDER YOUTH and ((YOUTH PLACEMENT INFORMATION >= 1 and YOUTH PLACEMENT INFORMATION < 3) or ((WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 0 or (EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5))) and TYPE OF RECOGNIZED CREDENTIAL > 0 and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-64	9090 9091	Numerator	Count of Unique RECORDs where OLDER YOUTH and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-65	9090 9091	Adults Denominator	Count of UNIQUE RECORDs where ADULT and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-66	9090 9091	Numerator	Count of UNIQUE RECORDs where ADULT and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-67	9090 9091	Dislocated Workers Denominator	Count of UNIQUE RECORDs where DISLOCATED WORKER and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-68	9090 9091	Numerator	Count of UNIQUE RECORDs where DISLOCATED WORKER and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-69	9090 9091	Veterans Denominator	Count of UNIQUE RECORDs where VETERAN and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER <	Yes	No

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			999999.99) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)		
BR-70	9090 9091	Numerator	Count of UNIQUE RECORDS where VETERAN and MORE THAN SELFSERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-71	9090 9091	Older Youth (19-21) Denominator	Count of Unique RECORDS where OLDER YOUTH and ((WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99) or (EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5)) and ((WAGES 3RD QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER THE EXIT QUARTER < 999999.99) or (EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5)) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-72	9090 9091	Numerator	Count of Unique RECORDS where OLDER YOUTH and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((YOUTH RETENTION INFORMATION = 0 or YOUTH RETENTION INFORMATION >= 3 or YOUTH RETENTION INFORMATION is null) or ((WAGES 3RD QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER THE EXIT QUARTER < 999999.99) or (EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5))) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-73	9090 9091	Younger Youth (14-18) Denominator	Count of Unique RECORDS where YOUNGER YOUTH and ((YOUTH RETENTION INFORMATION > 0 and YOUTH RETENTION INFORMATION <= 4) or ((WAGES 3RD QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER THE EXIT QUARTER < 999999.99) or (EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5))) and (SCHOOL STATUS AT EXIT is null or (SCHOOL STATUS AT EXIT <= 1 and SCHOOL STATUS AT EXIT <= 2)) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-74	9090 9091	Numerator	Count of Unique RECORDS where YOUNGER YOUTH and SCHOOL STATUS AT PROGRAM EXIT is null or (SCHOOL STATUS AT EXIT <= 1 and SCHOOL STATUS AT EXIT <= 2)) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-75	9090 9091	NEG Denominator	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999.99)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-76	9090 9091	Numerator	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and MORE THAN SELF-SERVICE and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-77	9090 9091	Adults Denominator	Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where ADULT and MORE THAN SELFSERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-78	9090 9091	Numerator	Count of unique RECORDS where ADULT and MORE THAN SELF-SERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-79	9090 9091	Dislocated Workers Denominator	Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where DISLOCATED WORKER and MORE THAN SELF-SERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-80	9090 9091	Numerator	Count of unique RECORDS where DISLOCATED WORKER and MORE THAN SELF-SERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-81	9090 9091	Veterans Denominator	Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where VETERAN and MORE THAN SELF-SERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99)	Yes	No

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			and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 98)		
BR-82	9090 9091	Numerator	Count of unique RECORDS where VETERAN and MORE THAN SELF-SERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-83	9090 9091	Older Youth (19-21 (Earnings Change) Denominator	Sum of (WAGES 3RD QUARTER AFTER THE EXIT QUARTER plus WAGES 2ND QUARTER AFTER THE EXIT QUARTER) minus sum of (WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER and WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER) where OLDER YOUTH and WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER >= 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER <= 4 and ((YOUTH RETENTION INFORMATION = 0 or YOUTH RETENTION INFORMATION >= 3 or YOUTH RETENTION INFORMATION is null) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) and (TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER <= 5 or TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER is null) and ((WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 or WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER is null) and (WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 or WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER is null) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-84	9090 9091	Numerator	Count of Unique RECORDs where OLDER YOUTH and WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER >= 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER <= 4 and ((YOUTH RETENTION INFORMATION = 0 or YOUTH RETENTION INFORMATION >= 3 or YOUTH RETENTION INFORMATION is null) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) and (TYPE OF EMPLOYMENT MATCH 3rd QUARTER AFTER EXIT QUARTER <= 5 or TYPE OF EMPLOYMENT MATCH 3rd QUARTER AFTER EXIT QUARTER is null) and ((WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 or WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER is null) and (WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 or WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER is null) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-85	9090 9091	NEG Denominator	Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where NATIONAL EMERGENCY GRANT and MORE THAN SELF-SERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-86	9090 9091	Numerator	Count of unique RECORDS where NATIONAL EMERGENCY GRANT and MORE THAN SELF-SERVICE and (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-87	9090 9091	Adults Denominator	Count of UNIQUE RECORDS where ADULT and MORE THAN SELF-SERVICE and DATE OF EXIT is within the reporting period and DATE ENTERED TRAINING #1 is not null and (TYPE OF RECOGNIZED CREDENTIAL#1 > 0) and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99)	Yes	No
BR-88	9090 9091	Numerator	Count of UNIQUE RECORDS where ADULT and MORE THAN SELF-SERVICE and DATE OF EXIT is within the reporting period and DATE ENTERED TRAINING #1 is not null and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99)	Yes	No
BR-89	9090 9091	Dislocated Workers Denominator	Count of UNIQUE RECORDS where DISLOCATED WORKER and MORE THAN SELF-SERVICE and DATE OF EXIT is within the reporting period and DATE ENTERED TRAINING #1 is not null and (TYPE OF RECOGNIZED CREDENTIAL#1 > 0) and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99)	Yes	No
BR-90	9090 9091	Numerator	Count of UNIQUE RECORDS where DISLOCATED WORKER and MORE THAN SELF-SERVICE and DATE OF EXIT is within the reporting period and DATE ENTERED TRAINING #1 is not null and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99)	Yes	No
BR-91	9090 9091	Youth (14-21) Denominator	Count of UNIQUE RECORDS where YOUTH and DATE OF EXIT is within the reporting period and (DATE ENTERED TRAINING #1 is not null or ENROLLED IN EDUCATION = 1) and (TYPE OF RECOGNIZED CREDENTIAL#1 > 0 or ATTAINED DEGREE OR CERTIFICATE > 0) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99) Youth CAR Numerator	Yes	No
BR-92	9090 9091	Numerator	Count of UNIQUE RECORDS where YOUTH and DATE OF EXIT is within the reporting period and (DATE ENTERED TRAINING #1 is not null or ENROLLED IN EDUCATION = 1) and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99)	Yes	No
BR-93	9090 9091	NEG Denominator	Count of UNIQUE RECORDS where NEG and MORE THAN SELF-SERVICE and DATE OF EXIT is within the reporting period and DATE ENTERED TRAINING #1 is not null and (TYPE OF RECOGNIZED CREDENTIAL#1 > 0) and DATE OF EXIT and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99)	Yes	No
BR-94	9090 9091	Numerator	Count of UNIQUE RECORDS where NEG and MORE THAN SELF-SERVICE and DATE OF EXIT is within the reporting period and DATE ENTERED TRAINING #1 is not null and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT = 99)	Yes	No
BR-95	9090 9091	Covered Entrants Who Reached the End of the Entry Period	Count of Unique RECORDs where ELIGIBLE VETERAN > 0 and DATE 45 DAYS FOLLOWING COVERED PERSON ENTRY DATE is within the reporting period	Yes	No

REQ Id	Report (s) of Relevance	Reporting Data Element of Relevance	Rule	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
BR-96	9090 9091	Covered Entrants Who Received a Service During the Entry Period	Count of Unique RECORDs where (ELIGIBLE VETERAN > 0 and DATE 45 DAYS FOLLOWING COVERED PERSON ENTRY DATE is within the reporting period) and DATE OF PARTICIPATION/DATE OF FIRST CASE MANAGEMENT & REEMPLOYMENT SERVICE IS <= DATE 45 DAYS FOLLOWING COVERED PERSON ENTRY DATE	Yes	No
BR-97	9090 9091	Percent of Covered Entrants Who Received a Service During the Entry Period	Total Covered Entrants Who Received a Service During the Entry Period divided by Total Covered Entrants Who Reached the End of the Entry Period	Yes	No
BR-98	9090 9091	Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	Count of Unique RECORDs where (ELIGIBLE VETERAN > 0 and DATE 45 DAYS FOLLOWING COVERED PERSON ENTRY DATE is within the reporting period) and DATE OF FIRST STAFF ASSISTED SERVICE <= DATE 45 DAYS FOLLOWING COVERED PERSON ENTRY DATE	Yes	No
BR-99	9090 9091	Percent of Covered Entrants Who Received a Staff Assisted Service During the Entry Period	Total Covered Entrants Who Received a Staff Assisted Service During the Entry Period divided by Total Covered Entrants Who Reached the End of the Entry Period	Yes	No
BR-100	9002A	Total	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null.	Yes	No
BR-101	9002A	Employed	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and EMPLOYMENT STATUS AT PARTICIPATION is 1.	Yes	No
BR-102	9002A	Not Employed	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and EMPLOYMENT STATUS AT PARTICIPATION is 2 or 3.	Yes	No
BR-103	9002A	Eligible Claimant - Total	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and UC ELIGIBLE STATUS is 1 or 2.	Yes	No
BR-104	9002A	Hispanic or Latino - Yes	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ETHNICITY HISPANIC/LATINO is 1.	Yes	No
BR-105	9002A	Hispanic or Latino - No	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ETHNICITY HISPANIC/LATINO is 2.	Yes	No
BR-106	9002A	Race - American Indian or Alaskan Native	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and RACE - AMERICAN INDIAN OR ALASKAN NATIVE is 1.	Yes	No
BR-107	9002A	Race - Asian	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and RACE - ASIAN is 1.	Yes	No
BR-108	9002A	Race - Black or African American	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and RACE - BLACK OR AFRICAN AMERICAN is 1.	Yes	No
BR-109	9002A	Race - Native Hawaiian or other Pacific Islander	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and RACE - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER is 1.	Yes	No
BR-110	9002A	Race- White	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and RACE - WHITE is 1.	Yes	No
BR-111	9002A	More Than One Race	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and RACE is 1 for more than one racial category, or RACE is 1 for at least one racial category and MORE THAN ONE RACE is 1.	Yes	No
BR-112	9002A	In School	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and SCHOOL STATUS AT PARTICIPATION is 1, 2, or 3.	Yes	No
BR-113	9002A	Not High School Graduate	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and SCHOOL STATUS AT PARTICIPATION is 4.	Yes	No
BR-114	9002A	High School Graduate or GED	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and HIGHEST GRADE COMPLETED is 13, 14, 15, 87 or 88.	Yes	No
BR-115	9002A	Post-Secondary Degree or Certification	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and HIGHEST GRADE COMPLETED is 16, 17, 90, or 91.	Yes	No
BR-116	9002A	Persons with Disability - Total	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and INDIVIDUAL WITH A DISABILITY is 1.	Yes	No
BR-117	9002A	MSFW - Total	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and MSFW is 1.	Yes	No
BR-118	9002A	Dislocated Workers - Total	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF ACTUAL QUALIFYING DISLOCATION is not null.	Yes	No
BR-119	9002A	Total Participants	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null.	Yes	No
BR-120	9002A	Veterans, Eligible Persons, and TSMs	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1.	Yes	No
BR-121	9002A	TAP Workshop Veterans and TSMs	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT TSMs ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 or TSM is 1 and TAP WORKSHOP VETERAN is 1.	Yes	No

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BR-122	9002A	MSFW	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and MSFW is 1.	Yes	No
BR-123	9002A	Interstate	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and INTERSTATE is 1.	Yes	No
BR-124	9002A	Male	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 1.	Yes	No
BR-125	9002A	Female	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 2.	Yes	No
BR-126	9002A	Youth	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is ≥ 9 and < 18 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-127	9002A	Adult (18 and over)	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 18 years or more before DATE OF PROGRAM PARTICIPATION, or DATE OF BIRTH is null, or DATE OF BIRTH is less than 9 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-128	9002A	18-44	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 18-44 years before DATE OF PROGRAM PARTICIPATION	Yes	No
BR-129	9002A	45-54	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 45-54 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-130	9002A	55 and over	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-131	9002A	Received Workforce Information Services	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period.	Yes	No
BR-132	9002A	Received Staff Assisted Services	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (DVOP) or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (LVER) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER) or MOST RECENT DATE RECEIVED CAREER GUIDANCE or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP) or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (LVER) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (DVOP) or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (LVER) or MOST RECENT DATE REFERRED TO WIA SERVICES or MOST RECENT DATE REFERRED TO EMPLOYMENT or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER) OMB #: 1205-0240 Exp. Date: 08/31/2015 9002 A - Services To Participants Page 3 of 5 Office of Workforce Investment Employment Services - New Report Elements 9002 A - Services To Participants Number Element Name Specification OMB #: 1205-0240 Exp. Date: 08/31/2015 9002 A - Services To Participants Page 4 of 5 or MOST RECENT DATE PLACED IN FEDERAL TRAINING or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) or MOST RECENT DATE REFERRED TO FEDERAL JOB or MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL JOB or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (LVER) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (LVER).	Yes	No
BR-133	9002A	Career Guidance	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED CAREER GUIDANCE or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER).	Yes	No
BR-134	9002A	Job Search Activities	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (DVOP) or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (LVER).	Yes	No
BR-135	9002A	Referred to Employment	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE REFERRED TO EMPLOYMENT or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER).	Yes	No
BR-136	9002A	Referred to WIA Services	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and MOST RECENT DATE REFERRED TO WIA SERVICES is within the report period.	Yes	No
BR-137	9002A	Total Exiters	Count of unique RECORDS where DATE OF EXIT is within the report period.	Yes	No
BR-138	9002 B	Total Veterans, Eligible Persons, and TSM Job Seekers 18-44	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1, and DATE OF BIRTH is 18-44 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-139	9002 B	Total Veterans, Eligible Persons and TSM Job Seekers 45-54	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1, and DATE OF BIRTH is 45-54 years before DATE OF PROGRAM PARTICIPATION.	Yes	No

REQ Id	Report (s) of Relevance	Reporting Data Element of Relevance	Rule	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
BR-140	9002 B	Total Veterans, Eligible Persons and TSM Job Seekers 55+	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1, and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-141	9002 B	Total Veterans, Eligible Persons and TSM Job Seekers Total	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1.	Yes	No
BR-142	9002 B	Transitioning Service Members	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and TSM is 1.	Yes	No
BR-143	9002 B	Campaign Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 and CAMPAIGN VETERAN is 1.	Yes	No
BR-144	9002 B	Disabled Veterans Special	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 and DISABLED VETERAN is 1 or 2	Yes	No
BR-145	9002 B	Disabled Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 and DISABLED VETERAN is 2.	Yes	No
BR-146	9002 B	Recently Separated Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 and RECENTLY SEPARATED VETERAN is 1	Yes	No
BR-147	9002 B	Post 9/11 Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 and POST 9/11 VETERAN is 1.	Yes	No
BR-148	9002 B	TAP Workshop Veterans and TSMs	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 or TSM is 1 and TAP WORKSHOP is 1	Yes	No
BR-149	9002 B	Total Veterans, Eligible Persons and TSMs	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1.	Yes	No
BR-150	9002 B	TAP Workshop Veterans and TSMs	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT TSMs ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 or TSM is 1 and TAP WORKSHOP VETERAN is 1.	Yes	No
BR-151	9002 B	Male	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 1.	Yes	No
BR-152	9002 B	Female	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 2.	Yes	No
BR-153	9002 B	18-44	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 18-44 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-154	9002 B	45-54	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 45-54 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-155	9002 B	45-54	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-156	9002 B	55 and over	Count of unique RECORDS where MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period	Yes	No
BR-157	9002 B	Received Workforce Information Services	Count of unique RECORDS where MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period.	Yes	No
BR-158	9002 B	Received Staff Assisted Services	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (DVOP) or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (LVER) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER) or MOST RECENT DATE RECEIVED CAREER GUIDANCE or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP) or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (LVER) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (DVOP) or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (LVER) or MOST RECENT DATE REFERRED TO WIA SERVICES or MOST RECENT DATE REFERRED TO EMPLOYMENT or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER)	Yes	No

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			or MOST RECENT DATE PLACED IN FEDERAL TRAINING or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) or MOST RECENT DATE REFERRED TO FEDERAL JOB or MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL JOB or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (LVER) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (LVER).		
BR-159	9002 B	Career Guidance	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED CAREER GUIDANCE or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER).	Yes	No
BR-160	9002 B	Job Search Activities	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER).	Yes	No
BR-161	9002 B	Referred to Employment	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE REFERRED TO EMPLOYMENT or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER).	Yes	No
BR-162	9002 B	Referred to WIA Services	Count of unique RECORDS where MOST RECENT DATE REFERRED TO WIA SERVICES is within the report period.	Yes	No
BR-163	9002 B	Received Intensive Services	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED INTENSIVE SERVICES or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER).	Yes	No
BR-164	9002 B	Referred to Federal Training	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE REFERRED TO FEDERAL TRAINING or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER).	Yes	No
BR-165	9002 B	Placed in Federal Training	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE PLACED IN FEDERAL TRAINING or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER).	Yes	No
BR-166	9002 B	Referred to Federal Job	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE REFERRED TO A FEDERAL JOB or MOST RECENT DATE REFERRED TO A FEDERAL JOB (DVOP) or MOST RECENT DATE REFERRED TO A FEDERAL JOB (LVER).	Yes	No
BR-167	9002 B	Entered into Federal Job	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE ENTERED INTO FEDERAL JOB or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (LVER).	Yes	No

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BR-168	9002 B	Referred to Federal Contractor Job	Count of unique RECORDS where CAMPAIGN VETERAN is 1 or DISABLED VETERAN is 2 or RECENTLY SEPARATED VETERAN is 1 and at least one of the following dates is within the report period: MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB or MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (LVER)	Yes	No
BR-169	9002 B	Entered into Federal Contractor Job	Count of unique RECORDS where CAMPAIGN VETERAN is 1 or DISABLED VETERAN is 2 or RECENTLY SEPARATED VETERAN is 1 and at least one of the following dates is within the report period: MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (LVER)	Yes	No
BR-170	9002 B	Total Exiters	Count of unique RECORDS where DATE OF EXIT is within the report period.	Yes	No
BR-171	9002 B 9002 C	Total Exiters	Count of unique RECORDS where DATE OF EXIT is within the report period.	Yes	No
BR-172	9002 B 9002 C	Eligible Claimant - Total	Count of unique RECORDS where UC ELIGIBLE STATUS is 1 or 2.	Yes	No
BR-173	9002 B 9002 C	Hispanic or Latino - Yes	Count of unique RECORDS where ETHNICITY HISPANIC/LATINO is 1.	Yes	No
BR-174	9002 B 9002 C	Hispanic or Latino - No	Count of unique RECORDS where ETHNICITY HISPANIC/LATINO is 2.	Yes	No
BR-175	9002 B 9002 C	Race - American Indian or Alaskan Native	Count of unique RECORDS where RACE - AMERICAN INDIAN OR ALASKAN NATIVE is 1.	Yes	No
BR-176	9002 B 9002 C	Race- Asian	Count of unique RECORDS where RACE - ASIAN is 1.	Yes	No
BR-177	9002 B 9002 C	Race - Black or African American	Count of unique RECORDS where RACE - BLACK OR AFRICAN AMERICAN is 1.	Yes	No
BR-178	9002 B 9002 C	Race - Native Hawaiian or other Pacific Islander	Count of unique RECORDS where RACE – NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER is 1.	Yes	No
BR-179	9002 B 9002 C	Race - White	Count of unique RECORDS where RACE - WHITE is 1.	Yes	No
BR-180	9002 B 9002 C	More Than One Race	Count of unique RECORDS where RACE is 1 for more than one racial category, or RACE is 1 for at least one racial category and MORE THAN ONE RACE is 1.	Yes	No
BR-181	9002 B 9002 C	In School	Count of unique RECORDS where SCHOOL STATUS AT REGISTRATION is 1, 2, or 3.	Yes	No
BR-182	9002 B 9002 C	Not High School Graduate	Count of unique RECORDS where SCHOOL STATUS AT REGISTRATION is 4.	Yes	No
BR-183	9002 B 9002 C	High School Graduate or GED	Count of unique RECORDS where HIGHEST SCHOOL GRADE COMPLETED is 13, 14, 15, 87 or 88.	Yes	No
BR-184	9002 B 9002 C	Post-Secondary Degree or Certification	Count of unique RECORDS where HIGHEST SCHOOL GRADE COMPLETED is 16, 17, 90, or 91.	Yes	No
BR-185	9002 B 9002 C	Persons with Disability - Total	Count of unique RECORDS where INDIVIDUAL WITH A DISABILITY is 1.	Yes	No
BR-186	9002 B 9002 C	MSFW - Total	Count of unique RECORDS where MSFW is 1.	Yes	No
BR-187	9002 B 9002 C	Dislocated Workers - Total	Count of unique RECORDS where DATE OF ACTUAL QUALIFYING DISLOCATION is not null.	Yes	No
BR-188	9002 B 9002 C	Entered Employment Numerator	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-189	9002 B 9002 C	Entered Employment (Youth)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF	Yes	No

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			EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is $\geq 9$ and $< 18$ years before DATE OF PROGRAM PARTICIPATION.		
BR-190	9002 B 9002 C	Entered Employment (18-44)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER $> 0$ and WAGES 1ST QUARTER AFTER THE EXIT QUARTER $< 9999999$ )) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is between 18 and 44 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-191	9002 B 9002 C	Entered Employment (45-54)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER $> 0$ and WAGES 1ST QUARTER AFTER THE EXIT QUARTER $< 9999999$ )) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is between 45 and 54 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-192	9002 B 9002 C	Entered Employment (55 and over)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER $> 0$ and WAGES 1ST QUARTER AFTER THE EXIT QUARTER $< 9999999$ )) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-193	9002 B 9002 C	Entered Employment Denominator	Count of unique RECORDS where EMPLOYMENT STATUS AT PARTICIPATION is 2 or 3 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-194	9002 B 9002 C	Entered Employment Rate	The sum of Entered Employment Numerator divided by the sum of Entered Employment Denominator, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-195	9002 B 9002 C	Employment Retention at six months numerator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER $> 0$ and WAGES 1ST QUARTER AFTER THE EXIT QUARTER $< 9999999$ )) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER $> 0$ and WAGES 2ND QUARTER AFTER THE EXIT QUARTER $< 9999999$ )) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER $> 0$ and WAGES 3RD QUARTER AFTER EXIT QUARTER $< 9999999$ )) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-196	9002 B 9002 C	Employment Retention at six months Denominator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER $> 0$ and WAGES 1ST QUARTER AFTER THE EXIT QUARTER $< 9999999$ )) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-197	9002 B 9002 C	Employment Retention Rate at six months	The sum of Employment Retention at 6 months numerator divided by sum of Employment Retention at six months denominator, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-198	9002 B 9002 C	Six months Average Earnings Numerator	Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) Numerator where (WAGES 1ST QUARTER AFTER EXIT QUARTER $> 0$ and WAGES 1ST QUARTER AFTER EXIT QUARTER $< 999999.99$ ) and (WAGES 2nd QUARTER AFTER EXIT QUARTER $> 0$ and WAGES 2nd QUARTER AFTER EXIT QUARTER $< 999999.99$ ) and (WAGES 3rd QUARTER AFTER EXIT QUARTER $> 0$ and WAGES 3rd QUARTER AFTER EXIT QUARTER $< 999999.99$ ) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-199	9002 B 9002 C	Six Months Average Earnings Denominator	Count of unique RECORDS where (WAGES 1ST QUARTER AFTER EXIT QUARTER $> 0$ and WAGES 1ST QUARTER AFTER Denominator EXIT QUARTER $< 999999.99$ ) and (WAGES 2nd QUARTER AFTER EXIT QUARTER $> 0$ and WAGES 2nd QUARTER AFTER EXIT QUARTER $< 999999.99$ ) and (WAGES 3rd QUARTER AFTER EXIT QUARTER $> 0$ and WAGES 3rd QUARTER AFTER EXIT QUARTER $< 999999.99$ ) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-200	9002 B 9002 C	Three Months Median Earnings	The sum of Three Months Median Earning Numerator divided by the sum of Three Months Median Earnings rounded to the nearest whole number using the 5/4 method	Yes	No
BR-201	9002 B 9002 C	Six Months Median Earnings	The value of 1st quarter after exit wages that is the mid-point between the lowest wage reported and the highest wage reported AND (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null). To determine the midpoint, the 1st quarter after exit wages should be sorted from lowest to highest. If an odd number of unique records have been reported, the mid-point value is defined as $(n+1)/2$ where n is the total unique records with 1st quarter after exit wages. Thus if 99 wage records are in the 1st quarter after exit, the midpoint is the 50th record $[(99+1)/2=50]$ . If an even number of unique records have been reported, then the mid-point is the arithmetic mean of the two midmost wage values. Thus if 100 wage records are in the 1st quarter after exit, the mid-point is $(100+1)/2 = 50.5$ and the mean of the two midmost values is defined as the value of the sum of the 50th and 51st record divided by 2.	Yes	No
BR-202	9002 B 9002 C	Entered Employment Rate Following Workforce Information Services	The value of 3rd quarter after exit wages that is the mid-point between the lowest wage reported and the highest wage reported AND (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null). To determine the midpoint, the 3rd quarter after exit wages should be sorted from lowest to highest. If an odd number of unique records have been reported, the mid-point value is defined as $(n+1)/2$ where n is the total unique records with 3rd quarter after exit wages. Thus if 99 wage records are in the 3rd quarter after exit, the midpoint is the 50th record $[(99+1)/2=50]$ . If an even number of unique records have been reported, then the mid-point is the arithmetic mean of the two midmost wage values. Thus if 100 wage records are in the 3rd quarter after exit, the mid-point is $(100+1)/2 = 50.5$ and the mean of the two midmost values is defined as the value of the sum of the 50th and 51st record divided by 2	Yes	No

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BR-203	9002 B 9002 C	Employment Retention Rate Following Workforce Information Services	Numerator: Count of unique RECORDS where ((EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and ≤ DATE OF EXIT divided by Denominator: Count of unique RECORDS where EMPLOYMENT STATUS AT PARTICIPATION is 2 or 3 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and ≤ DATE OF EXIT.	Yes	No
BR-204	9002 B 9002 C	Average Earnings Following Workforce Information Services	Numerator: Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98) and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES ≤ DATE OF EXIT) or (MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES ≤ DATE OF EXIT) divided by Denominator: Count of unique RECORDS where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98) and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES ≤ DATE OF EXIT) or (MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES ≤ DATE OF EXIT), rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-205	9002 B 9002 D	Total Veterans and Eligible Persons	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1, 2 or 3 and DATE OF BIRTH is 18-44 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-206	9002 B 9002 D	Total Veterans and Eligible Persons	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1, 2 or 3 and DATE OF BIRTH is 45-54 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-207	9002 B 9002 D	Total Veterans and Eligible Persons	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1, 2 or 3 and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-208	9002 B 9002 D	Total Veterans and Eligible Persons	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1, 2 or 3.	Yes	No
BR-209	9002 B 9002 D	TSMs	Count of unique RECORDS where TRANSITIONING SERVICE MEMBER is 1.	Yes	No
BR-210	9002 B 9002 D	Campaign Veterans	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1 or 2 and CAMPAIGN VETERAN is 1	Yes	No
BR-211	9002 B 9002 D	Disabled Veterans	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1 or 2 and DISABLED VETERAN is 1	Yes	No
BR-212	9002 B 9002 D	Recently Separated Veterans Post 9-11 Veterans	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1 or 2 and DISABLED VETERAN is 2.	Yes	No
BR-213	9002 B 9002 D	TAP Workshop Veterans and TSMs	Count of unique RECORDS where ELIGIBLE VETERAN STATUS is 1 or 2 and RECENTLY SEPARATED VETERAN is 1	Yes	No
BR-214	9002 B 9002 D	Entered Employment Numerator	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 and POST 9/11 VETERAN is 1.	Yes	No
BR-215	9002 B 9002 D	Entered Employment (18-44)	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ TSMs beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 1 or 2 or TSM is 1 and TAP WORKSHOP is 1	Yes	No
BR-216	9002 B 9002 D	Entered Employment (45-54)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-217	9002 B 9002 D	Entered Employment (55 and over)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is between 18 and 44 years before DATE OF PROGRAM PARTICIPATION.	Yes	No

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BR-218	9002 B 9002 D	Entered Employment Denominator	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is between 45 and 54 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-219	9002 B 9002 D	Entered Employment Rate	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-220	9002 B 9002 D	Employment Retention at six months numerator	Count of unique RECORDS where EMPLOYMENT STATUS AT PARTICIPATON is 2 or 3 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-221	9002 B 9002 D	Employment Retention at six months Denominator	The sum of Employment Retention at six months numerator divided by the sum of Employment Retention at six months denominator, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-222	9002 B 9002 D	Employment Retention Rate at six months	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-223	9002 B 9002 D	Entered Employment Following Receipt of Staff-Assisted Services Numerator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-224	9002 B 9002 D	Entered Employment Following Receipt of Staff-Assisted Services Denominator	The sum of Entered Employment Following Receipt of Staff-Assisted Services Numerator divided by the sum of Entered Employment Following Receipt of Staff Assisted Denominator, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-225	9002 B 9002 D	Entered Employment Following Receipt of Staff Assisted Services	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and where at least one of the following dates is not null and is ≤ EXIT DATE: MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (DVOP) or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (LVER) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER) or MOST RECENT DATE RECEIVED CAREER GUIDANCE or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP) or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (LVER) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (DVOP) or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (LVER) or MOST RECENT DATE REFERRED TO WIA SERVICES or MOST RECENT DATE REFERRED TO EMPLOYMENT or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP)	Yes	No

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			or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER) or MOST RECENT DATE PLACED IN FEDERAL TRAINING or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) or MOST RECENT DATE REFERRED TO FEDERAL JOB or MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL JOB or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (LVER) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (LVER).		
BR-226	9002 B 9002 D	Six months Average Earnings Numerator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-227	9002 B 9002 D	Six Months Average Earnings Denominator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-228	9002 B 9002 D	Six Months Average Earnings Denominator	Count of unique RECORDS where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER Denominator EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No

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BR-229	9002 B 9002 D	Six months average earnings rate	The sum of Six months average earnings numerator divided by the sum of Six months average earnings rate denominator rounded to the nearest whole number using the 5/4 method	Yes	No
BR-230	9002 B 9002 D	Three Months Median Earnings	The value of WAGES 1 ST QUARTER AFTER EXIT that is the mid-point between the lowest wage reported and the highest wage reported AND (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null). To determine the midpoint, the WAGES 1 ST QUARTER AFTER EXIT should be sorted from lowest to highest. If an odd number of unique records have been reported, the mid-point value is defined as (n+1)/2 where n is the total unique RECORDS with 1st quarter after exit wages. Thus if 99 wage records are in the 1st quarter after exit, the midpoint is the 50th record [(99+1)/2=50]. If an even number of unique records have been reported, then the mid-point is the arithmetic mean of the two midmost wage values. Thus if 100 wage records are in the 1st quarter after exit, the mid-point is (100+1)/2 = 50.5 and the mean of the two midmost values is defined as the value of the sum of the 50th and 51st record divided by 2.	Yes	No
BR-231	9002 B 9002 D	Six Months Median Earnings	The value of WAGES 3 RD QUARTER AFTER EXIT that is the mid-point between the lowest wage reported and the highest wage reported AND (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null). To determine the midpoint, the WAGES 3 RD QUARTER AFTER EXIT should be sorted from lowest to highest. If an odd number of unique records have been reported, the mid-point value is defined as (n+1)/2 where n is the total unique RECORDS with 3rd quarter after exit wages. Thus if 99 wage records are in the 3rd quarter after exit, the midpoint is the 50th record [(99+1)/2=50]. If an even number of unique records have been reported, then the mid-point is the arithmetic mean of the two midmost wage values. Thus if 100 wage records are in the 3rd quarter after exit, the mid-point is (100+1)/2 = 50.5 and the mean of the two midmost values is defined as the value of the sum of the 50th and 51st record divided by 2.	Yes	No
BR-232	9002 B 9002 D	Entered Employment Rate Following Workforce Information Services	Numerator: Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and ≤ DATE OF EXIT divided by Denominator: Count of unique RECORDS where EMPLOYMENT STATUS AT PARTICIPATION is 2 or 3 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and ≤ DATE OF EXIT, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-233	9002 B 9002 D	Employment Retention Rate Following Workforce Information Services	Numerator: Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and ≤ DATE OF EXIT divided by Denominator: Count of unique RECORDS and where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and ≤ DATE OF	Yes	No

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			EXIT, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.		
BR-234	9002 B 9002 D	Average Earnings Following Workforce Information Services	Numerator: Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98) and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is ≤ DATE OF EXIT) or (MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES ≤ DATE OF EXIT) divided by Denominator: Count of unique RECORDS where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98) and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is ≤ DATE OF EXIT) or (MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES is not null and MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES ≤ DATE OF EXIT), rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-235	9002 B 9002 D	Received Credential	Count of unique RECORDS where TYPE OF RECOGNIZED CREDENTIAL is not 0 or null and the DATE OF ATTAINMENT OF RECOGNIZED CREDENTIAL is not later than the end of the third quarter after the exit quarter.	Yes	No
BR-236	9002E	Total	Sum of elements reported in intersecting Row 233-255	Yes	No
BR-237	9002E	Management Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 11 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-238	9002E	Business and Financial Operations Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 13 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-239	9002E	Computer and Mathematical Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 15 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-240	9002E	Architecture and Engineering Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 17 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-241	9002E	Life, Physical, and Social Science Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 19 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-242	9002E	Community and Social Services Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 21 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-243	9002E	Legal Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 23 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-244	9002E	Education, Training and Library Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 25 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-245	9002E	Arts, Design, Entertainment, Sports and Media Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 27 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-246	9002E	Healthcare Practitioner and Technical Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 29 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-247	9002E	Healthcare Support Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 31 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No

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BR-248	9002E	Protective Service Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 33 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-249	9002E	Food Preparation and Serving Related Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 35 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-250	9002E	Building and Grounds Cleaning and Maintenance Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 37 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-251	9002E	Personal Care and Service Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 39 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-252	9002E	Sales and Related Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 41 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-253	9002E	Office and Administrative Support Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 43 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-254	9002E	Farming, Fishing, and Forestry Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 45 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-255	9002E	Construction and Extraction Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 47 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-256	9002E	Installation, Maintenance, and Repair Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 49 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-257	9002E	Production Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 51 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-258	9002E	Transportation and Material Moving Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 53 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-259	9002E	Military Specific Occupations	Count of JOB OPENINGS where the O*NET SOC CODE begins with 55 and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-260	9002E	Total Openings Received	Count of JOB OPENINGS where DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-261	9002E	Agriculture, forestry, Fishing, and Hunting	Count of JOB OPENINGS where the NAICS CODE begins with 11 and is classified as Agriculture, Forestry, Fishing, and Hunting and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-262	9002E	Mining	Count of JOB OPENINGS where the NAICS CODE begins with 21 and is classified as Mining and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-263	9002E	Utilities	Count of JOB OPENINGS where the NAICS CODE begins with 22 and is classified as Utilities and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-264	9002E	Construction	Count of JOB OPENINGS where the NAICS CODE begins with 23 and is classified as Construction and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-265	9002E	Manufacturing	Count of JOB OPENINGS where the NAICS CODE begins with 31, 32 or 33 and is classified as Manufacturing and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-266	9002E	Wholesale trade	Count of JOB OPENINGS where the NAICS CODE begins with 42 and is classified as Wholesale Trade and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-267	9002E	Retail Trade	Count of JOB OPENINGS where the NAICS CODE begins with 44 or 45 and is classified as Retail Trade and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-268	9002E	Transportation and Warehousing	Count of JOB OPENINGS where the NAICS CODE begins with 48 or 49 and is classified as Transportation and Warehousing and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-269	9002E	Information	Count of JOB OPENINGS where the NAICS CODE begins with 51 and is classified as Information and the DATE	Yes	No
BR-270	9002E	Finance and Insurance	Count of JOB OPENINGS where the NAICS CODE begins with 52 and is classified as Finance and Insurance and DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-271	9002E	Real Estate and Rental and Leasing	Count of JOB OPENINGS where the NAICS CODE begins with 53 and is classified as Real Estate and Rental and Leasing and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-272	9002E	Professional, Scientific and Technical Services	Count of JOB OPENINGS where the NAICS CODE begins with 54 and is classified as Professional, Scientific and Technical Services and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-273	9002E	Management of Companies and Enterprises	Count of JOB OPENINGS where the NAICS CODE begins with 55 and is classified as Management of Companies and Enterprises and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-274	9002E	Administrative and Support and Waste Management and Remediation Services	Count of JOB OPENINGS where the NAICS CODE begins with 56 and is classified as Administrative and Support and Waste Management and Remediation Services and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-275	9002E	Educational Services	Count of JOB OPENINGS where the NAICS CODE begins with 61 and is classified as Educational Services and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-276	9002E	Health Care and Social Assistance	Count of JOB OPENINGS where the NAICS CODE begins with 62 and is classified as Health Care and Social Assistance and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No

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BR-277	9002E	Arts, Entertainment, and Recreation	Count of JOB OPENINGS where the NAICS CODE begins with 71 and is classified as Arts, Entertainment, and Recreation and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-278	9002E	Accommodation and Food Services	Count of JOB OPENINGS where the NAICS CODE begins with 72 and is classified as Accommodation and Food Services and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-279	9002E	Other Services	Count of JOB OPENINGS where the NAICS CODE begins with 81 and is classified as Other Services and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-280	9002E	Public Administration	Count of JOB OPENINGS where the NAICS CODE begins with 92 and is classified as Public Administration and the DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-281	9002E	Federal Contractor Job Listings	Count of JOB OPENINGS where EMPLOYER TYPE is FCJL and DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-282	9002E	Federal Contractors	Count of unique EMPLOYER IDENTIFICATION NUMBERS where EMPLOYER TYPE is FCJL and where DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-283	9002E	Total Employers	Count of unique EMPLOYER IDENTIFICATION NUMBERS where DATE RECEIVED JOB OPENING is within the reporting period.	Yes	No
BR-284	9002F	Current Quarter Total	Count of unique RECORDS where COVERED PERSON ENTRY DATE + 45 days ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null.	Yes	No
BR-285	9002F	Percent Served	Results of Federal Contractors or Federal Contractor Job Listings divided by results of Total Openings Received rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-286	9002F	Cumulative Four Quarter Total	Count of unique RECORDS where COVERED PERSON ENTRY DATE + 45 days ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null.	Yes	No
BR-287	9002F	Covered Entrants Who Reached the End of the Entry Period	Count of unique RECORDS where VETERANS STATUS is 1 or ELIGIBLE VETERANS STATUS is 1, 2, or 3 and the Reached the End of the COVERED PERSON ENTRY Date + 45 days is within the REPORTING PERIOD	Yes	No
BR-288	9002F	Covered Entrants Who Received a Service During the Entry Period	Count of unique RECORDS where VETERANS STATUS is 1 or ELIGIBLE VETERANS STATUS is 1, 2, or 3 and the DATE OF FIRST SELF SERVICE or the DATE OF FIRST STAFF ASSISTED SERVICE is ≤ the COVERED PERSON ENTRY Date + 45 days AND the COVERED PERSON ENTRY Date + 45 days is within the REPORTING PERIOD.	Yes	No
BR-289	9002F	Covered Entrants Who Received a Staff Assisted Service During Entry Period	Count of unique RECORDS where VETERANS STATUS is 1 or ELIGIBLE VETERANS STATUS is 1, 2, or 3 and the DATE OF FIRST STAFF ASSISTED SERVICE is ≤ the COVERED PERSON ENTRY Date + 45 days AND the COVERED PERSON ENTRY Date + 45 days is within the REPORTING PERIOD.	Yes	No
BR-290	9002- EUC	Total EUC RES/REA Claimants	For Rows 288-295 and 307-312, Count of unique RECORDS where SPECIAL PROGRAM IDENTIFIER is REUC Claimants and where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report Period or is null. For ROW 296-306, Count of unique RECORDS where SPECIAL PROGRAM IDENTIFIER is REUC not null and where DATE OF EXIT is not null and is within the report period.	Yes	No
BR-291	9002- EUC	Veterans Eligible Persons, TSM Who Receive EUC RES/REA	For Rows 288-295 and 307-312, Count of unique RECORDS where SPECIAL PROGRAM IDENTIFIER is REUC TSM Who Receive EUC and where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the RES/REA report period or is null and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1. For ROW 296-306, count of unique RECORDS where SPECIAL PROGRAM IDENTIFIER is not null and where DATE OF EXIT not null and is within the report period and ELIGIBLE VETERAN STATUS is 1, 2 or 3 or TSM is 1.	Yes	No
BR-292	9002- EUC	Total Participants	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null.	Yes	No
BR-293	9002- EUC	Interstate	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and INTERSTATE is 1	Yes	No
BR-294	9002- EUC	Male	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 1	Yes	No
BR-295	9002- EUC	Female	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 2	Yes	No
BR-296	9002- EUC	Adult (18 and Over)	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 18 years or more before DATE OF PROGRAM PARTICIPATION, or DATE OF BIRTH is null, or DATE OF BIRTH is less than 9 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-297	9002- EUC	18-44	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 18-44 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-298	9002- EUC	45-54	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 45-54 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-299	9002- EUC	55 and over	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-300	9002- EUC	Total Exiters	Count of unique RECORDS where DATE OF EXIT is within the report period.	Yes	No
BR-301	9002- EUC	Entered Employment Numerator	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-302	9002- EUC	Entered Employment (Youth)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is ≥ 9 and < 18 years before DATE OF PROGRAM PARTICIPATION.	Yes	No

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BR-303	9002- EUC	Entered Employment (18-44)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is between 18 and 44 years before DATE OF PROGRAM PARTICIPATION.	Yes	No
BR-304	9002- EUC	Entered Employment (45-54)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is between 45 and 54 years before DATE OF PROGRAM PARTICIPATION	Yes	No
BR-305	9002- EUC	Entered Employment (55 and over)	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT (55 and over) PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION	Yes	No
BR-306	9002- EUC	Entered Employment Rate	The sum of Entered Employment Youth divided by Count of unique RECORDS where EMPLOYMENT STATUS AT PARTICIPATION is 2 or 3 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) multiplied by 100, and rounded to the nearest whole number using the 5/4 method	Yes	No
BR-307	9002- EUC	Employment Retention at Six Months Numerator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF Months Numerator EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 2NDQUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-308	9002- EUC	Employment Retention at Six Months Denominator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF Months Denominator EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-309	9002- EUC	Employment Retention Rate at Six Months	The sum of Employment Retention Rate at Six Months Numerator divided by sum of Employment Retention Rate at Six Months Denominator, multiplied by 100, and rounded to the nearest whole number using the Six Months 5/4 method.	Yes	No
BR-310	9002- EUC	Six Month Average Earnings	Numerator: Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98) divided by Denominator: Count of unique RECORDS where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98) rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-311	9002- EUC	Received Staff-Assisted Services	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (DVOP) or MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (LVER) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER) or MOST RECENT DATE RECEIVED CAREER GUIDANCE or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP) or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (LVER) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) or MOST RECENT DATE REFERRED TO WIA SERVICES or MOST RECENT DATE REFERRED TO EMPLOYMENT or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP)	Yes	No

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			or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER) or MOST RECENT DATE PLACED IN FEDERAL TRAINING or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) or MOST RECENT DATE REFERRED TO FEDERAL JOB or MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL JOB or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (LVER) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (LVER) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (LVER).		
BR-312	9002- EUC	Career Guidance	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED CAREER GUIDANCE or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER).	Yes	No
BR-313	9002- EUC	Job Search Activities	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (DVOP) or MOST RECENT DATE OF JOB SEARCH ACTIVITIES (LVER).	Yes	No
BR-314	9002- EUC	Referred to Employment	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and at least one of the following dates is within the report period: MOST RECENT DATE REFERRED TO EMPLOYMENT or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER)	Yes	No
BR-315	9002- EUC	Referred to WIA Services	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and MOST RECENT DATE REFERRED TO WIA SERVICES is within the report period	Yes	No
BR-316	9002- EUC	Received Workforce Info Services	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and MOST RECENT DATE RECEIVED SELF SERVICE WORKFORCE INFORMATION SERVICES or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period.	Yes	No

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BR-317	VETS 200-ABC	Total	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null.	Yes	No
BR-318	VETS 200-ABC	TSMs	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and TSM is 1.	Yes	No
BR-319	VETS 200-ABC	Total Veterans and Eligible Persons	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 2 or 3.	Yes	No
BR-320	VETS 200-ABC	Campaign Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 2 and CAMPAIGN VETERAN is 1.	Yes	No
BR-321	VETS 200-ABC	Disabled Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 2 and DISABLED VETERAN is 1 or 2.	Yes	No
BR-322	VETS 200-ABC	Special Disabled Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 2 and DISABLED VETERAN is 2.	Yes	No
BR-323	VETS 200-ABC	Recently Separated Veterans (3 yrs.)	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 2 and RECENTLY SEPARATED VETERAN is 1	Yes	No
BR-324	VETS 200-ABC	Female Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 2 and GENDER is 2.	Yes	No
BR-325	VETS 200-ABC	Homeless Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and HOMELESS VETERAN is 1.	Yes	No
BR-326	VETS 200-ABC	Post 9-11 Veterans	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and ELIGIBLE VETERAN STATUS is 2 and POST 9/11 VETERAN is 1.	Yes	No
BR-327	VETS 200-ABC	Total Participants	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null.	Yes	No
BR-328	VETS 200-ABC	Male	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 1.	Yes	No
BR-329	VETS 200-ABC	Female	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and GENDER is 2	Yes	No
BR-330	VETS 200-ABC	18-44	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 18-44 years before DATE OF PROGRAM PARTICIPATION	Yes	No
BR-331	VETS 200-ABC	45-54	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 45-54 years before DATE OF PROGRAM PARTICIPATION	Yes	No
BR-332	VETS 200-ABC	55 and over	Count of unique RECORDS where DATE OF PROGRAM PARTICIPATION ≤ end of the report period and DATE OF EXIT ≥ beginning of the report period or is null and DATE OF BIRTH is 55 years or more before DATE OF PROGRAM PARTICIPATION	Yes	No
BR-333	VETS 200-ABC	Total Exiters	Count of unique RECORDS where DATE OF EXIT is within the report period.	Yes	No
BR-334	VETS 200-ABC	Received Staff Assisted Services	Count of unique RECORDS where at least one of the following dates is within the report period: MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (DVOP/LVER) or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP/LVER) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP/LVER) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP/LVER) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP/LVER) or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP/LVER) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP/LVER) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP/LVER) or MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP/LVER) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP/LVER) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (DVOP/LVER) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP/LVER).	Yes	No
BR-335	VETS 200-ABC	Received TAP Employment Workshop	Count of unique RECORDS where MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP/LVER) is within the report period.	Yes	No
BR-336	VETS 200-ABC	Received Career Guidance	Count of unique RECORDS where MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP/LVER) is within the report period.	Yes	No
BR-337	VETS 200-ABC	Received Intensive Services	Count of unique RECORDS where MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP/LVER) is within the report period.	Yes	No
BR-338	VETS 200-ABC	Referred to Federal Training	Count of unique RECORDS where MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP/LVER) is within report period.	Yes	No

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BR-339	VETS 200-ABC	Received Job Search Activities	Count of unique RECORDS where MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP/LVER) is within the report period.	Yes	No
BR-340	VETS 200-ABC	Referred To Employment	Count of unique RECORDS where MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP/LVER) is within the report period.	Yes	No
BR-341	VETS 200-ABC	Referred to Federal Job	Count of unique RECORDS where MOST RECENT DATE REFERRED TO A FEDERAL JOB (DVOP/LVER) is within the report period.	Yes	No
BR-342	VETS 200-ABC	Referred to Federal Contractor Job	Count of unique RECORDS where MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (DVOP/LVER) is within the report period.	Yes	No
BR-343	VETS 200-ABC	Entered Employment Following Staff Assisted Services Numerator	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and where at least one of the following dates is not null and is ≤ EXIT DATE: MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (DVOP/LVER) or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP/LVER) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP/LVER) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP/LVER) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP/LVER) or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP/LVER) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP/LVER) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP/LVER) or MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP/LVER) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP/LVER) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (DVOP/LVER) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP/LVER).	Yes	No
BR-344	VETS 200-ABC	Entered Employment Following Staff Assisted Services Denominator	Count of unique RECORDS where EMPLOYMENT STATUS AT PARTICIPATION is 2 or 3 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and where at least one of the following dates is not null and is ≤ EXIT DATE: MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES (DVOP/LVER) or MOST RECENT DATE RECEIVED TAP EMPLOYMENT WORKSHOP (DVOP/LVER) or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP/LVER) or MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP/LVER) or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP/LVER) or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP/LVER) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP/LVER) or MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP/LVER) or MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP/LVER) or MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP/LVER) or MOST RECENT DATE REFERRED TO A FEDERAL CONTRACTOR JOB (DVOP/LVER) or MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP/LVER). The sum of Entered Employment Following Staff Assisted Services Numerator divided by the sum of Entered Employment Following Staff Assisted Services Denominator, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-345	VETS 200-ABC	Entered Employment Following Staff Assisted Services Rate	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP/LVER) is not null and is ≤ EXIT DATE.	Yes	No
BR-346	VETS 200-ABC	Entered Employment Following Intensive Services Numerator	Count of unique RECORDS where (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 3) and ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null) and MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP/LVER) is not null and is ≤ EXIT DATE.	Yes	No
BR-347	VETS 200-ABC	Entered Employment Following Intensive Services Denominator	Count of unique RECORDS where EMPLOYMENT STATUS AT PARTICIPATION is 2 or 3 and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT null) and MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP/LVER) is not null and is ≤ EXIT DATE.	Yes	No
BR-348	VETS 200-ABC	Employment Retention Following Intensive Services Rate	The sum of Employment Retention Following Intensive numerator divided by the sum of Employment Retention Following Intensive Services Rate Denominator, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-349	VETS 200-ABC	Employment Retention at Six Months Numerator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF Months Numerator EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 2NDQUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999)) and ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No

REQ Id	Report (s) of Relevance	Reporting Data Element of Relevance	Rule	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
BR-350	VETS 200-ABC	Employment Retention at Six Months Denominator	Count of unique RECORDS where ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999)) and DATE OF EXIT is within the report period and (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null).	Yes	No
BR-351	VETS 200-ABC	Employment Retention Rate at Six Months	The sum of Employment Retention Rate at Six Month Numerator divided by the sum of Employment Retention Rate at Six Month Denominator, multiplied by 100, and rounded to the nearest whole number using the 5/4 method.	Yes	No
BR-352	VETS 200-ABC	Six Months Average Earnings Numerator	Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) Numerator where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-353	VETS 200-ABC	Six Months Average Earnings Denominator	Count of unique RECORDS where (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) and (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) and DATE OF EXIT is within the reporting period and (OTHER REASONS FOR EXIT is null or OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98)	Yes	No
BR-354	VETS 200-ABC	Six Months Average Earnings Rate	The sum of Six Months Average Earnings Numerator divided by the sum of Six Months Average Earnings Denominator rounded to the nearest whole number using the 5/4 method	Yes	No
BR-355	VETS 200-ABC	Three Months Media Earnings	The value of WAGES 3 RD QUARTER AFTER EXIT that is the mid-point between the lowest wage reported and the highest wage reported AND (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null). To determine the midpoint, the WAGES 3 RD QUARTER AFTER EXIT should be sorted from lowest to highest. If an odd number of unique records have been reported, the mid-point value is defined as (n+1)/2 where n is the total unique RECORDS with 3rd quarter after exit wages. Thus if 99 wage records are in the 3rd quarter after exit, the midpoint is the 50th record [(99+1)/2=50]. If an even number of unique records have been reported, then the mid-point is the arithmetic mean of the two midmost wage values. Thus if 100 wage records are in the 3rd quarter after exit, the mid-point is (100+1)/2 = 50.5 and the mean of the two midmost values is defined as the value of the sum of the 50th and 51st record divided by 2.	Yes	No
BR-356	VETS 200-ABC	Six Months Median Earnings	The value of WAGES 3 RD QUARTER AFTER EXIT that is the mid-point between the lowest wage reported and the highest wage reported AND (OTHER REASONS FOR EXIT = 00 or OTHER REASONS FOR EXIT = 98 or OTHER REASONS FOR EXIT is null). To determine the midpoint, the WAGES 3 RD QUARTER AFTER EXIT should be sorted from lowest to highest. If an odd number of unique records have been reported, the mid-point value is defined as (n+1)/2 where n is the total unique RECORDS with 3rd quarter after exit wages. Thus if 99 wage records are in the 3rd quarter after exit, the midpoint is the 50th record [(99+1)/2=50]. If an even number of unique records have been reported, then the mid-point is the arithmetic mean of the two midmost wage values. Thus if 100 wage records are in the 3rd quarter after exit, the mid-point is (100+1)/2 = 50.5 and the mean of the two midmost values is defined as the value of the sum of the 50th and 51st record divided by 2.	Yes	No
BR-357	VETS 200-ABC	Federal Training Placements	Count of unique RECORDS where MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP/LVER) is within the report period.	Yes	No
BR-358	VETS 200-ABC	Entered into Federal Job	Count of unique RECORDS where MOST RECENT DATE ENTERED INTO FEDERAL JOB (DVOP/LVER) is within the report period.	Yes	No
BR-359	VETS 200-ABC	Entered into Federal Contractor Job	Count of unique RECORDS where CAMPAIGN BADGE VETERAN is 1 or DISABLED VETERAN is 2 or RECENTLY SEPARATED VETERAN is 1 and MOST RECENT DATE ENTERED INTO FEDERAL CONTRACTOR JOB (DVOP/LVER) is within the report period. Count of unique RECORDS where TYPE OF RECOGNIZED CREDENTIAL is not 0 or null and the DATE OF ATTAINMENT OF RECOGNIZED CREDENTIAL is not later than the end of the third quarter after the exit quarter.	Yes	No

## 5.7 Data Element Requirements

**Note: For section 5.7, offerors can address the Data Element Requirements at the end of this section. Offerors do not have to address each individual Data Element Requirement.**

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-1	OBS Number	Sequential Number starting at 1.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-2	Individual Identifier (Seeker Id/Participant Id/Student Id)	The unique identification number assigned to the individual participating in each agency-administered program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS AWARE ABLE	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-3	Economic/Labor Market Area and Physical Location Code	The economic/labor market area and physical location code.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	No	9090 9091	No	NA
DE-4	ETA-Assigned Local Workforce Board/Statewide Code	ETA assigned code for local workforce board/statewide code.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	No	9090 9091	No	NA
DE-5	Date of Birth	The individual's date (year, month, and day) of birth.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-6	Gender	The individual's gender.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-7	Individual with a Disability	Indicates whether the participant/student is disabled.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-8	Category of Disability	Type of disability of participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-9	Hispanic / Latino	An individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-10	American Indian or Alaska Native	An individual having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-11	Asian	An individual having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-12	Black or African American	An individual having origins in any of the Black racial groups of Africa.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-13	Hawaiian Native or other Pacific Islander	An individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-14	White	An individual having origins in any of the original peoples of Europe, the Middle East or North Africa.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-15	Veteran Status	The Veteran status of applicant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	No	OWCMS AWARE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-16	Eligible Veteran Status	Provides eligibility status for individual seeking veteran status at application.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-17	Campaign Veteran	The veteran served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office Personnel Management (OPM).	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-18	Disabled Veteran	The individual is a veteran who served in the active U.S. military, naval, or air service and who is entitled to compensation regardless of rating (including 3 = No those rated 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from activity duty because of a service-connected disability	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-19	Date of Actual Military Separation	Date of actual military separation.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-20	Transitioning Service Member	A service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-21	Covered Person Entry Date	The date that a veteran first made contact with the workforce system, either at a physical location or through an electronic resource.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
								9002 A-EUC VETS 200 A-C		
DE-22	Date 45 Days Following Covered Person Entry Date	Date of covered person 45 days following entry date	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-23	TAP Workshop in 3 Prior Years	A Transition Assistance Program (TAP) veteran is any veteran or TSM who has attended a TAP workshop during the three year period prior to the date of participation	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-24	Post 9/11 Veteran	A person who served for at least one day on or after September 11, 2001 in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-25	Employment Status at Participation	The employment status of the individual at application	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc 20140325 data elements.doc (ABLE Data Fields) Policy Directive - RSA-911 PD 14-01.doc	No	OWCMS AWARE ABLE	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-26	UC Eligible Status	The individual is a person who (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-27	Occupational Code of Most Recent Employment Prior to Participation (if available)	The most recent 'ONET Code' value on the 'Assess Employment - Employment History	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-28	Industry Code of Employment 1st Qtr. Prior to Participation	North American Industry Classification System (NAICS) Code	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-29	Industry Code of Employment 2nd Qtr. Prior to Participation	North American Industry Classification System (NAICS) Code	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-30	Industry Code of Employment 3rd Qtr. Prior to Participation	North American Industry Classification System (NAICS) Code	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-31	Highest School Grade Completed	The highest school grade completed by the individual.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-32	School Status at Participation	Participant is either in-school, High-school, Post High-school, or not in school.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-33	Farmworker Status/MSFW	Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in farm work, earned at least half of their earned income from farm work, and were not employed in farm work year round by the same employer.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-34	Type of Qualifying Farm work	The participant was primarily employed in agricultural labor as classified by the North American Industrial Classification System (NAICS) for agricultural production and services establishments.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	No	NA
DE-35	Temporary Assistance to Needy Families (TANF)	Participant is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-36	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	Participant is a person who receives SSI or SSDI	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-37	Other Public Assistance Recipient	Participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), or Food Stamp Assistance.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-38	Homeless Individual and/or runaway youth	Participant is a person who lacks a fixed, regular, adequate night time residence.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-39	Offender	The participant is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-40	Low Income	The participant is a person who falls into the categories outlined in the WIA low income levels. Refer to the document -TEGL-6-14-Attachment-A-Acc in Tab 14 for more information	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-41	Limited English Language Proficiency	Participant has limited English language proficiency	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-42	Single Parent	Participant is a single parent	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS ABLE	Yes	9090 9091	No	NA
DE-43	Displaced Homemaker	The participant is a person who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-44	Date of Actual Dislocation	The participant's date of actual dislocation from employment	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-45	Pregnant or Parenting Youth	The participant is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-46	Youth Who Needs Additional Assistance	The participant is a person who is between the ages of 14 and 21, and requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-47	Basic Literacy Skills Deficiency	The participant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.								
DE-48	Foster Care Youth	The participant is a person who is currently in foster care or has been in the foster care system at any point during his/her lifetime.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-49	Date of Participation/Date of First Case Management	The date on which the individual begins receiving his/her first service funded by a program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS AWARE ABLE	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-50	Date of Exit	The date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-51	Adult (local formula)	Adult participant seeking WIA services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-52	Dislocated Worker (local formula)	Unemployed worker seeking WIA services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-53	Date of First WIA Youth Service	The 'Actual Start Date' of the earliest "Youth" service	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-54	Youth (Statewide 15% Activities)	Youth participant seeking WIA services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-55	Dislocated Worker (Statewide 15% Activities)	Unemployed worker seeking services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-56	Adult (Statewide 15% Activities)	Adult participant seeking WIA services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-57	Incumbent Worker (Statewide 15% Activities)	Employed worker seeking WIA services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-58	Rapid Response	Program that state has for mass layoffs	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-59	Rapid Response (Additional Assistance)	Special grant for individuals with mass layoffs	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-60	NEG Project ID	The first Project I.D. Number where the participant received services financially assisted under a National Emergency Grant (NEG).	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-61	Second NEG Project ID	The second Project I.D. Number where the participant received services financially assisted under a NEG.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-62	Special ETA Project ID	The special ETA-assigned project ID number where the participant received services funded under a special project.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-63	Rapid Response Event Number	Assigned rapid response ID number	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-64	Adult Education	Enrolled in adult education program	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-65	Job Corps	Enrolled in Job Corps program	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-66	National Farmworker Jobs Program	Enrolled in national Farmworker jobs program	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-67	Indian and Native American Programs	Enrolled in Indian and Native American program	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-68	Veterans' Programs	Enrolled in Veterans program	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-69	Trade Adjustment Assistance (TAA)	Receiving Trade Adjustment Assistance	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-70	Vocational Education	Enrolled in Vocational Education	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-71	Vocational Rehabilitation	Enrolled in Vocational Rehabilitation	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-72	Wagner-Peyser Act	Use of labor exchange services from the Wagner-Peyser Act	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-73	Referred from Wagner-Peyser to WIA	Participant was referred from Wagner-Peyser to WIA	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-74	YouthBuild (Dept. of Housing and Urban Development)	Enrolled in a Youthbuild program	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-75	Title V Older Worker Program	Enrolled in title V of the Older Worker program	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-76	Employment and Training Services Related to Food Stamps	Enrolled in employment and training services related to food stamps	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-77	Other WIA or Non-WIA Programs	Enrolled in other WIA or non-WIA programs	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-78	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	Refer to the document -TEGL-6-14-Attachment-A-Acc in Tab 14 for more information on other reasons for exit codes	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-79	Date of First Self-Service	The first date the participant participated in any self-service	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-80	Date of First Staff-Assisted Service	The first date the participant received any staff-assisted CORE service	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-81	Most Recent Date Received self-services	The most recent date a job seeker received a self-service during the reporting period, either a physical location or through an electronic resource. A self-service is defined as any service that was provided to the job seeker without substantial staff involvement.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-82	Most Recent Date Received staff-assisted Services	The most recent date a job seeker received staff-assisted services during the reporting period. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services, (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g)	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff- assisted services.								
DE-83	Date of First Staff Assisted Core Service	The first date the participant received any staff-assisted CORE service	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-84	Most Recent Date Received Self-Services/ Informational Activities	The individual has one or more services on the WIA 'Non-Registered Services'	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-85	Most Recent Date Received Career Guidance Services	The most recent 'Actual Start Date' of all Core "Career Counseling" services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-86	Most Recent Date Received Workforce Information Services	The most recent actual start date of workforce information services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-87	Most Recent Date Received Job Search Activities	The most recent actual start date of job search activities	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-88	Most Recent Date Referred to Employment	The most recent date referred to employment	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-89	Most Recent Date Received Other Staff- Assisted Core Services	The most recent start date of staff assisted core services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-90	Date of First Intensive Service	The first date the participant received any intensive service >= the date of participation.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-91	Most Recent Date Received Intensive Services	The most recent start date of intensive services.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-92	Received Pre-Vocational Activities	The participant received pre-vocational activities.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-93	Date Entered Training #1	The date on which the participant's first training service actually began.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-94	Type of Training Service #1	The type of approved training being provided to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-95	Occupational Skills Training Code #1	The 'ONET Code' field (on the WIA 'Services' screen) associated with the service in Item 1208	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-96	Training Completed #1	Training done to build skills in an effort to be employed.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-97	Date Completed, or Withdrew From, Training #1	The date when the participant completed training or withdrew permanently from training.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-98	Date Entered Training #2	Second oldest 'Actual Start Date' of all "Training" services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-99	Type of Training Service #2	Types of training attended in an effort to be employed.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-100	Occupational Skills Training Code #2	The 'ONET Code' field (on the WIA 'Services' screen) associated with the service in Item 1213.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-101	Training Completed #2	Training done to build skills in an effort to be employed.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	No	NA
DE-102	Date Completed, or Withdrew from, Training #2	The 'Actual End Date' of the service	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-103	Date Entered Training #3	The third oldest 'Actual Start Date' of all "Training" services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-104	Type of Training Service #3	Types of training attended in an effort to be employed.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-105	Occupational Skills Training Code #3	The 'ONET Code' field (on the WIA 'Services' screen) associated with the service	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-106	Training Completed #3	Training done to build skills in an effort to be employed.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	No	NA
DE-107	Date Completed, or Withdrew from, Training #3	The 'Actual End Date' of the service	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-108	Established Individual Training Account (ITA)	Participant has an individual training account	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-109	Pell Grant Recipient	Participant is a Pell grant recipient	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-110	Distance Learning	Participant participates in distance learning	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-111	Enrolled in Education	The participant is enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-112	Most Recent Date Received Educational Achievement Services	The most recent date on which the participant received an educational achievement service.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-113	Most Recent Date Participated in Alternative School	Most recent start date of participant in alternative school	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-114	Most Recent Date Received Summer Employment Opportunities	The most recent date on which the participant received summer employment opportunities directly linked to academic and occupational learning.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-115	Most Recent Date Participated in Work Experience	Most recent start date of participant in work experience	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-116	Most Recent Date Received Leadership Development Opportunities	The most recent date on which the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as: (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA

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		work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.								
DE-117	Most Recent Date Received Supportive Services	Most recent start date of participant receiving supportive services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-118	Most Recent Date Received Adult Mentoring Services	Most recent start date of adult mentoring services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-119	Most Recent Date Received Career Guidance/Counseling Services	Most recent start date of participant who has received career guidance.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-120	Most Recent Date Received Follow-up Services	The most recent date on which the participant received follow-up services after exiting the program. Follow-up services for youth participants include: (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training. All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Leadership development opportunities, adult mentoring, and supportive services that are provided to the youth participant as follow-up services should not be recorded here.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-121	Date of Completion of Youth Services	Date completed youth services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-122	Received Supportive Services (except needs-related payments)	Participant received supportive services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-123	Received Needs-Related Payments	Participant received needs-related payments	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-124	Received Services through a Disaster National Emergency Grant	Participant received NEG grant	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-125	Most Recent Date Received Rapid Response Services	Most recent date received rapid response services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	No	NA
DE-126	Employed in 1st Quarter After Exit Quarter	Participant was employed in the first quarter after the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-127	Type of Employment Match 1st Quarter After Exit Quarter	Participant's employment status in the first quarter following the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-128	Occupational Code (if available)	Occupational code of participant	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-129	Entered Training-Related Employment	The participant entered training-related employment	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	Yes	No
DE-130	Entered non-Traditional Employment	The participant entered non-traditional employment	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	Yes	No

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DE-131	Employed in 2nd Quarter After Exit Quarter	Participant was employed in the second quarter after the quarter of exit	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-132	Type of Employment Match 2nd Quarter After Exit Quarter	Participant's employment status in the second quarter following the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-133	Employed in 3rd Quarter After Exit Quarter	Participant was employed in the third quarter after the quarter of exit	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-134	Type of Employment Match 3rd Quarter After Exit Quarter	Participant's employment status in the third quarter following the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-135	Employed in 4th Quarter After Exit Quarter	Participant was employed in the fourth quarter after the quarter of exit	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	Yes	No
DE-136	Type of Employment Match 4th Quarter After Exit Quarter	Participant's employment status in the fourth quarter following the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	Yes	No
DE-137	Industry Code of Employment 1st Qtr. After Exit Quarter	The individual has a wage record with a NAICS Code during this quarter	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	No	9090 9091	Yes	No
DE-138	Industry Code of Employment 2nd Qtr. After Exit Quarter	The individual has a wage record with a NAICS Code during this quarter	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-139	Industry Code of Employment 3rd Qtr. After Exit Quarter	The individual has a wage record with a NAICS Code during this quarter	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-140	Industry Code of Employment 4th Qtr. After Exit Quarter	The individual has a wage record with a NAICS Code during this quarter	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-141	Wages 3rd Quarter Prior to Participation Quarter	Total earnings from wage records for the third quarter prior to the quarter of participation.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-142	Wages 2nd Quarter Prior to Participation Quarter	Total earnings from wage records for the second quarter prior to the quarter of participation.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-143	Wages 1st Quarter Prior to Participation Quarter	Total earnings from wage records for the first quarter prior to the quarter of participation.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-144	Wages 1st Quarter After Exit Quarter	Total earnings from wage records for the first quarter after the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-145	Wages 2nd Quarter After Exit Quarter	Total earnings from wage records for the second quarter after the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No

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DE-146	Wages 3rd Quarter After Exit Quarter	Total earnings from wage records for the third quarter after the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-147	Wages 4th Quarter After Exit Quarter	Total earnings from wage records for the fourth quarter after the quarter of exit.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	No	9090 9091	Yes	No
DE-148	Type of Recognized Credential	Type of recognized diploma, degree, or certificate attained by the participant who received training services.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-149	School Status at Exit	Received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	No	NA
DE-150	Youth Placement Information	The primary activity the participant entered in the first quarter following the exit quarter (youth may qualify for more than one activity).	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-151	Youth Retention Information	Primary activity the participant entered in the third quarter following the exit quarter (youth may qualify for more than one activity).	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-152	Attained Diploma, GED, or Certificate	The participant attained a secondary school (high school) diploma recognized by the State.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	No	OWCMS	Yes	9090 9091	No	NA
DE-153	Date Attained Degree or Certificate	The date on which the participant attained the degree, certificate or other Credential	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-154	Literacy/Numeracy Gains Begin Date	Participant start date of literacy and numeracy gains	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-155	Category of Assessment	The participant was assessed using approved tests for Adult Basic Education (ABE), English as a second language.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-156	Type of Assessment Test	The type of assessment test that was administered to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-157	Functional Area	The functional area of the assessment test that was administered to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-158	Date Administered Pre-Test	The date on which the pre-assessment test was administered to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-159	Pre-Test Score	The raw scale score achieved by the participant on the pre-assessment test.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-160	Educational Functioning Level	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-161	Date Administered Post-Test (Year #1)	The date on which the post-test was administered to the participant during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-162	Post-Test Score (Year #1)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No

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DE-163	Educational Functioning Level (Year #1)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-164	Date Administered Post-Test (Year #2)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-165	Post-Test Score (Year #2)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-166	Educational Functioning Level (Year #2)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-167	Date Administered Post-Test (Year #3)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-168	Post-Test Score (Year #3)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-169	Educational Functioning Level (Year #3)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-170	Test #2: Type of Assessment Test	The type of assessment test that was administered to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-171	Test #2: Functional Area	The functional area of the assessment test that was administered to the participant	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-172	Test #2: Date Administered Pre-Test	The date on which the pre-assessment test was administered to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-173	Test #2: Pre-Test Score	The raw scale score achieved by the participant on the pre-assessment test.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-174	Test #2: Educational Functioning Level	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-175	Test #2: Date Administered Post-Test (Year #1)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-176	Test #2: Post-Test Score (Year #1)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-177	Test #2: Educational Functioning Level (Year #1)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-178	Test #2: Date Administered Post-Test (Year #2)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-179	Test #2: Post-Test Score (Year #2)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-180	Test #2: Educational Functioning Level (Year #2)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-181	Test #2: Date Administered Post-Test (Year #3)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-182	Test #2: Post-Test Score (Year #3)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-183	Test #2: Educational Functioning Level (Year #3)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-184	Test #3: Type of Assessment Test	The type of assessment test that was administered to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-185	Test #3: Functional Area	The functional area of the assessment test that was administered to the participant	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No

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DE-186	Test #3: Date Administered Pre-Test	The date on which the pre-assessment test was administered to the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-187	Test #3: Pre-Test Score	The raw scale score achieved by the participant on the pre-assessment test.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-188	Test #3: Educational Functioning Level	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-189	Test #3: Date Administered Post-Test (Year #1)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-190	Test #3: Post-Test Score (Year #1)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-191	Test #3: Educational Functioning Level (Year #1)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-192	Test #3: Date Administered Post-Test (Year #2)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-193	Test #3: Post-Test Score (Year #2)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-194	Test #3: Educational Functioning Level (Year #2)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-195	Test #3: Date Administered Post-Test (Year #3)	The date on which the post-test was administered to the participant during his/her first year of participation in the program.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-196	Test #3: Post-Test Score (Year #3)	The raw scale score achieved by the participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-197	Test #3: Educational Functioning Level (Year #3)	The educational functioning level that is associated with the participant's raw scale score.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-198	Goal #1 Type	The type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-199	Date Goal #1 Was Set	The date on which the first goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-200	Attainment of Goal #1	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-201	Date Attained Goal #1	Date on which the goal was attained.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-202	Goal #2 Type	The type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-203	Date Goal #2 Was Set	The date on which the second goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-204	Attainment of Goal #2	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-205	Date Attained Goal #2	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-206	Goal #3 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No

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DE-207	Date Goal #3 Was Set	The date on which the third goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-208	Attainment of Goal #3	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-209	Date Attained Goal #3	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-210	Goal #4 Type	The type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-211	Data Goal #4 Was Set	The date on which the first goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-212	Attainment of Goal #4	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-213	Date Attained Goal #4	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-214	Goal #5 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-215	Data Goal #5 Was Set	The date on which the second goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-216	Attainment of Goal #5	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-217	Date Attained Goal #5	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-218	Goal #6 Type	Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-219	Data Goal #6 Was Set	The date on which the third goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-220	Attainment of Goal #6	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-221	Date Attained Goal #6	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-222	Goal #7 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-223	Data Goal #7 Was Set	The date on which the first goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-224	Attainment of Goal #7	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-225	Date Attained Goal #7	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-226	Goal #8 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No

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DE-227	Data Goal #8 Was Set	The date on which the second goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-228	Attainment of Goal #8	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-229	Date Attained Goal #8	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-230	Goal #9 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-231	Data Goal #9 Was Set	The date on which the third goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-232	Attainment of Goal #9	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-233	Date Attained Goal #9	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-234	Goal #10 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-235	Data Goal #10 Was Set	The date on which the first goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-236	Attainment of Goal #10	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-237	Date Attained Goal #10	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-238	Goal #11 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-239	Data Goal #11 Was Set	The date on which the second goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-240	Attainment of Goal #11	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-241	Date Attained Goal #11	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-242	Goal #12 Type	The appropriate code to record the type of skill attainment goal.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-243	Data Goal #12 Was Set	The date on which the third goal was set for the younger youth participant.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-244	Attainment of Goal #12	Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	Yes	9090 9091	Yes	No
DE-245	Date Attained Goal #12	This date should normally be on or before the one-year anniversary of the date the goal was set.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc	Yes	OWCMS	No	9090 9091	Yes	No
DE-246	WIB Name	The WIB Name where the individual received services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091	No	NA

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								9002 A-EUC VETS 200 A-C		
DE-247	Office Name	The Office Name from which the individual received services.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-248	Case Manager	The name of the case manager assigned to the individual.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-249	User Field 1	User defined field.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-250	User Field 2	User defined field.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-251	Participant Name	Name of individual receiving services	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	No	9090 9091 9002 A-EUC VETS 200 A-C	No	NA
DE-252	SSN	The individual's nine-digit Social Security number (SSN).	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	No	9090 9091 9002 A-EUC VETS 200 A-C	Yes	No
DE-253	More Than One Race	A person who has self-identified as having origins	Verified	Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9002 A-EUC VETS 200 A-C	No	NA
DE-254	Recently Separated Veteran (3 yrs.)	Veteran who has been separated for less than three years	Verified	Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9002 A-EUC VETS 200 A-C	No	NA
DE-255	Homeless Veteran	An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, and who lacks a fixed, regular, and adequate nighttime residence.	Verified	Mapping Document - LE Extract Version 1.37.doc	No	OWCMS	Yes	9002 A-EUC VETS 200 A-C	No	NA
DE-256	Most Recent Date Received Staff Assisted Services (DVOP)	The most recent date a job seeker received Staff Assisted Services (DVOP) staff-assisted services from DVOP staff during the reporting period. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services, (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g) job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff-assisted services.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA

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DE-257	Most Recent Date Received Staff Assisted Services (LVER)	The most recent date a job seeker received Staff Assisted Services (LVER) staff-assisted services from LVER staff during the reporting period.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-258	Most Recent Date Received Intensive Services (DVOP)	The most recent date a job seeker received only staff-assisted intensive services (excluding case management) as described in WIA section 134(d)(3) from a DVOP staff person.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-259	Most Recent Date Received Intensive Services (LVER)	The most recent date a job seeker received only staff-assisted intensive services (excluding case management) as described in WIA section 134(d)(3) from a LVER staff person.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-260	Most Recent Date Received Career Guidance (DVOP)	The most recent date that a job seeker received services which include the provision of information, materials, suggestions, or advice by DVOP staff which are intended to assist the job seeker in making occupation or career decisions.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-261	Most Recent Date Received Career Guidance (LVER)	The most recent date that a job seeker received services which include the provision of information, materials, suggestions, or advice by LVER staff which are intended to assist the job seeker in making occupation or career decisions.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-262	Most Recent Date Received Staff Assisted Workforce Info Services	The most recent date that a job seeker received self-service workforce information services including information on state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-263	Most Recent Date Attended TAP Employment Workshop (DVOP)	The most recent date that a job seeker attended a TAP employment workshop facilitated by DVOP or DVOP funded contractor staff.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-264	Most Recent Date Attended TAP Employment Workshop (LVER)	The most recent date that a job seeker attended a TAP employment workshop facilitated by LVER or LVER funded contractor staff.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-265	Most Recent Date of Job Search Activities (DVOP)	The most recent date a job seeker was provided services by DVOP staff which are designed to help the job seeker plan and carry out a successful job hunting strategy.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-266	Most Recent Date of Job Search Activities (LVER)	The most recent date a job seeker was provided services by LVER staff which are designed to help the job seeker plan and carry out a successful job hunting strategy.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-267	Most Recent Date Referred to WIA Services	The most recent date a job seeker was referred to a service delivery component funded under WIA Title IB	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	Yes	No
DE-268	Most Recent Date Referred to Employment (DVOP)	The most recent date a job seeker was referred by DVOP staff to employment. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. It means the same as "referral to a job."	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-269	Most Recent Date Referred to Employment (LVER)	The most recent date a job seeker was referred by LVER staff to employment. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA

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		seekers who are available for a job and (b) the record of such a referral. It means the same as "referral to a job."								
DE-270	Most Recent Date Referred to Federal Training	The most recent date a job seeker was referred to any training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-271	Most Recent Date Referred to Federal Training (DVOP)	The most recent date a job seeker was referred by DVOP staff to any training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-272	Most Recent Date Referred to Federal Training (LVER)	The most recent date a job seeker was referred by LVER staff to any training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-273	Most Recent Date Placed in Federal Training	The most recent date a job seeker was verified to have entered any training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-274	Most Recent Date Placed in Federal Training (DVOP)	The most recent date a job seeker was verified by DVOP staff to have entered any job training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-275	Most Recent Date Placed in Federal Training (LVER)	The most recent date a job seeker was verified by LVER staff to have entered any job training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-276	Most Recent Date Referred to Federal Job	The most recent date a job seeker was referred to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-277	Most Recent Date Referred to Federal Job (DVOP)	The most recent date a job seeker was referred by DVOP staff to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-278	Most Recent Date Referred to Federal Job (LVER)	The most recent date a job seeker was referred by LVER staff to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-279	Most Recent Date Entered into Federal Job	The most recent date a job seeker entered into a job filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-280	Most Recent Date Entered into Federal Job (DVOP)	The most recent date a job seeker entered into a job filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management. (DVOP).	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA

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DE-281	Most Recent Date Entered into Federal Job (LVER)	The most recent date a job seeker entered into a job filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management. (LVER).	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-282	Most Recent Date Referred to Federal Contractor Job	The most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran was referred to a job opening listed by an employer identified as a Federal contractor.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-283	Most Recent Date Referred to Federal Contractor Job (DVOP)	The most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran was referred by DVOP staff to a job opening listed by an employer identified as a Federal contractor.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-284	Most Recent Date Referred to Federal Contractor Job (LVER)	The most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran was referred by LVER staff to a job opening listed by an employer identified as a Federal contractor.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-285	Most Recent Date Entered Into Federal Contractor Job	The most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran entered into a Federal Contractor Job.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-286	Most Recent Date Entered Into Federal Contractor Job (DVOP)	The most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran entered into a Federal Contractor Job. (DVOP).	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-287	Most Recent Date Entered Into Federal Contractor Job (LVER)	The most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran entered into a Federal Contractor Job. (LVER).	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-288	Special Program Identifier	The ETA assigned Special Program Identifier.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-289	Date Received Job Opening	The date the job opening was received.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-290	Employer Type	Indicates whether the employer type was a federal contractor for a job opening received.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-291	O*NET SOC Code	The Occupational Information Network classification code for the job opening received.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-292	NAICS Code	Indicates the North American Industry Classification System code for the job opening received.	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	No	9002 A-EUC VETS 200 A-C	No	NA
DE-293	Employer Identification Number	Indicates the unique employer identification number for job opening received.	Verified	Mapping Document - LE Extract Version 1.37.doc Supporting Statement for PROPOSED WIOA RSA-911	Yes	OWCMS AWARE	No	9002 A-EUC VETS 200 A-C	No	NA
DE-294	Interstate Seeker	Indicates if participant is from another state	Verified	Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS	Yes	9002 A-EUC VETS 200 A-C	No	NA
DE-295	Prefix	Includes Mr., Ms., Jr, etc.	New		Yes		Yes	Future Reports	No	NA
DE-296	First Name	First name of person	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS AWARE ABLE	No	Future Reports	No	NA

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DE-297	Middle Name	Middle name of person	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	No	Future Reports	No	NA
DE-298	Last Name	Last name of person	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS AWARE ABLE	No	Future Reports	No	NA
DE-299	Suffix	Designated suffix of person	New		Yes		Yes	Future Reports	No	NA
DE-300	Maiden Name	Maiden name of person	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	No	Future Reports	No	NA
DE-301	Address Line 1	Address of individual	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	No	Future Reports	No	NA
DE-302	Address Line 2	Additional Address information of individual	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	No	Future Reports	No	NA
DE-303	Address Line 3	Additional Address information of individual	New		Yes		No	Future Reports	No	NA
DE-304	State Code of Residence	Residence region of individual	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091	No	NA
DE-305	County of Residence	County of residence for individual	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	Yes	9090 9091	No	NA
DE-306	Zip Code of Residence	Zip code of residence for individual	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	No	OWCMS AWARE ABLE	Yes	9090 9091	No	NA
DE-307	Source System	The data source that is providing the record in question.	New		No		Yes	Future Reports	No	NA
DE-308	Program Type	Type of program participant is enrolled in.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data	No	OWCMS AWARE	Yes	Future Reports	No	NA
DE-309	Education at Application	The education of the participant/seeker at application.	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields) Stakeholder Feedback	Yes	OWCMS AWARE ABLE				
DE-310	Education during Application	Type of education associated with participant	Verified	Stakeholder Feedback	Yes	AWARE	Yes	Future Reports	No	NA
DE-311	Education after Application	Type of education after participant has ended program	Verified	Stakeholder Feedback	Yes	AWARE				
DE-312	Email	Email of participant	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	No	Future Reports	No	NA
DE-313	Home Phone	Home phone of participant	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc	Yes	OWCMS AWARE ABLE	No	Future Reports	No	NA

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				AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)						
DE-314	Cell Phone	Cell phone of participant	Verified	Mapping Document - Wiasrd Extract Version 1.85.doc Mapping Document - LE Extract Version 1.37.doc AWARE Sample Data 20140325 data elements.doc (ABLE Data Fields)	Yes	OWCMS AWARE ABLE	No	Future Reports	No	NA
DE-315	Emergency Contact Name	Emergency contact of participant	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS	No	Future Reports	No	NA
DE-316	Emergency Contact Phone	Emergency phone number of participant	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS	No	Future Reports	No	NA
DE-317	Emergency Contact Email	Emergency contact email of participant	New		Yes		No	Future Reports	No	NA
DE-318	Employer Name	Name of employer if employed	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-319	Employer Address	Address of employer	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-320	Employer City	City of employer	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-321	Employer State	State of employer	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-322	Employer City	City of employer	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-323	Employer Zip	Zip of employer	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-324	Employer Phone	Phone number of employer	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-325	Employment Start Date	When did the participant start with employer <i>Note: Multiple Jobs for an individual may result in multiple elements or dates associated with the individual's employment situation. Should an individual be successfully employed, no end date will exist.</i>	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-326	Employment End Date	When did the participant end employment with employer <i>Note: Multiple Jobs for an individual may result in multiple elements or dates associated with the individual's employment situation. Should an individual be successfully employed, no end date will exist.</i>	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-327	Job Title	Title of job of participant	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	No	Future Reports	No	NA
DE-328	Primary Language	Primary language of the participant	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	Yes	Future Reports	No	NA
DE-329	SSI Participant	Is the participant a SSI recipient	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS AWARE	Yes	Future Reports	No	NA
DE-330	Citizen Type	What type of citizenship does the participant have	New		No		Yes	Future Reports	No	NA
DE-331	Citizenship	Is the participant a citizen	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS	Yes	Future Reports	No	NA
DE-332	Citizen Status (seeker status)	Status of participant is seeking citizenship	Verified	WIA Field Descriptions.pdf LE Field Descriptions.pdf	Yes	OWCMS	Yes	Future Reports	No	NA

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DE-333	Employment Rate (Q2 post-exit)	Number of exiters during the reporting period who are employed during the second quarter after exit (numerator) divided by the number of exiters during the reporting period (denominator) multiplied by 100 and reported as a percentage.	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-334	Employment Rate (Q4 post-exit)	Number of exiters during the reporting period who are employed during the fourth quarter after exit (numerator) divided by the number of exiters during the reporting period (denominator) multiplied by 100 and reported as a percentage.	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-335	Median Earnings	For all exiters in a program of study where a wage match occurred, report the wage that is at the midpoint between the highest and lowest wage earned in the second quarter after exit	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-336	Credential Rate	Number of participants who exited that were in a postsecondary education or training program and who obtained a recognized postsecondary credential during the program or within one year after exit; plus the number of participants who exited that were in a secondary education program and who obtained a secondary school diploma or its equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit (numerator), divided by the number of participants who exited and were in a postsecondary education or training program; plus the number of participants who exited and were in a secondary education program (at or above the 9th grade level) without a high school diploma or equivalent (denominator).	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-337	Measurable Skills Gains	To be determined.	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-338	Employer Measure(s)	To be determined.	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-339	Placement in Emp/Ed/Train (Q2 post-exit)	To be determined.	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-340	Placement in Emp/Ed/Train (Q4 post-exit)	To be determined.	Verified	Public Law 113-128 (HR 803)			No	Future Reports	Yes	No
DE-341	Agency Code	The three-digit code assigned to State vocational rehabilitation (VR) agency	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-342	Closure Order	The appropriate closure order code for all service records <i>Note: future policy directives may not include this data element</i>	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-343	Date of Application	The date (year, month, and day) that the agency received a completed and signed application form from the applicant.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-344	Source of Referral at Application	The individual, agency, or other entity that first referred the individual to the State VR agency	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	Yes	Future Reports	Yes	Yes
DE-345	Involvement with Other Agencies and Services at Application	Describes a service provider or funding source from which the individual was provided services or funding.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-346	Living Arrangement at Application	The living arrangements of the individual, either temporarily or permanently, on the date of application to the State VR agency.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-347	Primary Disability	The individual's primary physical or mental impairment that causes or results in a substantial impediment to employment.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-348	Secondary Disability	The physical or mental impairment that contributes to, but is not the primary basis of, the impediment to employment.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-349	Significance of Disability	The individual was considered a person with a significant disability or a most significant disability at any time during his/her VR program.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA

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DE-350	Hourly Wage at Application	The amount of money (to the nearest dollar) earned in a typical week at the time of application.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	No	AWARE	No	Future Reports	Yes	Yes
DE-351	Hours Worked in a Week at Application	The number of hours an individual worked for earnings in a typical week at the time of application. Earnings may have been in the form of wages, salaries, tips, commissions, profits from self-employment, adjusted gross income for salespersons, etc.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-352	SSDI Amount At Application	The monthly amount of SSDI received by the individual.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-353	SSI Amount At Application	The monthly payment to the individual under the Federal program of SSI for the aged, blind, and disabled.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-354	TANF Amount At Application	The monthly amount of cash public assistance payments made through the federally funded TANF program. If the TANF payment is made to the family unit, use the local disbursing agency's procedure to estimate the individual's portion of the payment.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-355	General Assistance Amount At Application	The amount of general assistance money received at application.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-356	Veteran's Disability Amount At Application	Payments made by the Department of Veterans Affairs for partial or total disability.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-357	Worker's Compensation Amount At Application	The amount of worker's compensation received at application.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-358	Other Public Support Amount At Application	The monthly amount of public support received from all other sources of public support not listed. Other Public Support payments are cash payments to individuals beyond those otherwise listed. Include payments made by Federal, State and local governments for retirement or survivor benefits to the individual as well as unemployment insurance benefits and other temporary payments.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-359	Primary Source of Support at Application	Indicates the individual's largest single source of economic support at application, even if it accounts for less than one-half of the individual's total support.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-360	Medicaid At Application	Refers to individuals receiving Medicaid at application.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-361	Medicare	Refers to individuals receiving Medicare at application.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-362	Public Insurance from Other Sources At Application	Refers to individuals receiving public insurance at application.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-363	Private thru Own Employment At Application	Refers to individuals receiving private insurance at application.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-364	Private Later At Application	Refers to individuals receiving private insurance at a later date at application.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-365	Private thru Other Means At Application	Refers to individuals receiving benefits through their parent/family members' insurance plan.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-366	State or Federal Affordable Care Exchange At Application	Refers to individuals receiving benefits from the state and or federal healthcare exchange at application.	Verified	Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	Yes	Future Reports	Yes	Yes
DE-367	Start Date of Trial Work Experience	The date that the individual's Trial Work Experience began.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-368	End Date of Trial Work Experience	End date of pre-eligibility assessment activities that include trial work experiences and/or extended evaluation.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-369	Date of Eligibility Determination	The date (year, month, and day) that an eligibility determination was made regardless of whether the individual was determined ineligible later in the VR process because of changed circumstances.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA

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DE-370	Date of Placement on Order of Selection (OOS) Waiting List	The date when the individual was placed on an OOS waiting list.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-371	Date of Exit from OOS Waiting List	The date when the individual exited from an OOS waiting list. This date field, if entered, must be after the Date of Placement on OOS Waiting List above.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-372	Date of Individualized Plan for Employment (IPE)	The date (year, month, and day) on which the first IPE for the individual became effective.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-373	Supported Employment Goal on Current IPE	For individuals who had an employment goal of supported employment in their IPE at some point during their rehabilitation and received supported employment services	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-374	Assessment Services Provided	Provides information on whether services in the category were purchased and/or provided by the VR agency and/or provided by comparable services and benefits providers for the individual. Include all services furnished over the life of the service record for the individual.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-375	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services. The following codes are used to capture this information. For each service category, select the code that best describes from which service provider type the majority of the purchased services provided to the individual originated over the life of the service record	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-376	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-377	Title VI Funds Used to Purchase Services	Records all expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-378	Comparable Services and Benefits Providers	Describes the service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-379	Diagnosis/Treatment Services Provided	Diagnosis and treatment of impairments means: a) Corrective surgery or therapeutic treatment b) Diagnosis and treatment for mental and emotional disorders by qualified personnel who meet State licensure laws; c) Dentistry; d) Nursing services; e) Necessary hospitalization (either inpatient or outpatient care) in connection with surgery or treatment; f) Drugs and supplies; g) Prescription of prosthetics and/or orthotics related to the individual's diagnosed disability h) Prescription of eyeglasses and visual services, including visual training, related to the individual's diagnosed disability i) Podiatry; j) Physical therapy; k) Occupational therapy; l) Speech or hearing therapy; m) Mental health services;	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA

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		n) Treatment of either acute or chronic medical complications and emergencies that are associated with or arise out of the provision of physical and mental restoration services or that are inherent in the condition under treatment; o) Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies; p) Other medical or medically related rehabilitation services; and q) Medical care for acute conditions arising during rehabilitation and constituting a barrier to the achievement of an employment outcome is also included in this category.								
DE-380	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-381	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-382	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-383	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-384	VR Services Provided	Vocational rehabilitation counseling and guidance includes information and support services to assist an individual in exercising informed choice and is distinct from the case management relationship that exists between the counselor and the individual during the VR process.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-385	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-386	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-387	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-388	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-389	Graduate Services Provided	Full-time or part-time academic training leading to a degree recognized as being beyond a baccalaureate degree, such as a Master of Science, Arts (M.S. or M.A.) or Doctor of Philosophy (Ph.D.) or Doctor of Jurisprudence (J.D.). Such training would be provided by a college or university.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-390	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-391	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA

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DE-392	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-393	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-394	College Services Provided	Full-time or part-time academic training leading to a baccalaureate degree, a certificate, or other recognized educational credential. Such training may be provided by a four-year college or university or technical college.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-395	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-396	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-397	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-398	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-399	Junior College Services Provided	Full-time or part-time academic training above the high school level leading to an associate degree, a certificate, or other recognized educational credential. Such training may be provided by a community college, junior college, or technical college.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-400	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-401	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-402	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-403	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-404	Occupational/Vocational Services Provided	Occupational, vocational, or job skill training provided by a community college and/or business, vocational/trade or technical school to prepare students for gainful employment in a recognized occupation, not leading to an academic degree.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-405	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-406	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-407	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes

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DE-408	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-409	On-the-job Training Services Provided	Training in specific job skills by a prospective employer.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-410	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-411	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-412	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-413	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-414	Apprenticeship Training Services Provided	An apprenticeship program is a work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-415	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-416	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-417	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-418	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-419	Basic Academic Remedial or Literacy Training Services Provided	Literacy training or training provided to remediate basic academic skills that are needed to function on the job in the competitive labor market.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-420	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-421	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-422	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-423	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-424	Job Readiness Training Services Provided	Training provided to prepare an individual for the world of work (e.g., appropriate work behaviors, getting to work on time, appropriate dress and grooming, increasing productivity).	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-425	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA

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DE-426	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-427	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-428	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-429	Disability-Related Skills Training Services Provided	Disability-related augmentative skills training includes but is not limited to: orientation and mobility; rehabilitation teaching; training in the use of low vision aids; Braille; speech reading; sign language; and cognitive training/retraining.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-430	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-431	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-432	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-433	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-434	Miscellaneous Training Services Provided	Any training not recorded in one of the other categories listed, including GED or high school training leading to a diploma, or courses taken at four-year, junior or community colleges not leading to a certificate or diploma.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-435	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-436	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-437	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-438	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-439	Job Search Assistance Services Provided	Job search activities support and assist an individual in searching for an appropriate job. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the consumer.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-440	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-441	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA

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DE-442	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-443	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-444	Job Placement Assistance Services Provided	Job placement assistance is a referral to a specific job resulting in an interview, whether or not the individual obtained the job.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-445	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-446	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-447	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-448	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-449	On-the-job Supports –Short Term Services Provided	Support services provided to an individual who has been placed in employment in order to stabilize the placement and enhance job retention. Such services include short-term job coaching for persons who do not have a supported employment goal consistent with the employment goal on the IPE.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-450	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-451	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-452	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-453	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-454	On-the-job Supports – Supported Employment Services Provided	On-going support services and other appropriate services needed to support and maintain an individual with a most significant disability in supported employment for a period of time generally not to exceed 18 months.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-455	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-456	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-457	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-458	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA

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DE-459	Transportation Services Provided	Transportation, including adequate training in the use of public transportation vehicles and systems, means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a VR service	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-460	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-461	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-462	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-463	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-464	Maintenance Services Provided	Maintenance means monetary support provided for those expenses such as food, shelter and clothing that are in excess of the normal expenses of the individual, and that are necessitated by the individual's participation in an assessment for determining eligibility and VR needs or while receiving services under an IPE.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-465	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-466	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-467	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-468	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-469	Rehabilitation Technology Services Provided	Rehabilitation technology means the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, individuals with disabilities in areas that include education, rehabilitation, employment, transportation, independent living, recreation, home and vehicular modification, other assistive devices including, but not limited to hearing aids, low vision aids and wheelchairs.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-470	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-471	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-472	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-473	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA

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DE-474	Reader Services Services Provided	Reader services are for individuals who cannot read print because of blindness or other disability.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-475	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-476	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-477	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-478	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-479	Interpreter Services Services Provided	Interpreter services are sign language or oral interpretation services for individuals who are deaf or hard of hearing and tactile interpretation services for individuals who are deaf-blind.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-480	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-481	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-482	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-483	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-484	Personal Attendant Services Services Provided	Interpreter services are sign language or oral interpretation services for individuals who are deaf or hard of hearing and tactile interpretation services for individuals who are deaf-blind.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-485	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-486	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-487	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-488	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-489	Technical Assistance Services Services Provided	Type of technical assistance services provided to individual.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-490	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-491	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-492	Title VI Funds Used to Purchase Services	Technical assistance and other consultation services provided to conduct market analyses, to develop business plans, and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-493	Comparable Services and Benefits Providers	Provider of comparable services and benefits providers.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-494	Information & Referral Services Services Provided	Type of information and referral services provided.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-495	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-496	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-497	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-498	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-499	Benefits Counseling Services Provided	Assistance provided to an individual who is interested in becoming employed, but is uncertain of the impact work income will have on any disability benefits and entitlements being received, and/or is not aware of benefits, such as access to healthcare, that might be available to support any work attempt.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-500	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-501	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-502	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-503	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-504	Customized Employment Services Services Provided	Services that involve a blend of flexible strategies that result in the provision of individually negotiated and designed services, supports, and job opportunities for an individual and that lead to an employment outcome of customized employment, including self-employment.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-505	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-506	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-507	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-508	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-509	Other Services Services Provided	Use this category for all other VR services that cannot be recorded elsewhere. Included here are occupational licenses, tools and equipment, initial stocks and supplies.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-510	Primary Purchased VR Service Provider Type	Provides information on what type of service provider provided the purchased services.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-511	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	The costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-512	Title VI Funds Used to Purchase Services	All expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	No	Future Reports	Yes	Yes
DE-513	Comparable Services and Benefits Providers	The service providers who provided the individual with a comparable service or benefit.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-514	Number of Jobs at Closure	Captures the number of separate jobs consistent with the employment goal on an individual's IPE and primary employment goal SOC codes that the individual held at the time of closure.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-515	Primary Occupation at Closure	For an individual who achieved an employment outcome, this is the six-digit SOC code to describe the individual's occupation when the service record was closed.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-516	Start Date of Employment in Primary Occupation at Closure	the date when the individual began the job	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	No	Future Reports	No	NA
DE-517	Employment Status at Closure	For an individual who achieved an employment outcome, this is the applicable one-digit code that describes the employment outcome of the individual when his or her service record was closed.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-518	Hourly Wage at Closure	This is the amount of money (to the nearest dollar) the individual earned in a typical week after achieving an employment outcome consistent with the employment goal on an individual's IPE, at the time the service record was closed and includes all income from wages, salaries, tips, and commissions received as income before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.	Verified	Policy Directive - RSA-911 PD 14-01.doc Supporting Statement for PROPOSED WIOA RSA-911.pdf	No	AWARE	No	Future Reports	Yes	Yes
DE-519	Hours Worked in a Week at Closure	Amount of hours an individual worked at time of closure of record.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-520	SSDI Amount	Social security disability insurance received at closure.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-521	SSI Amount	The monthly payment to the individual under the Federal program of SSI for the aged, blind, and disabled. Only the individual's portion of the payment should be recorded here.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-522	TANF Amount	The monthly amount of cash public assistance payments made through the federally funded TANF program.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-523	General Assistance Amount	Source of income from which the individual received funding.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-524	Veteran's Disability Amount	Payments made by the Department of Veterans Affairs for partial or total disability.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-525	Worker's Compensation Amount	Source of income from which the individual received funding.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-526	Other Public Support Amount	The monthly amount of public support received from all other sources of public support not listed.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-527	Primary Source of Support at Closure	Indicates the individual's largest single source of economic support at the time the service record was closed, even if it accounts for less than one-half of the individual's total support.	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-528	Medicaid	Medicaid is primary source of support at closure	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-529	Medicare	Medicare is primary source of support at closure	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-530	Public Insurance from Other Sources	Public insurance is primary source of support at closure	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-531	Private thru Own Employment	Private thru own employment is primary source of support at closure	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-532	Private Later	Private insurance later is primary source of support at closure	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-533	Private thru Other Means	Individuals receiving benefits through their parent/family members' insurance plan	Verified	Policy Directive - RSA-911 PD 14-01.doc	Yes	AWARE	Yes	Future Reports	No	NA
DE-534	State or Federal Affordable Care Exchange	Received benefits from state or federal healthcare exchange at closure	Verified	Supporting Statement for PROPOSED WIOA RSA-911.pdf	Yes	AWARE	Yes	Future Reports	Yes	Yes
DE-535	Type of Closure	Type of closure source	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-536	Reason for Closure	Identifies the reason for closing the service record of an individual.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	Yes	Future Reports	No	NA
DE-537	Date of Closure	The date when the individual's service record was closed by the State VR agency.	Verified	Policy Directive - RSA-911 PD 14-01.doc	No	AWARE	No	Future Reports	No	NA
DE-538	Calendar Year	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-539	Calendar Quarter	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-540	Start Date of Pre-employment Transition Services	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-541	Primary Occupation at Application	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-542	Organizations Referred To	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-543	Education Type 1	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-544	Education Type 2	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-545	Education Type 3	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-546	Education Type 4	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-547	Education Type 5	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-548	Education Type 6	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-549	Education Type 7	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-550	Education Type 8	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-551	Education Type 9	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-552	Education Type 10	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-553	Education Type 11	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-554	Education Type 12	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-555	Education Type 13	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-556	Education Type 14	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-557	Education Type 15	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-558	Education Type 16	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-559	Education Type 17	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-560	Education Type 18	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-561	Education Type 19	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-562	Education Type 20	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-563	Education Type 21	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-564	Education Type 22	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-565	Education Type 23	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-566	Education Type 24	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-567	Education Type 25	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-568	Education Type 26	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-569	Education Type 27	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-570	Education Type 28	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-571	Education Type 29	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-572	Student with Disabilities	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-573	State Definition for Age of Students with Disabilities	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-574	Pre-employment Transition Students: Services Provided	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-575	Pre-employment Transition Students: Primary Purchased VR Service Provider Type	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	Yes	Future Reports	Yes	Yes
DE-576	Pre-employment Transition Students: State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-577	Pre-employment Transition Students: Title VI Funds Used to Purchase Services	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-578	Pre-employment Transition Students: Comparable Services and Benefits Providers	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-579	Unemployment Insurance Quarterly Earnings	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-580	Case Service Record Archived Date	To be determined.	New	Supporting Statement for PROPOSED WIOA RSA-911.pdf		AWARE	No	Future Reports	Yes	Yes
DE-581	Reliable Transportation	Indicates whether student has reliable transportation	Verified	20140325 data elements.doc (ABLE Data Fields)	No	ABLE	Yes	Future Reports	No	NA
DE-582	Reliable Child Care	Indicates whether student has reliable child care	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA
DE-583	Release of Information (RIF) Signed	Indicates whether student has signed Release of Information Form (RIF) – Note: DE-583 is more of a filter than a data element. If a student opts not to sign the Release of Information (RIF) form or they revoke a signed RIF, their information will be excluded from any data downloads into the central repository.	Verified	20140325 data elements.doc (ABLE Data Fields)	No	ABLE	Yes	Future Reports	No	NA
DE-584	Student Achievement (exit status)	Indicates student achievement during exit	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA
DE-585	Is Homemaker	Indicates whether student is displaced homemaker	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA
DE-586	Is Institutionalized	Institutionalized status	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA
DE-587	Is In Federal/State Correctional Facility	Correction facility status	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA
DE-588	Is Enrolled	Indicates whether student is enrolled in courses	Verified	20140325 data elements.doc (ABLE Data Fields)	No	ABLE	Yes	Future Reports	No	NA
DE-589	Date of Attendance	Indicates the date of attendance during enrolled courses	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	No	Future Reports	No	NA
DE-590	Attendance Hours	Number of hours of course work	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	No	Future Reports	No	NA
DE-591	Last Update Date	Date when student record was last updated	Verified	20140325 data elements.doc (ABLE Data Fields)	No	ABLE	No	Future Reports	No	NA
DE-592	Is In Local Jail	Indicates whether the student is in a local jail program	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA
DE-593	Is In Community Corrections	Indicates whether the student is in a community corrections program	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA
DE-594	Is In Homeless Program	Indicates whether the student is enrolled in a homeless program	Verified	20140325 data elements.doc (ABLE Data Fields)	No	ABLE	Yes	Future Reports	No	NA
DE-595	Is Homeless	Indicates whether the participant is homeless	Verified	20140325 data elements.doc (ABLE Data Fields)	Yes	ABLE	Yes	Future Reports	No	NA

REQ Id	Data Element Name	Description	Status	Verification Mechanism	Can It Be Blank? (Yes/No)	Source System	Reference Data Candidate	Report (s) of Relevance	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DE-596	GED At Exit	Indicates whether a student has obtained GED at end of program (Note: this information is for individuals receiving ABLE services and this information may only be reportable if the DOL will accept self-reported information)	New	Stakeholder Feedback	Yes	ABLE				
DE-597	Post-Secondary Education At Exit	Indicates whether a student has obtained post-secondary education at end of program (Note: this information is for individuals receiving ABLE services and this information may only be reportable if the DOL will accept self-reported information)	New	Stakeholder Feedback	Yes	ABLE				

## 5.8 Data Details: Lists of Values

**Note: For section 5.6, offerors can address the Data Details: List of Values at the end of this section. Offerors do not have to address each individual Data Detail: List of Values.**

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-1	Gender	1 = Male 2 = Female 9 = Participant did not self-identify M = Male F = Female	OWCMS AWARE ABLE	No	NA
DL-2	Individual with a Disability	1 = Yes 0 = No 9 = Participant did not disclose	OWCMS ABLE	No	NA
DL-3	Category of Disability	1 = Physical Impairment 2 = Mental Impairment 3 = Both Physical and Mental Impairments 9 = Participant did not disclose	OWCMS	No	NA
DL-4	Hispanic / Latino	1 = Yes 0 = No 9 = Participant did not self-identify	OWCMS AWARE ABLE	No	NA
DL-5	American Indian or Alaska Native	1 = Yes 0 = No 9 = Participant did not self-identify	OWCMS AWARE ABLE	No	NA
DL-6	Asian	1 = Yes 0 = No 9 = Participant did not self-identify	OWCMS AWARE ABLE	No	NA
DL-7	Black or African American	1 = Yes 0 = No 9 = Participant did not self-identify	OWCMS AWARE ABLE	No	NA
DL-8	Hawaiian Native or other Pacific Islander	1 = Yes 0 = No 9 = Participant did not self-identify	OWCMS AWARE ABLE	No	NA
DL-9	White	1 = Yes 0 = No 9 = Participant did not self-identify	OWCMS AWARE ABLE	No	NA
DL-10	Veteran Status	1 = Yes 0 = No 9 = Status not known	OWCMS AWARE	No	NA
DL-11	Eligible Veteran Status	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 0 = No	OWCMS	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-12	Campaign Veteran	1 = Yes 0 = No	OWCMS	No	NA
DL-13	Disabled Veteran	1 = Yes 2 = Yes, special disabled 0 = No	OWCMS	No	NA
DL-14	Transitioning Service Member	1 = Yes 0 = No	OWCMS	No	NA
DL-15	TAP Workshop in 3 Prior Years	1 = Yes 0 = No	OWCMS	No	NA
DL-16	Post 9/11 Veteran	1 = Yes 0 = No	OWCMS	No	NA
DL-17	Employment Status at Participation	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 0 = Not Employed looking notlooking retired part full 1 = Employment without Supports in Integrated Setting 2 = Extended Employment 3 = Self-employment (except BEP) 4 = State Agency-managed Business Enterprise Program (BEP) 5 = Homemaker 6 = Unpaid Family Worker 7 = Employment with Supports in Integrated Setting 8 = Not employed: Student in Secondary Education 9 = Not employed: All other Students 10 = Not employed: Trainee, Intern or Volunteer 11 = Not employed: Other	OWCMS AWARE ABLE	No	NA
DL-18	UC Eligible Status	1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 0 = Neither Claimant nor Exhaustee	OWCMS	No	NA
DL-19	Highest School Grade Completed	00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = Attained High School Diploma 88 = Attained GED or Equivalent 89 = Attained Certificate of Attendance/Completion 90 = Attained Other Post-Secondary Degree or Certification 91 = Attained Associate Diploma or Degree	OWCMS	No	NA
DL-20	School Status at Participation	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S.	OWCMS	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate			
DL-21	Farmworker Status/MSFW	1 = Farmworker 2 = Migrant 3 = Migrant Farmworker 0 = No	OWCMS	No	NA
DL-22	Type of Qualifying Farm work	1 = Agricultural Production and Services 2 = Food Processing Establishments	OWCMS	No	NA
DL-23	Temporary Assistance to Needy Families (TANF)	1 = Yes 0 = No	OWCMS	No	NA
DL-24	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	1 = SSI 2 = SSDI 3 = Both 0 = No	OWCMS	No	NA
DL-25	Other Public Assistance Recipient	1 = Yes 0 = No	OWCMS	No	NA
DL-26	Homeless Individual and/or runaway youth	1 = Yes 0 = No	OWCMS ABLE	No	NA
DL-27	Offender	1 = Yes 0 = No	OWCMS	No	NA
DL-28	Low Income	1 = Yes 0 = No	OWCMS	No	NA
DL-29	Limited English Language Proficiency	1 = Yes 0 = No	OWCMS	No	NA
DL-30	Single Parent	1 = Yes 0 = No	OWCMS ABLE	No	NA
DL-31	Displaced Homemaker	1 = Yes 0 = No	OWCMS	No	NA
DL-32	Pregnant or Parenting Youth	1 = Yes 0 = No	OWCMS	No	NA
DL-33	Youth Who Needs Additional Assistance	1 = Yes 0 = No	OWCMS	No	NA
DL-34	Basic Literacy Skills Deficiency	1 = Yes 0 = No	OWCMS	No	NA
DL-35	Foster Care Youth	1 = Yes 0 = No	OWCMS	No	NA
DL-36	Adult (local formula)	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-37	Dislocated Worker (local formula)	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-38	Youth (Statewide 15% Activities)	1 = Yes, Received Statewide 15% Funded Services Only 2 = Yes, Received both Statewide 15% and Local Formula Funded Services 0 = No, Did not receive Statewide 15% Funded Services 9 = Unknown	OWCMS	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-39	Dislocated Worker (Statewide 15% Activities)	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-40	Adult (Statewide 15% Activities)	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-41	Incumbent Worker (Statewide 15% Activities)	1 = Statewide 15% only 2 = Local Formula only (waiver) 3 = Both 15% and Local Formula 0 = No	OWCMS	No	NA
DL-42	Rapid Response	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-43	Rapid Response (Additional Assistance)	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-44	Adult Education	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-45	Job Corps	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-46	National Farmworker Jobs Program	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-47	Indian and Native American Programs	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-48	Veterans' Programs	1 = Yes, Both LVER and DVOP 2 = Yes, LVER Only 3 = Yes, DVOP Only 4 = Yes, VWIP Only 5 = Yes, Both LVER and DVOP and VWIP 6 = Yes, LVER Only and VWIP 7 = Yes, DVOP Only and VWIP 0 = No 9 = Unknown	OWCMS	No	NA
DL-49	Trade Adjustment Assistance (TAA)	1 = TAA 2 = NAFTA-TAA 3 = Both TAA and NAFTA-TAA 0 = No 9 = Unknown	OWCMS	No	NA
DL-50	Vocational Education	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-51	Vocational Rehabilitation	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-52	Wagner-Peyser Act	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-53	Referred from Wagner-Peyser to WIA	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-54	YouthBuild (Dept. of Housing and Urban Development)	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-55	Title V Older Worker Program	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-56	Employment and Training Services Related to Food Stamps	1 = Yes 0 = No 9 = Unknown	OWCMS	No	NA
DL-57	Other WIA or Non-WIA Programs	1 = Yes, Other WIA or Non-WIA Programs 2= Yes, ARRA 3= Yes, Both Other WIA or Non-WIA Programs and ARRA 0 = No	OWCMS	No	NA
DL-58	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Family Care 05 = Reservists Called to Active Duty 06 = Relocated to Mandated Residential Program 98 = Retirement 99 = Not a Valid SSN Blank = the participant exited for a reason other than one of the conditions described above	OWCMS	No	NA
DL-59	Received Pre-Vocational Activities	1 = Yes 0 = No	OWCMS	No	NA
DL-60	Type of Training Service #1	01 = On-the-Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training 04 = Adult Education & Literacy Activities in Combination with Training 05 = Customized Training 06 = Other Occupational Skills Training 07= Remedial Training (ABE/ESL – TAA only) 08= Prerequisite Training 09= Apprenticeship Training 10= Other basic skills training (WIA Youth) 00= No Training Service	OWCMS	No	NA
DL-61	Training Completed #1	1 = Yes 0 = No (Withdraw)	OWCMS	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-62	Type of Training Service #2	01 = On-the-Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training 04 = Adult Education & Literacy Activities in Combination with Training 05 = Customized Training 06 = Other Occupational Skills Training 07= Remedial Training (ABE/ESL – TAA only) 08= Prerequisite Training 09= Apprenticeship Training 10= Other basic skills training (WIA Youth) 00= No Training Service	OWCMS	No	NA
DL-63	Training Completed #2	1 = Yes 0 = No (Withdraw)	OWCMS	No	NA
DL-64	Type of Training Service #3	01 = On-the-Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training 04 = Adult Education & Literacy Activities in Combination with Training 05 = Customized Training 06 = Other Occupational Skills Training 07= Remedial Training (ABE/ESL – TAA only) 08= Prerequisite Training 09= Apprenticeship Training 10= Other basic skills training (WIA Youth) 00= No Training Service	OWCMS	No	NA
DL-65	Training Completed #3	1 = Yes 0 = No (Withdraw)	OWCMS	No	NA
DL-66	Established Individual Training Account (ITA)	1 = Yes 0 = No	OWCMS	No	NA
DL-67	Pell Grant Recipient	1 = Yes 0 = No	OWCMS	No	NA
DL-68	Distance Learning	1 = Yes 0 = No	OWCMS	No	NA
DL-69	Enrolled in Education	1 = Yes 0 = No	OWCMS	No	NA
DL-70	Received Supportive Services (except needs-related payments)	1 = Yes 0 = No	OWCMS	No	NA
DL-71	Received Needs-Related Payments	1 = Yes 0 = No	OWCMS	No	NA
DL-72	Received Services through a Disaster National Emergency Grant	0 = Did not receive services through a disaster NEG 1 = Temporary job and workforce services 2 = Temporary job only 3 = Workforce services only	OWCMS	No	NA
DL-73	Employed in 1st Quarter After Exit Quarter	1 = Yes 0 = No 3 = Information not yet available Additional	OWCMS	Yes	No
DL-74	Type of Employment Match 1st Quarter After Exit Quarter	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM) 3 = Military Employment Records (DOD)	OWCMS	Yes	No

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available 0 = Not employed			
DL-75	Entered Training-Related Employment	1 = Yes 0 = No 9 = Unknown	OWCMS	Yes	No
DL-76	Entered non-Traditional Employment	1 = Yes 0 = No 9 = Unknown	OWCMS	Yes	No
DL-77	Employed in 2nd Quarter After Exit Quarter	1 = Yes 0 = No 3 = Information not yet available	OWCMS	Yes	No
DL-78	Type of Employment Match 2nd Quarter After Exit Quarter	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available 0 = Not employed	OWCMS	Yes	No
DL-79	Employed in 3rd Quarter After Exit Quarter	1 = Yes 0 = No 3 = Information not yet available	OWCMS	Yes	No
DL-80	Type of Employment Match 3rd Quarter After Exit Quarter	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available 0 = Not employed	OWCMS	Yes	No
DL-81	Employed in 4th Quarter After Exit Quarter	1 = Yes 0 = No 3 = Information not yet available	OWCMS	Yes	No
DL-82	Type of Employment Match 4th Quarter After Exit Quarter	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available 0 = Not employed	OWCMS	Yes	No
DL-83	Type of Recognized Credential	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Post Graduate Degree 5 = Occupational Skills Licensure 6 = Occupational Skills Certificate	OWCMS	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		7 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential			
DL-84	School Status at Exit	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate	OWCMS	No	NA
DL-85	Youth Placement Information	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship 0 = None of the above	OWCMS	No	NA
DL-86	Youth Retention Information	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship 0 = None of the above	OWCMS	No	NA
DL-87	Attained Diploma, GED, or Certificate	1 = Individual attained a secondary school (high school) diploma recognized by the State 2 = Individual attained a GED or high school equivalency diploma recognized by the State 3 = Individual attained a certificate in recognition of an individual's attainment of technical or occupational skills 0 = Individual did not attain a diploma, GED, or certificate	OWCMS	No	NA
DL-88	More Than One Race	1 = Yes Blank = Person did not self-identify	OWCMS	No	NA
DL-89	Recently Separated Veteran (3 yrs.)	1 = Yes 2 = No	OWCMS	No	NA
DL-90	Homeless Veteran	1 = Yes 2 = No	OWCMS	No	NA
DL-91	Interstate Seeker	1 = Yes Blank = Person did not self-identify	OWCMS	No	NA
DL-92	Program Type	ABLE VR WIA ADULT WIA DISLOCATED WORKER WIA INCUMBENT WORKER WIA OLDER YOUTH WIA YOUNGER YOUTH	OWCMS AWARE ABLE	No	NA
DL-93	Educational Degree	0 = No formal schooling 1 = Elementary education (grades 1-8) 2 = Secondary education, no high school diploma (grades 9-12) 3 = Special education certificate of completion/diploma or in attendance 4 = High school graduate or equivalency certificate (GED) 5 = Post-secondary education, no degree or certificate 6 = Post-secondary academic degree, Associate degree 7 = Bachelor's degree 8 = Master's degree 9 = Any degree above a Master's - e.g. Ph.D., Ed.D., J.D. 10 = Vocational/Technical Certificate or License	OWCMS AWARE ABLE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		11 = Occupational credential beyond undergraduate degree work 12 = Occupational credential beyond graduate degree work 10TH 11TH 9TH HS ASSOC CLG13 GED 8TH CLG14 PSDC BACH MASTER CLG15 12TH_NO CLG17 CLG18 VOC_TECH CLG16 7TH NONE DOCTOR 4TH 6TH 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th (no diploma) High school diploma or alternate credential GED Technical certification Some college, no degree Associate's degree Bachelor's degree Master's degree Doctoral degree			
DL-94	Primary Language	AMH = AMHARIC ARA = ARABIC	OWCMS	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		BEL = BELORUSSIAN BEN = BENGALI CAM = CAMBODIAN-KHMER CAN = CANTONESE-CHINESE CHI = CHINESE-SIMPLIFIED CHT = CHINESE-TRADITIONAL ENG = ENGLISH FAR = FARSI FRE = FRENCH GER = GERMAN HEB = HEBREW IRA = IRANIAN(FARSI) ITA = ITALIAN JAP = JAPANESE KOR = KOREAN KU1 = KURDISH-SOUTHERN KUR = KURDISH-NORTHERN LAO = LAOTIAN LIN = LINGALA MAC = MACEDONIAN ORO = OROMO OTH = OTHER POR = PORTUGUESE RUS = RUSSIAN SOM = SOMOLIAN SPA = SPANISH SWA = SWAHILI THA = THAI TIG = TIGRINYA UKR = UKRANIAN VIE = VIETNAMESE			
DL-95	SSI Participant	Not an Applicant Applicant - Allowed Benefits Applicant - Denied Benefits Benefits Discontinued or Terminated Applicant - Status of Application Pending Not Known if an Applicant	AWARE	No	NA
DL-96	Citizenship	US_CITIZEN REG_ALIEN REFUGEE OTH_ALIEN	OWCMS AWARE	No	NA
DL-97	Citizen Status (seeker status)	ACTIVE INACTIVE	NA	No	NA
DL-98	Involvement with Other Agencies and Services at Application	00 = Not provided services or funding from any programs or organizations listed below 01 = American Indian VR Services Program 02 = Centers for Independent Living 03 = Child Protective Services	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
		04 = Community Rehabilitation Programs 05 = Consumer Organizations or Advocacy Groups 06 = Educational Institutions (elementary/secondary) 07 = Educational Institutions (post-secondary) 08 = Employers 09 = Employment Networks (not otherwise listed) 10 = Federal Student Aid (such as, Pell grants, SEOG (Supplemental Educational Opportunity Grant), work study, etc. 11 = Intellectual and Developmental Disabilities Agencies 12 = Medical Health Provider (Public or Private) 13 = Mental Health Provider (Public or Private) 14 = One-stop Employment/Training Centers 15 = Public Housing Authority 16 = Social Security Administration (Disability Determination Service or District office) 17 = State Department of Correction/Juvenile Justice 18 = State Employment Service Agency 19 = Veteran's Administration 20 = Welfare Agency (State or local government) 21 = Worker's Compensation 22 = Other VR State Agencies 23 = Other State Agencies 24 = Other Sources			
DL-99	Living Arrangement at Application	1 = Private Residence (independent, or with family or other person) 2 = Community Residential/Group Home 3 = Rehabilitation Facility 4 = Mental Health Facility 5 = Nursing Home 6 = Adult Correctional Facility 7 = Halfway House 8 = Substance Abuse Treatment Center 9 = Homeless/Shelter 10 = Other	AWARE	No	NA
DL-100	Significance of Disability	0 = No Significant Disability 1 = Significant Disability 2 = Most Significant Disability	AWARE	No	NA
DL-101	Primary Source of Support at Application	1 = Personal Income 2 = Family and Friends 3 = Public Support 4 = All other sources	AWARE	No	NA
DL-102	Medicaid	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-103	Medicare	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-104	Public Insurance from Other Sources	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-105	Private thru Own Employment	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-106	Private Later	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-107	Private thru Other Means	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-108	Assessment Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-109	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-110	Diagnosis/Treatment Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-111	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-112	VR Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-113	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-114	Graduate Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-115	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-116	College Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-117	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-118	Junior College Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-119	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-120	Occupational/Vocational Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-121	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-122	On-the-job Training Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-123	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-124	Apprenticeship Training Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-125	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-126	Basic Academic Remedial or Literacy Training Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-127	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-128	Job Readiness Training Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-129	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-130	Disability-Related Skills Training Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-131	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-132	Miscellaneous Training Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-133	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-134	Job Search Assistance Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-135	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-136	Job Placement Assistance Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-137	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-138	On-the-job Supports –Short Term Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-139	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-140	On-the-job Supports – Supported Employment Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-141	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-142	Transportation Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-143	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-144	Maintenance Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-145	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-146	Rehabilitation Technology Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-147	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-148	Reader Services Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-149	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-150	Interpreter Services Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-151	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-152	Personal Attendant Services Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-153	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-154	Technical Assistance Services Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-155	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-156	Information & Referral Services Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-157	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-158	Benefits Counseling Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-159	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-160	Customized Employment Services Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-161	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-162	Other Services Services Provided	0 = not provided 1 = provided by the VR agency (in-house/by VR staff) 2 = purchased by the VR agency 3 = provided by comparable services and benefits providers 4 = provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers	AWARE	No	NA
DL-163	Primary Purchased VR Service Provider Type	1 = Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government 2 = Private CRPs – private CRPs are programs that are operated as not-for-profit organizations 3 = Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements 4 = Other private service providers – private service providers	AWARE	No	NA
DL-164	Employment Status at Closure	1 = Employment without Supports in Integrated Setting 3 = Self-employment (except BEP) 4 = State Agency-managed Business Enterprise Program (BEP) 5 = Homemaker 6 = Unpaid Family Worker 7 = Employment with Supports in Integrated Setting	AWARE	No	NA
DL-165	Primary Source of Support at Closure	1 = Personal Income 2 = Family and Friends 3 = Public Support 4 = All other sources	AWARE	No	NA
DL-166	Medicaid	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-167	Medicare	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-168	Public Insurance from Other Sources	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-169	Private thru Own Employment	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-170	Private Later	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-171	Private thru Other Means	1 = Yes Blank = No/Did Not Specify	AWARE	No	NA
DL-172	Type of Closure	1 = Exited as an applicant 2 = Exited during or after a trial work experience/extended evaluation 3 = Exited with an employment outcome 4 = Exited without an employment outcome, after receiving services 5 = Exited without an employment outcome, after a signed IPE, but before receiving services 6 = Exited from an order of selection waiting list 7 = Exited without an employment outcome, after eligibility, but before an IPE was signed	AWARE	No	NA
DL-173	Reason for Closure	0 = Achieved employment outcome 1 = Unable to locate or contact 2 = Disability too significant to benefit from VR services - ineligible 3 = No longer interested in receiving services or further services 4 = Death 6 = Transferred to another agency 8 = No disabling condition - ineligible 9 = No impediment to employment - ineligible 10 = Transportation not feasible or available 11 = Does not require VR services - ineligible 12 = Extended services not available 13 = All other reasons 14 = Extended employment 15 = Individual in institution other than a prison or jail 16 = Individual is incarcerated in a prison or jail	AWARE	No	NA
DL-174	Reliable Transportation	1 = Yes 0 = No Blank = Did Not Specify	ABLE	No	NA
DL-175	Reliable Child Care	Yes No NA Blank = Did Not Specify	ABLE	No	NA
DL-176	Release of Information (RIF) Signed	1 = Yes 0 = No	ABLE	No	NA
DL-177	Student Achievement (exit status)	1 = Completed a level and left 2 = Advanced to a higher level 3 = Exit before completing 4 = Progressing at same level	ABLE	No	NA
DL-178	Is Homemaker	1 = Yes 0 = No	ABLE	No	NA

REQ Id	Data Element Name	Values and Description	Source System	Guidance Required? (Yes/No)	Guidance Received? (Yes/No/NA)
DL-179	Is Institutionalized	1 = Yes 0 = No	ABLE	No	NA
DL-180	Is In Federal/State Correctional Facility	1 = Yes 0 = No	ABLE	No	NA
DL-181	Is In Local Jail	1 = Yes 0 = No	ABLE	No	NA
DL-182	Is In Community Corrections	1 = Yes 0 = No	ABLE	No	NA
DL-183	Is In Homeless Program	1 = Yes 0 = No	ABLE	No	NA
DL-184	Is Enrolled	Yes No	ABLE	No	NA
DL-185	Is Homeless	Yes No	ABLE	No	NA

## 5.9 Data Requirements: Standard Rules

REQ Id	Rule	Source System	Exception Criteria (Reject/Warning)
DS-1	The Workforce BI solution must not associate an email address to a citizen if the email address is not consistent with email-address naming standards or does not contain a valid domain (i.e. com, gov, edu, etc.).	All	Reject
DS-2	The Workforce BI solution must standardize all dates to the 'YYYYMMDD' string format.	All	N/A
DS-3	The Workforce BI solution must substitute invalid dates with NULL values.	All	N/A
DS-4	The Workforce BI solution must not associate a phone or fax number to a citizen if it contains more or less than 10 digits.	All	Reject
DS-5	The Workforce BI solution must have the capability to uppercase fields that are used in case sensitive de-duplication rules.	All	N/A
DS-6	The Workforce BI solution must standardize all phone or fax numbers to the 'XXX-XXX-XXXX' string format.	All	N/A

REQ Id	Rule	Source System	Exception Criteria (Reject/Warning)
DS-7	The Workforce BI solution must de-duplicate source data during ingestion.	All	N/A
DS-8	The Workforce BI solution must reject source data values that are not part of the approved reference data list of values (LoVs) (see tab # 8 for approved LoVs).	All	Reject
DS-9	The Workforce BI solution must not create a citizen if the first or last name field provided by a source is blank.	All	Reject
DS-10	The Workforce BI solution must not create a citizen if the first or last name field provided by a source contains any non-alphabetic characters other than hyphens, apostrophes, or quotation marks.	All	Reject
DS-11	The Workforce BI solution must not associate an address to a citizen if the street address field provided by a source is blank.	All	Reject
DS-12	The Workforce BI solution must have the capability to standardize inbound domestic address data according to United States Postal Service reference data.	All	Warning
DS-13	The Workforce BI solution must have the capability to standardize Social Security Numbers (SSNs) to the 'XXX-XX-XXXX' string format	All	N/A
DS-14	The Workforce BI solution must have the capability to flag records with blank SSNs.	All	Warning
DS-15	The Workforce BI solution must not associate a SSN to a citizen profile if the SSN is not 9 digits.	All	Reject
DS-16	The Workforce BI solution must not associate a SSN to a citizen profile if the SSN contains non-numeric characters.	All	Reject
DS-17	The Workforce BI solution must ensure a unique identifier for each source data record, i.e. multiple records with the same identifier within the source data are not allowed.	All	Reject

## 5.10 Data Requirements: Transfer Specs

REQ ID	Source	Description	Delivery Frequency	Delivery Mechanism	Delivery Type	Delivery Location Type	Real-time VS Batch	Encryption (Yes/No)	Format (Embedded Excel Workbook)
DT-1	OWCMS	WIA Extract	Scheduled Quarterly or on demand as required	Flat file Pipe-delimited or Database Pull	Full Refresh	SFTP/Database Staging Area	Batch	Yes	 WIA Extract table fields.xlsx
DT-2	OWCMS	LE Extract	Scheduled Quarterly or on demand as required	Flat file Pipe-delimited or Database Pull	Full Refresh	SFTP/Database Staging Area	Batch	Yes	 LE Extract Header.xlsx
DT-3	OWCMS	Additional Citizen Data	Scheduled Quarterly or on demand as required	Flat file Pipe-delimited or Database Pull	Full Refresh	SFTP/Database Staging Area	Batch	Yes	 JFS_Additional_Citizen_Attributes.xlsx
DT-4	AWARE	RSA 911	Scheduled Quarterly or on demand as required	Flat file Pipe-delimited or Database Pull	Full Refresh	SFTP/Database Staging Area	Batch	Yes	 RSA-911_Header.xlsx
DT-5	AWARE	Additional Citizen Data	Scheduled Quarterly or on demand as required	Flat file Pipe-delimited or Database Pull	Full Refresh	SFTP/Database Staging Area	Batch	Yes	 OOD_Additional_Citizen_Attributes.xlsx
DT-6	ABLE	Student Information	Scheduled Quarterly or on demand as required	Flat file Pipe-delimited or Database Pull	Full Refresh	SFTP/Database Staging Area	Batch	Yes	 BOR_Student_Data_Attributes.xlsx

## 5.11 Additional Data Requirements: Wage Records and Contractor Requirements

The Agencies participating in this Project utilize a set of data contained within their respective Agencies pertaining to Wage Data. Slight variations in this data may exist due to timing, reporting periods, data sourcing methodology and other factors. In general the current set of Wage Data sources and operational considerations applicable to this Project are as follows:

**ERIC** – System that collects general wage data within Ohio.

- This system is owned and operated by ODJFS and accessed through JFS Eric System
- Data extraction and formatting is generally a 2-3 day file turnaround
- Note: it is possible for ERIC to send multiple Wage records for the same individual, if he/she worked for multiple employers.

**WRIS** – System that collects general wage data from all US States.

- This system is owned and operated by the Federal government.

- Accessed through a named State employee who has been granted Federal systems access
- 2 week file turnaround

**FEDES** – US Department of Labor system that collects wage data on federal government jobs from two sources (Note: USPS no longer provides Wage data files):

- This system is provided by the Federal Office of Personnel Management (OPM)
- Included Department of Defense (DOD) data
- Generally 2-3 month file turnaround

The State requires that these sources be included in the formation and publication of a definitive Wage Record for use in the project and any audits (State or Federal) of the underlying data, produced reports and for other reasons that require correlation of a produced report and the underlying Wage Data.

As part of the project, the Contractor will:

- Engage with State Subject Matter Experts to obtain recent extracts of the aforementioned data as currently used by the Agencies participating in this data and include sufficient historical information to perform an analysis to determine the overall consistency of the data and identify variations of any size in the data due to source, timing, extract method, provided data elements and other items as required to establish a definitive Wage Record acceptable by the State for use in this project.
- Design and implement business rules to store only the most recent wage data for a given Case record (e.g. LE, WIA, Mini Seeker, Mini Incumbent Worker), regardless of the Case status (e.g. Active, Open, Exited, etc.). When receiving any new wage data for a given Case record, it will replace any existing wage data with new data that is superior to the existing data.
- Design the system as to include the storage separate wage record for each wage source (ERIC, WRIS, OPM, & Military) as well as the Definitive Wage Record used to assemble all reports in the system, Federal or otherwise as well as the (currently) nine (9) quarterly wages based upon the START and END dates for the client/seeker.
- Ensure that historical “views” of wage data are maintained in the system with date and time stamps as to support audits of the data at any point in time (e.g., multiple views of definitive Wage Records depending on date/time criterion, but only one active set of data)
- Based on the aforementioned Analysis, provide the State a recommendation as to the most appropriate method to incorporate all data sources as to ensure consistency and auditability in the Data Warehouse and all reports produced by the Data Warehouse inclusive of all Federally Mandated Reports (**Deliverable 010**).
- Based on the recommendations, and upon obtaining direction from the State: design; develop; test and implement inclusion of the Definitive Wage Record in the system and ensure that any and all data normalization and data quality rules are implemented as to ensure that the Definitive Wage Record adheres to State approved requirements.

**Additional Reference Information**

- Additional Information pertinent to better understanding the current Wage Record systems and process environment are provided to offerors in the embedded Microsoft Word Document



## 5.12 Data Requirements: Integration

REQ Id	Integration Rule	Precedence
DI-1	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: SSN, First Name, and Last Name	1
DI-2	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: SSN and Data of Birth	2
DI-3	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Gender, and Date of Birth.	3
DI-4	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, SSN, and Date of Birth.	4
DI-5	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Gender, Date of Birth, and Zip Code.	5
DI-6	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Date of Birth, Address Line 1, and Zip Code.	6
DI-7	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Gender, Address Line 1, and Zip Code.	7
DI-8	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Gender, Zip, and Phone.	8
DI-9	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Gender, Zip, and Email.	9
DI-10	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Address Line 1, and Zip Code.	10
DI-11	The Workforce BI Solution shall provide the ability to integrate data sources based on the following: First Name, Last Name, Address Line 1, City, State, and Zip Code.	11

## 5.13 Non-Functional Requirements

REQ Id	Description
NF-1	The Workforce BI solution shall be in compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy law as it applies to the State of Ohio as per the security policies outlined by OIT-DAS. Refer to <a href="http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies.aspx">http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies.aspx</a> for information on security policies.
NF-2	The Workforce BI solution shall be in compliance with the Family Educational Rights and Privacy Act (FERPA) as it applies to the State of Ohio.
NF-3	The Workforce BI solution shall be in compliance with all data security and encryption policies as outlined by OIT-DAS pertaining to Personally Identifiable Information (PII). Refer to <a href="http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies.aspx">http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies.aspx</a> for information on security policies.
NF-4	The Workforce BI solution shall comply with solution security requirements of at least the following Federal agencies/entities: Social Security Administration (SSA) IRS - 1075 US Department of Education (DOE) US Department of Labor (DOL)
NF-5	The Workforce BI solution shall conform with the sub-parts of Section 508 of the Americans with Disabilities Act (ADA), Ohio RC4112-05 and any other appropriate State or Federal disability legislation.
NF-6	The Workforce BI solution shall adhere to all legal, statutory, and regulatory requirements, as determined by Ohio leadership.
NF-7	The Workforce BI solution shall be designed and developed to support a 24/7 production environment reporting system.
NF-8	The Workforce BI solution shall provide a mechanism to limit access to view/update information, based on user role and access rights.
NF-9	The Workforce BI solution shall maintain a record (audit trail) of all changes made to data in the solution - automation initiated changes or user initiated changes. This should be readily searchable by user ID, system ID or SSN. This must include but is not limited to: i. The user ID of the person who made the change or system ID if the change was automation generated ii. The date and time of the change iii. The information that was changed iv. The data before and after it was changed v. The data source if the change was automation generated
NF-10	The Workforce BI solution shall prohibit modification/deletion of audit records.

REQ Id	Description
NF-11	The Workforce BI solution shall provide administrators the ability to read all audit information stored in the solution either through database queries or through logs.
NF-12	The Workforce BI solution shall authenticate users before allowing access to functionality by requiring a proper user id. Integrate authentication with State LDAP solution
NF-13	The Workforce BI solution shall prohibit all users read access to the audit records, except those user (administrators) that have been granted explicit read access.
NF-14	The Workforce BI solution shall be able to support Application to Application (A2A) synchronous and asynchronous data retrieval. The messaging capabilities will be able to support a wide variety of A2A patterns including, but not limited to, the following: - Data look-up and retrieval - Data look-up with services provided by other applications - Simple bulk data transfer to/from other Systems
NF-15	If an extract-based data exchange process is implemented, the Workforce BI solution shall provide the capability to perform source to destination file confirmation checks for exchange of data and alert appropriate parties with issues.
NF-16	The Workforce BI solution shall be committed to an advanced approach to interoperability using web services and Service Oriented Architecture (SOA) aligned with State standards and vision for interoperability.
NF-17	The Workforce BI solution shall provide the ability for concurrent users to simultaneously view the same record or report.
NF-18	The Workforce BI solution shall use a state-approved reporting tool for viewing required reports.

## 5.14 Allowable Assumptions

No	Assumptions
1	The data elements have been captured with the intent of the following: a) To fulfill new requirements from the Department of Labor (DOL) for the creation of existing reports IN-HOUSE using the existing WIA and LE extracts b) To fulfill new requirements from the WIOA law for the creation of NEW reports (template to be provided by DOL) using data across the three agencies. Therefore, if any of the aforementioned statements do not hold after final guidance is received, the requirements pertaining to the portion mentioned by the statements will be invalidated.
2	For the WIOA performance measures, agreed upon interpretation of the public law has been used to determine requirements, which will need to be validated once final guidance is received
3	It is expected that appropriate upstream data capturing processes will be modified to fulfill the data requirements of this project that have been mandated by the Federal government, e.g. SSN requirement
4	It is expected that source systems from corresponding agencies will increase their frequency of data match processes with external sources so that data extracts that contain information from such external sources contain the most recent information before being delivered to the Workforce BI Solution. The frequency will be determined based on guidance from the WIOA law.
5	It is expected that an interface agreement (MOU) will be finalized between the Workforce BI Solution and the agency data sources to operationalize the data exchange between Ohio BI and agency systems. Any changes to the MOU due to revised federal guidance will require revision and approval from both parties.
6	The Workforce BI solution is expected to follow existing data security policies/standards currently in place at Ohio Business Intelligence (BI). Any new security policies/standards arising between the completion of requirements and implementation will result in re-evaluation of appropriate data requirements.
7	It is expected that any change in definition of key participant types such as adults, youths, veterans, dislocated workers, disabled individuals and other such citizen types defined in the public law is transparent to the delivery of data to Ohio BI for this project. Such definition changes result in impact to agency data capture processes as opposed to report requirements.
8	It is expected that the on-going extracts/data received from the three agency data sources will incorporate rules to filter or add data based on any changes in definition pending final guidance for key participant types.
9	It is expected that the wage data required for the creation of the reports will be included as part of the extracts/data received from the three agency data sources. This means that the Workforce BI solution is not expected to interface with the Wage Record Information System (WRIS) to match up agency data for this phase of the project.
10	It is expected the DOL will provide additional reporting templates for reporting common performance measures across the three agencies. These will have to be evaluated against requirements in this document.
11	Even though new WIOA data elements are being configured into agency data capturing solutions, it is expected that the use of those data elements is yet to be determined, i.e. how they fit into the extracts being sent to Ohio BI for reporting common measures is still to be decided by Federal government.
12	It is expected that existing data security and auditing standards/policies for Ohio BI shall be leveraged to meet WIOA requirements.
13	It is expected that the literacy and skills gain common measure under WIA will be eliminated under WIOA.
14	It is expected that the integration rules will be further validated through an actual test-run of production-like data from each of the data sources. This exercise could result in the creation of additional or deletion of the proposed rules.
15	The following is the expected technology capabilities available for use in implementation of these requirements at Ohio BI: Oracle version 11.2.0.3 - Operational Data Store (ODS) Cognos version 10.2 - Reporting Tool Informatica Power Center version is 9.5.1 - Extract, Transform, Load (ETL) Tool Informatica Master Data Management (MDM) version 9.0 - MDM Tool WebLogic Application Server 10.3.5 - Application Server for MDM

No	Assumptions
16	It is expected that Higher Education Information (HEI) system and Ohio Department of Education (ODE) systems will be considered as additional data sources to be integrated along with the three sources mentioned in this document to fulfill final federal requirements.
17	It is expected that the GED at exit and the Post-Secondary Education at Exit for ABLE program will be made available within the ABLE system once final guidance is received. If the feasibility is not there, then this data will be integrated through ODE.
18	It is expected that additional data will be required from JFS to incorporate the Eligible Training Providers Online (ETPO) templates. This will require a refinement to the requirements.
19	It is expected that any latest Information Collection Requests (ICR) (including the ICR published on 07/22/15) from the DOL as well as DOE will be incorporated as part of the final requirements for WIOA by refining the requirements mentioned in this document.
20	JFS may request the vendor to include additional data elements, functionality, or processes be captured in this project in order to support the Comprehensive Case Management Program. If additional data elements, functionality or processes are requested, the parties will amend the contract to include this additional work. The Contractor will not perform this work until such time as a written request that includes the scope, timing, applicable deliverables and cost is presented to and approved by the State.

## 6.0 Assumptions

The offeror must list all the assumptions the offeror made in preparing the Proposal. If any assumption is unacceptable to the State, the State may at its sole discretion request that the offeror remove the assumption or choose to reject the Proposal. No assumptions may be included regarding the outcomes of negotiation, terms and conditions, or requirements. Assumptions should be provided as part of the offeror response as a stand-alone response section that is inclusive of all assumptions with reference(s) to the section(s) of the RFP that the assumption is applicable to. Offerors should not include assumptions elsewhere in their response.

### 6.1 Support Requirements

The offeror must describe the support it wants from the State other than what the State has offered in this RFP. Specifically, the offeror must address the following:

- Nature and extent of State support required in terms of staff roles, percentage of time available, and so on;
- Assistance from State staff and the experience and qualification levels required; and
- Other support requirements.

The State may not be able or willing to provide the additional support the offeror lists in this part of its Proposal. The offeror therefore must indicate whether its request for additional support is a requirement for its performance. If any part of the list is a requirement, the State may reject the offeror's Proposal, if the State is unable or unwilling to meet the requirements.

### 6.2 Pre-Existing Materials

The offeror must list any Pre-Existing Materials it owns that will be included in a Deliverable if the offeror wants a proprietary notice on copies that the State distributes. For example, the offeror may have standard user interfaces or standard shells that it incorporates in what is otherwise custom software. (See the Ownership of Deliverables section of the General Terms and Conditions.) The State may reject any Proposal that includes existing materials for a custom solution, if the State believes that such is not appropriate or desirable for the Project.

### 6.3 Commercial Materials

The offeror must list any commercial and proprietary materials that the offeror will deliver that are easily copied, such as Commercial Software, and in which the State will have less than full ownership ("Commercial Materials"). Generally, these will be from third parties and readily available in the open market. The offeror need not list patented parts of equipment, since they are not readily copied. If the offeror expects the State to sign a license for the Commercial Material, the offeror must include the license agreement as an attachment. If the State finds any provisions of the license agreement objectionable and cannot or does not negotiate an acceptable solution with the licensor, regardless of the reason and in the State's sole discretion, then the offeror's Proposal may be rejected. If the State is not going to sign a license, but there will be limits on the State's use of the Commercial Materials different from the standard license in the General Terms and Conditions, then the offeror must detail the unique scope of license here. Unless otherwise provided in this RFP, proposing to use Commercial Materials in a custom solution may be a basis for rejection of the offeror's Proposal, if the State, in its sole discretion, believes that such is not appropriate or desirable for the Project. Any deviation from the standard license, warranty, and other terms in Attachment Four also may result in a rejection of the offeror's Proposal.

If the offeror proposes a Deliverable that contains Commercial Software or other Commercial Materials with terms that differ from the terms in Attachment Four for Commercial Software and Materials, then those terms must be detailed here, and any proposed separate agreement covering those items must be included in the offeror's Proposal. This is required even if the State will not be expected to sign the agreement. Any deviation from the standard terms in Attachment Four may result in a rejection of the offeror's Proposal.

## **Supplement 2:**

**State Security and Privacy Requirements**

**State IT Computing Policy Requirements**

**State Data Handling Requirements**

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## 1. Overview and Scope

This Supplement shall apply to any and all Work, Services, Locations and Computing Elements that the Contractor will perform, provide, occupy or utilize in conjunction with the delivery of work to the State and any access of State resources in conjunction with delivery of work.

This scope shall specifically apply to:

- Major and Minor Projects, Upgrades, Updates, Fixes, Patches and other Software and Systems inclusive of all State elements or elements under the Contractor's responsibility utilized by the State;
- Any systems development, integration, operations and maintenance activities performed by the Contractor;
- Any authorized Change Orders, Change Requests, Statements of Work, extensions or Amendments to this agreement;
- Contractor locations, equipment and personnel that access State systems, networks or data directly or indirectly; and
- Any Contractor personnel, or sub-Contracted personnel that have access to State confidential, personal, financial, infrastructure details or sensitive data.

The terms in this Supplement are additive to the Standard State Terms and Conditions contained elsewhere in this agreement. In the event of a conflict for whatever reason, the highest standard contained in this agreement shall prevail.

## 2. General State Security and Information Privacy Standards and Requirements

The Contractor will be responsible for maintaining information security in environments under the Contractor's management and in accordance with State IT Security Policies. The Contractor will implement an information security policy and security capability as set forth in this agreement.

The Contractor's responsibilities with respect to Security Services will include the following:

- Provide vulnerability management Services for the Contractor's internal secure network connection, including supporting remediation for identified vulnerabilities as agreed.
- Support the implementation and compliance monitoring for State IT Security Policies.
- Develop, maintain, update, and implement security procedures, with State review and approval, including physical access strategies and standards, ID approval procedures and a breach of security action plan.
- Manage and administer access to the systems, networks, System software, systems files and State data, excluding end-users.
- Provide support in implementation of programs to educate State and Contractor end-users and staff on security policies and compliance.
- Install and update Systems software security, assign and reset passwords per established procedures, provide the State access to create User ID's, suspend and delete inactive logon IDs, research system security problems, maintain network access authority, assist in processing State security requests, perform security reviews to confirm that adequate security procedures are in place on an ongoing basis, and provide incident investigation support (jointly with the State ), and provide environment and server security support and technical advice.
- Develop, implement, and maintain a set of automated and manual processes to ensure that data access rules are not compromised.
- Perform physical security functions (e.g., identification badge controls, alarm responses) at the facilities under the Contractor's control.
- Prepare an Information Security Controls Document. This document is the security document that is used to capture the security policies and technical controls that the Contractor will implement, as requested by the

State, on Contractor managed systems, supported servers and the LAN within the scope of this agreement. The Contractor will submit a draft document for State review and approval during the transition period.

The State will:

- Develop, maintain and update the State IT Security Policies, including applicable State information risk policies, standards and procedures.
- Provide a State Single Point of Contact with responsibility for account security audits;
- Support intrusion detection and prevention and vulnerability scanning pursuant to State IT Security Policies;
- Provide the State security audit findings material for the Services based upon the security policies, standards and practices in effect as of the Effective Date and any subsequent updates.
- Assist the Contractor in performing a baseline inventory of access IDs for the systems for which the Contractor has security responsibility;
- Authorize User IDs and passwords for the State personnel for the Systems software, software tools and network infrastructure systems and devices under Contractor management;
- Approve non-expiring passwords and policy exception requests, as appropriate.

## **2.1. State Provided Elements: Contractor Responsibility Considerations**

The State is responsible for Network Layer (meaning the internet Protocol suite and the open systems interconnection model of computer networking protocols and methods to process communications across the IP network) system services and functions that build upon State infrastructure environment elements, the Contractor shall not be responsible for the implementation of Security Services of these systems as these shall be retained by the State.

To the extent that Contractor's access or utilize State provided networks, the Contractor is responsible for adhering to State policies and use procedures and do so in a manner as to not diminish established State capabilities and standards.

The Contractor will be responsible for maintaining the security of information in environment elements that it accesses, utilizes, develops or manages in accordance with the State Security Policy. The Contractor will implement information security policies and capabilities, upon review and agreement by the State, based on the Contractors standard service center security processes that satisfy the State's requirements contained herein.

The Contractor's responsibilities with respect to security services must also include the following:

- Support intrusion detection & prevention including prompt agency notification of such events, reporting, monitoring and assessing security events.
- Provide vulnerability management services including supporting remediation for identified vulnerabilities as agreed.
- Support the State IT Security Policy which includes the development, maintenance, updates, and implementation of security procedures with the agency's review and approval, including physical access strategies and standards, ID approval procedures and a breach of security action plan.
- Support OIT in the implementation, maintenance and updating of statewide data security policies, including the State information risk policies, standards and procedures.
- Managing and administering access to the systems, networks, Operating Software or System Software, (including programs, device drivers, microcode and related code supporting documentation and media that: 1) perform tasks basic to the functioning of data processing and network connectivity; and 2) are required to operate Applications Software), systems files and the State Data.
- Supporting the State in implementation of programs to raise the awareness of End Users and staff personnel as to the existence and importance of security policy compliance.

- Installing and updating State provided or approved system security Software, assigning and resetting passwords per established procedures, providing the agency access to create user ID's, suspend and delete inactive logon IDs, research system security problems, maintain network access authority, assisting in processing the agency requested security requests, performing security audits to confirm that adequate security procedures are in place on an ongoing basis, with the agency's assistance providing incident investigation support, and providing environment and server security support and technical advice.
- Developing, implementing, and maintaining a set of automated and manual processes so that the State data access rules, as they are made known by the State, are not compromised.
- Performing physical security functions (e.g., identification badge controls, alarm responses) at the facilities under Contractor control.

## 2.2. Periodic Security and Privacy Audits

The State shall be responsible for conducting periodic security and privacy audits and generally utilizes members of the OIT Chief Information Security Officer and Privacy teams, the OBM Office of Internal Audit and the Auditor of State, depending on the focus area of an audit. Should an audit issue or finding be discovered the following resolution path shall apply:

- If a security or privacy issue is determined to be pre-existing to this agreement, the State will have responsibility to address or resolve the issue. Dependent on the nature of the issue the State may elect to contract with the Contractor under mutually agreeable terms for those specific resolution services at that time or elect to address the issue independent of the Contractor.
- For in-scope environments and services, all new systems implemented or deployed by the Contractor shall comply with State security and privacy policies.

## 2.3. Annual Security Plan: State and Contractor Obligations

The Contractor will develop, implement and thereafter maintain annually a Security Plan for review, comment and approval by the State Information Security and Privacy Officer, that a minimum must include and implement processes for the following items related to the system and services:

- Security policies
- Logical security controls (privacy, user access and authentication, user permissions, etc.)
- Technical security controls and security architecture (communications, hardware, data, physical access, software, operating system, encryption, etc.)
- Security processes (security assessments, risk assessments, incident response, etc.)
- Detail the technical specifics to satisfy the following:
  - Network segmentation
  - Perimeter security
  - Application security and data sensitivity classification
  - PHI and PII data elements
  - Intrusion management
  - Monitoring and reporting
  - Host hardening
  - Remote access
  - Encryption
  - State-wide active directory services for authentication
  - Interface security
  - Security test procedures
  - Managing network security devices

- Security patch management
- Detailed diagrams depicting all security-related devices and subsystems and their relationships with other systems for which they provide controls
- Secure communications over the Internet

The Security Plan must detail how security will be controlled during the implementation of the System and Services and contain the following:

- High-level description of the program and projects
- Security risks and concerns
- Security roles and responsibilities
- Program and project security policies and guidelines
- Security-specific project deliverables and processes
- Security team review and approval process
- Security-Identity management and Access Control for Contractor and State joiners, movers, and leavers
- Data Protection Plan for personal/sensitive data within the projects
- Business continuity and disaster recovery plan for the projects
- Infrastructure architecture and security processes
- Application security and industry best practices for the projects
- Vulnerability and threat management plan (cyber security)

## **2.4. State Network Access (VPN)**

Any remote access to State systems and networks, Contractor or otherwise, must employ secure data transmission protocols, including the secure sockets layer (SSL) protocol and public key authentication, signing and encryption. In addition, any remote access solution must use Secure Multipurpose Internet Mail Extensions (S/MIME) to provide encryption and non-repudiation services through digital certificates and the provided PKI. Multi-factor authentication is to be employed for users with privileged network access by leveraging the State of Ohio RSA solution.

## **2.5. Security and Data Protection.**

All Services must also operate at the [moderate level baseline] as defined in the National Institute of Standards and Technology (“NIST”) 800-53 Rev. 3 [moderate baseline requirements], be consistent with Federal Information Security Management Act (“FISMA”) requirements, and offer a customizable and extendable capability based on open-standards APIs that enable integration with third party applications. Additionally, they must provide the State’s systems administrators with 24x7 visibility into the services through a real-time, web-based “dashboard” capability that enables them to monitor, in real or near real time, the Services’ performance against the established SLAs and promised operational parameters.

## **2.6. State Information Technology Policies**

The Contractor is responsible for maintaining the security of information in environment elements under direct management and in accordance with State Security policies and standards. The Contractor will implement information security policies and capabilities as set forth in Statements of Work and, upon review and agreement by the State, based on the Offeror’s standard service center security processes that satisfy the State’s requirements contained herein. The Offeror’s responsibilities with respect to security services include the following:

- Support intrusion detection & prevention including prompt agency notification of such events, reporting, monitoring and assessing security events.

- Support the State IT Security Policy which includes the development, maintenance, updates, and implementation of security procedures with the agency’s review and approval, including physical access strategies and standards, ID approval procedures and a breach of security action plan.
- Managing and administering access to the Operating Software, systems files and the State Data.
- Installing and updating State provided or approved system security Software, assigning and resetting administrative passwords per established procedures, providing the agency access to create administrative user ID’s, suspending and deleting inactive logon IDs, researching system security problems, maintaining network access authority, assist processing of the agency requested security requests, performing security audits to confirm that adequate security procedures are in place on an ongoing basis, with the agency’s assistance providing incident investigation support, and providing environment and server security support and technical advice.
- Developing, implementing, and maintaining a set of automated and manual processes so that the State data access rules are not compromised.
- Where the Contractor identifies a potential issue in maintaining an “as provided” State infrastructure element with the more stringent requirement of an agency security policy (which may be federally mandated or otherwise required by law), identifying to agencies the nature of the issue, and if possible, potential remedies for consideration by the State agency.
- The State shall be responsible for conducting periodic security and privacy audits and generally utilizes members of the OIT Chief Information Security Officer and Privacy teams, the OBM Office of Internal Audit and the Auditor of State, depending on the focus area of an audit. Should an audit issue be discovered the following resolution path shall apply:
  - If a security or privacy issue is determined to be pre-existing to this agreement, the State will have responsibility to address or resolve the issue. Dependent on the nature of the issue the State may elect to contract with the Contractor under mutually agreeable terms for those specific resolution services at that time or elect to address the issue independent of the Contractor.
  - If over the course of delivering services to the State under this Statement of Work for in-scope environments the Contractor becomes aware of an issue, or a potential issue that was not detected by security and privacy teams the Contractor is to notify the State within two (2) hours. This notification shall not minimize the more stringent Service Level Agreements pertaining to security scans and breaches contained herein, which due to the nature of an active breach shall take precedence over this notification. Dependent on the nature of the issue the State may elect to contract with the Contractor under mutually agreeable terms for those specific resolution services at that time or elect to address the issue independent of the Contractor.
  - For in-scope environments and services, all new systems implemented or deployed by the Contractor shall comply with State security and privacy policies.

The Contractor will comply with State Security and Privacy policies and standards. For purposes of convenience, a compendium of links to this information is provided in the Table below.

**State of Ohio Security and Privacy Policies**

Item	Link
Statewide IT Standards	<a href="http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITStandards.aspx">http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITStandards.aspx</a>
Statewide IT Bulletins	<a href="http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITBulletins.aspx">http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITBulletins.aspx</a>
IT Policies and Standards	<a href="http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies/tabid/107/Default.aspx">http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies/tabid/107/Default.aspx</a>
DAS Standards (Computing and??)	100-11 Protecting Privacy), (700 Series – Computing) and (2000 Series – IT Operations and Management) <a href="http://das.ohio.gov/Divisions/DirectorsOffice/EmployeesServices/DASPolicies/tabid/463/Default.aspx">http://das.ohio.gov/Divisions/DirectorsOffice/EmployeesServices/DASPolicies/tabid/463/Default.aspx</a>

**3. State and Federal Data Privacy Requirements**

Because the privacy of individuals’ personally identifiable information (PII) and State Sensitive Information, generally information that is not subject to disclosures under Ohio Public Records law, (SSI) is a key element to maintaining the public’s trust in working with the State, all systems and services shall be designed and shall function according to the following fair information practices principles. To the extent that personally identifiable

information in the system is “protected health information” under the HIPAA Privacy Rule, these principles shall be implemented in alignment with the HIPAA Privacy Rule. To the extent that there is PII in the system that is not “protected health information” under HIPAA, these principles shall still be implemented and, when applicable, aligned to other law or regulation.

All parties to this agreement specifically agree to comply with state and federal confidentiality and information disclosure laws, rules and regulations applicable to work associated with this RFP including but not limited to:

- United States Code 42 USC 1320d through 1320d-8 (HIPAA);
- Code of Federal Regulations, 42 CFR 431.300, 431.302, 431.305, 431.306, 435.945, 45 CFR 164.502 (e) and 164.504 (e);
- Ohio Revised Code, ORC 173.20, 173.22, 1347.01 through 1347.99, 2305.24, 2305.251, 3701.243, 3701.028, 4123.27, 5101.26, 5101.27, 5101.572, 5112.21, and 5111.61; and
- Corresponding Ohio Administrative Code Rules and Updates.
- Systems and Services must support and comply with the State’s security operational support model which is aligned to NIST 800-53 Revision 3.

### 3.1. Protection of State Data

**Protection of State Data.** To protect State Data as described in this agreement, in addition to its other duties regarding State Data, Contractor will:

- Maintain in confidence any personally identifiable information (“PI”) and State Sensitive Information (“SSI”) it may obtain, maintain, process, or otherwise receive from or through the State in the course of the Agreement;
- Use and permit its employees, officers, agents, and independent contractors to use any PI/SSI received from the State solely for those purposes expressly contemplated by the Agreement;
- Not sell, rent, lease or disclose, or permit its employees, officers, agents, and independent contractors to sell, rent, lease, or disclose, any such PI/SSI to any third party, except as permitted under this Agreement or required by applicable law, regulation, or court order;
- Take all commercially reasonable steps to (a) protect the confidentiality of PI/SSI received from the State and (b) establish and maintain physical, technical and administrative safeguards to prevent unauthorized access by third parties to PI/SSI received by Contractor from the State;
- Give access to PI/SSI of the State only to those individual employees, officers, agents, and independent contractors who reasonably require access to such information in connection with the performance of Contractor’s obligations under this Agreement;
- Upon request by the State, promptly destroy or return to the State in a format designated by the State all PI/SSI received from the State;
- Cooperate with any attempt by the State to monitor Contractor’s compliance with the foregoing obligations as reasonably requested by the State from time to time. The State shall be responsible for all costs incurred by Contractor for compliance with this provision of this subsection;
- Establish and maintain data security policies and procedures designed to ensure the following:
  - a) Security and confidentiality of PI/SSI;
  - b) Protection against anticipated threats or hazards to the security or integrity of PI/SSI; and
  - c) Protection against the unauthorized access or use of PI/SSI.

#### 3.1.1. Disclosure

**Disclosure to Third Parties.** This Agreement shall not be deemed to prohibit disclosures in the following cases:

- Required by applicable law, regulation, court order or subpoena; provided that, if the Contractor or any of its representatives are ordered or requested to disclose any information provided by the State, whether PI/SSI or otherwise, pursuant to court or administrative order, subpoena, summons, or other legal process, Contractor will promptly notify the State (unless prohibited from doing so by law, rule, regulation or court order) in order

that the State may have the opportunity to seek a protective order or take other appropriate action. Contractor will also cooperate in the State's efforts to obtain a protective order or other reasonable assurance that confidential treatment will be accorded the information provided by the State. If, in the absence of a protective order, Contractor is compelled as a matter of law to disclose the information provided by the State, Contractor may disclose to the party compelling disclosure only the part of such information as is required by law to be disclosed (in which case, prior to such disclosure, Contractor will advise and consult with the State and its counsel as to such disclosure and the nature of wording of such disclosure) and Contractor will use commercially reasonable efforts to obtain confidential treatment therefore;

- To State auditors or regulators;
- To service providers and agents of either party as permitted by law, provided that such service providers and agents are subject to binding confidentiality obligations; or
- To the professional advisors of either party, provided that such advisors are obligated to maintain the confidentiality of the information they receive.

### **3.2. Handling the State's Data**

The Contractor must use due diligence to ensure computer and telecommunications systems and services involved in storing, using, or transmitting State Data are secure and to protect that data from unauthorized disclosure, modification, or destruction. "State Data" includes all data and information created by, created for, or related to the activities of the State and any information from, to, or related to all persons that conduct business or personal activities with the State. To accomplish this, the Contractor must adhere to the following principles:

- Apply appropriate risk management techniques to balance the need for security measures against the sensitivity of the State Data.
- Ensure that its internal security policies, plans, and procedures address the basic security elements of confidentiality, integrity, and availability.
- Maintain plans and policies that include methods to protect against security and integrity threats and vulnerabilities, as well as detect and respond to those threats and vulnerabilities.
- Maintain appropriate identification and authentication processes for information systems and services associated with State Data.
- Maintain appropriate access control and authorization policies, plans, and procedures to protect system assets and other information resources associated with State Data.
- Implement and manage security audit logging on information systems, including computers and network devices.

### **3.3. Contractor Access to State Networks Systems and Data**

The Contractor must maintain a robust boundary security capacity that incorporates generally recognized system hardening techniques. This includes determining which ports and services are required to support access to systems that hold State Data, limiting access to only these points, and disable all others.

To do this, the Contractor must:

- Use assets and techniques such as properly configured firewalls, a demilitarized zone for handling public traffic, host-to-host management, Internet protocol specification for source and destination, strong authentication, encryption, packet filtering, activity logging, and implementation of system security fixes and patches as they become available.
- Use two-factor authentication to limit access to systems that contain particularly sensitive State Data, such as personally identifiable data.
- Assume all State Data and information is both confidential and critical for State operations, and the Contractor's security policies, plans, and procedure for the handling, storage, backup, access, and, if appropriate, destruction of that data must be commensurate to this level of sensitivity unless the State instructs the Contractor otherwise in writing.

- Employ appropriate intrusion and attack prevention and detection capabilities. Those capabilities must track unauthorized access and attempts to access the State's Data, as well as attacks on the Contractor's infrastructure associated with the State's data. Further, the Contractor must monitor and appropriately address information from its system tools used to prevent and detect unauthorized access to and attacks on the infrastructure associated with the State's Data.
- Use appropriate measures to ensure that State Data is secure before transferring control of any systems or media on which State Data is stored. The method of securing the State Data must be appropriate to the situation and may include erasure, destruction, or encryption of the State Data before transfer of control. The transfer of any such system or media must be reasonably necessary for the performance of the Contractor's obligations under this Contract.
- Have a business continuity plan in place that the Contractor tests and updates at least annually. The plan must address procedures for response to emergencies and other business interruptions. Part of the plan must address backing up and storing data at a location sufficiently remote from the facilities at which the Contractor maintains the State's Data in case of loss of that data at the primary site. The plan also must address the rapid restoration, relocation, or replacement of resources associated with the State's Data in the case of a disaster or other business interruption. The Contractor's business continuity plan must address short- and long-term restoration, relocation, or replacement of resources that will ensure the smooth continuation of operations related to the State's Data. Such resources may include, among others, communications, supplies, transportation, space, power and environmental controls, documentation, people, data, software, and hardware. The Contractor also must provide for reviewing, testing, and adjusting the plan on an annual basis.
- Not allow the State's Data to be loaded onto portable computing devices or portable storage components or media unless necessary to perform its obligations under this Contract properly. Even then, the Contractor may permit such only if adequate security measures are in place to ensure the integrity and security of the State Data. Those measures must include a policy on physical security for such devices to minimize the risks of theft and unauthorized access that includes a prohibition against viewing sensitive or confidential data in public or common areas.
- Ensure that portable computing devices must have anti-virus software, personal firewalls, and system password protection. In addition, the State's Data must be encrypted when stored on any portable computing or storage device or media or when transmitted from them across any data network.
- Maintain an accurate inventory of all such devices and the individuals to whom they are assigned.

### **3.4. Portable Devices, Data Transfer and Media**

Any encryption requirement identified in this Supplement means encryption that complies with National Institute of Standards Federal Information Processing Standard 140-2 as demonstrated by a valid FIPS certificate number. Any sensitive State Data transmitted over a network, or taken off site via removable media must be encrypted pursuant to the State's Data encryption standard ITS-SEC-01 Data Encryption and Cryptography.

The Contractor must have reporting requirements for lost or stolen portable computing devices authorized for use with State Data and must report any loss or theft of such to the State in writing as quickly as reasonably possible. The Contractor also must maintain an incident response capability for all security breaches involving State Data whether involving mobile devices or media or not. The Contractor must detail this capability in a written policy that defines procedures for how the Contractor will detect, evaluate, and respond to adverse events that may indicate a breach or attempt to attack or access State Data or the infrastructure associated with State Data.

To the extent the State requires the Contractor to adhere to specific processes or procedures in addition to those set forth above in order for the Contractor to comply with the managed services principles enumerated herein, those processes or procedures are set forth in this agreement.

### **3.5. Limited Use; Survival of Obligations.**

Contractor may use PI/SSI only as necessary for Contractor's performance under or pursuant to rights granted in this Agreement and for no other purpose. Contractor's limited right to use PI/SSI expires upon conclusion, non-renewal or termination of this Agreement for any reason. Contractor's obligations of confidentiality and non-disclosure survive termination or expiration for any reason of this Agreement.

### 3.6. Disposal of PI/SSI.

Upon expiration of Contractor's limited right to use PI/SSI, Contractor must return all physical embodiments to the State or, with the State's permission; Contractor may destroy PI/SSI. Upon the State's request, Contractor shall provide written certification to the State that Contractor has returned, or destroyed, all such PI/SSI in Contractor's possession.

### 3.7. Remedies

If Contractor or any of its representatives or agents breaches the covenants set forth in these provisions, irreparable injury may result to the State or third parties entrusting PI/SSI to the State. Therefore, the State's remedies at law may be inadequate and the State shall be entitled to seek an injunction to restrain any continuing breach. Notwithstanding any limitation on Contractor's liability, the State shall further be entitled to any other rights or remedies that it may have in law or in equity.

### 3.8. Prohibition on Off-Shore and Unapproved Access

The Contractor shall comply in all respects with U.S. statutes, regulations, and administrative requirements regarding its relationships with non-U.S. governmental and quasi-governmental entities including, but not limited to the export control regulations of the International Traffic in Arms Regulations ("ITAR") and the Export Administration Act ("EAA"); the anti-boycott and embargo regulations and guidelines issued under the EAA, and the regulations of the U.S. Department of the Treasury, Office of Foreign Assets Control, HIPAA Privacy Rules and other conventions as described and required in this Supplement.

The Contractor will provide resources for the work described herein with natural persons who are lawful permanent residents as defined in 8 U.S.C. 1101 (a)(20) or who are protected individuals as defined by 8 U.S.C. 1324b(a)(3). It also means any corporation, business association, partnership, society, trust, or any other entity, organization or group that is incorporated to do business in the U.S. It also includes any governmental (federal, state, local), entity.

**The State specifically excludes sending, taking or making available remotely (directly or indirectly), any State information including data, software, code, intellectual property, designs and specifications, system logs, system data, personal or identifying information and related materials out of the United States in any manner,** except by mere travel outside of the U.S. by a person whose personal knowledge includes technical data; or transferring registration, control, or ownership to a foreign person, whether in the U.S. or abroad, or disclosing (including oral or visual disclosure) or transferring in the United States any State article to an embassy, any agency or subdivision of a foreign government (e.g., diplomatic missions); or disclosing (including oral or visual disclosure) or transferring data to a foreign person, whether in the U.S. or abroad.

It is the responsibility of all individuals working at the State to understand and comply with the policy set forth in this document as it pertains to end-use export controls regarding State restricted information.

Where the Contractor is handling confidential employee or citizen data associated with Human Resources data, the Contractor will comply with data handling privacy requirements associated with HIPAA and as further defined by The United States Department of Health and Human Services Privacy Requirements and outlined in <http://www.hhs.gov/ocr/privacysummary.pdf>

It is the responsibility of all Contractor individuals working at the State to understand and comply with the policy set forth in this document as it pertains to end-use export controls regarding State restricted information.

Where the Contractor is handling confidential or sensitive State, employee, citizen or Ohio Business data associated with State data, the Contractor will comply with data handling privacy requirements associated with the data HIPAA and as further defined by The United States Department of Health and Human Services Privacy Requirements and outlined in <http://www.hhs.gov/ocr/privacysummary.pdf>.

### **3.9. Background Check of Contractor Personnel**

Contractor agrees that (1) it will conduct 3<sup>rd</sup> party criminal background checks on Contractor personnel who will perform Sensitive Services (as defined below), and (2) no Ineligible Personnel will perform Sensitive Services under this Agreement. "Ineligible Personnel" means any person who (a) has been convicted at any time of any criminal offense involving dishonesty, a breach of trust, or money laundering, or who has entered into a pre-trial diversion or similar program in connection with a prosecution for such offense, (b) is named by the Office of Foreign Asset Control (OFAC) as a Specially Designated National, or (b) has been convicted of a felony.

"Sensitive Services" means those services that (i) require access to Customer/Consumer Information, (ii) relate to the State's computer networks, information systems, databases or secure facilities under circumstances that would permit modifications to such systems, or (iii) involve unsupervised access to secure facilities ("Sensitive Services").

Upon request, Contractor will provide written evidence that all of Contractor's personnel providing Sensitive Services have undergone a criminal background check and are eligible to provide Sensitive Services. In the event that Contractor does not comply with the terms of this section, the State may, in its sole and absolute discretion, terminate this Contract immediately without further liability.

### **3.10. Federal Tax Information**

Contract Language for General Services

#### **3.10.1. Performance**

In performance of this Contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

1. All work will be done under the supervision of the Contractor or the Contractor's employees.
2. Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this Contract.  
Disclosure to anyone other than an officer or employee of the Contractor will be prohibited.
3. All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.
4. The Contractor certifies that the data processed during the performance of this Contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the Contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the Contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.
5. Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to the agency or his or her designee. When this is not possible, the Contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
6. All computer systems receiving, processing, storing, or transmitting Federal Tax Information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operations, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal Tax Information.
7. No work involving Federal Tax Information furnished under this Contract will be subcontracted without prior written approval of the IRS.
8. The Contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

9. The agency will have the right to void the Contract if the Contractor fails to provide the safeguards described above.

### **3.10.2. Criminal/Civil Sanctions**

1. Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.
2. Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the Contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of the officer or employee (United States for Federal employees) in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by IRC 7213A and 7431.
3. Additionally, it is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

### **3.10.3. Criminal/Civil Sanctions**

The IRS and the Agency shall have the right to send its officers and employees into the offices and plants of the Contractor for inspection of the facilities and operations provided for the performance of any work under this Contract. On the basis of such inspection, specific measures may be required in cases where the contractor is found to be noncompliant with Contract safeguards

## **4. Contractor Responsibilities Related to Reporting of Concerns, Issues and Security/Privacy Issues**

### **4.1. General**

If over the course of the agreement a security or privacy issue arises, whether detected by the State, a State auditor or the Contractor, that was not existing within an in-scope environment or service prior to the commencement of any Contracted service associated with this agreement, the Contractor must:

- notify the State of the issue or acknowledge receipt of the issue within two (2) hours;

- within forty-eight (48) hours from the initial detection or communication of the issue from the State, present an potential exposure or issue assessment document to the State Account Representative and the State Chief Information Security Officer with a high level assessment as to resolution actions and a plan;
- within four (4) calendar days, and upon direction from the State, implement to the extent commercially reasonable measures to minimize the State's exposure to security or privacy until such time as the issue is resolved; and
- upon approval from the State implement a permanent repair to the identified issue at the Contractor's cost; and

## 4.2. Actual or Attempted Access or Disclosure

If the Contractor determines that there is any actual, attempted or suspected theft of, accidental disclosure of, loss of, or inability to account for any PI/SSI by Contractor or any of its subcontractors (collectively "Disclosure") and/or any unauthorized intrusions into Contractor's or any of its subcontractor's facilities or secure systems (collectively "Intrusion"), Contractor must immediately:

- Notify the State within two (2) hours of the Contractor becoming aware of the unauthorized Disclosure or Intrusion;
- Investigate and determine if an Intrusion and/or Disclosure has occurred;
- Fully cooperate with the State in estimating the effect of the Disclosure or Intrusion's effect on the State and fully cooperate to mitigate the consequences of the Disclosure or Intrusion;
- Specify corrective action to be taken; and
- Take corrective action to prevent further Disclosure and/or Intrusion.

## 4.3. Unapproved Disclosures and Intrusions: Contractor Responsibilities

Contractor must, as soon as is reasonably practicable, make a report to the State including details of the Disclosure and/or Intrusion and the corrective action Contractor has taken to prevent further Disclosure and/or Intrusion. Contractor must, in the case of a Disclosure cooperate fully with the State to notify the effected persons as to the fact of and the circumstances of the Disclosure of the PI/SSI. Additionally, Contractor must cooperate fully with all government regulatory agencies and/or law enforcement agencies having jurisdiction to investigate a Disclosure and/or any known or suspected criminal activity.

- Where the Contractor identifies a potential issue in maintaining an "as provided" State infrastructure element with the more stringent of an Agency level security policy (which may be Federally mandated or otherwise required by law), identifying to Agencies the nature of the issue, and if possible, potential remedies for consideration by the State agency.
- If over the course of delivering services to the State under this Statement of Work for in-scope environments the Contractor becomes aware of an issue, or a potential issue that was not detected by security and privacy teams the Contractor is to notify the State within two (2) hour. This notification shall not minimize the more stringent Service Level Agreements pertaining to security scans and breaches contained herein, which due to the nature of an active breach shall take precedence over this notification. Dependent on the nature of the issue the State may elect to contract with the Contractor under mutually agreeable terms for those specific resolution services at that time or elect to address the issue independent of the Contractor.

## 4.4. Security Breach Reporting and Indemnification Requirements

- In case of an actual security breach that may have compromised State Data, the Contractor must notify the State in writing of the breach within two (2) hours of the Contractor becoming aware of the breach and fully cooperate with the State to mitigate the consequences of such a breach. This includes any use or disclosure of the State data that is inconsistent with the terms of this Contract and of which the Contractor becomes aware, including but not limited to, any discovery of a use or disclosure that is not consistent with this Contract by an employee, agent, or subcontractor of the Contractor.
- The Contractor must give the State full access to the details of the breach and assist the State in making any notifications to potentially affected people and organizations that the State deems are necessary or

appropriate. The Contractor must document all such incidents, including its response to them, and make that documentation available to the State on request.

- In addition to any other liability under this Contract related to the Contractor's improper disclosure of State data, and regardless of any limitation on liability of any kind in this Contract, the Contractor will be responsible for acquiring one year's identity theft protection service on behalf of any individual or entity whose personally identifiable information is compromised while it is in the Contractor's possession. Such identity theft protection must provide coverage from all three major credit reporting agencies and provide immediate notice through phone or email of attempts to access the individuals' credit history through those services.

## **5. Security Review Services**

As part of a regular Security Review process, the Contractor will include the following reporting and services to the State:

### **5.1. Hardware and Software Assets**

The Contractor will support the State in defining and producing specific reports for both hardware and software assets. At a minimum this should include:

- Deviations to hardware baseline
- Inventory of information types by hardware device
- Software inventory against licenses (State purchased)
- Software versions and then scans of versions against patches distributed and applied

### **5.2. Security Standards by Device and Access Type**

The Contractor will:

- Document security standards by device type and execute regular scans against these standards to produce exception reports
- Document and implement a process for deviation from State standards

### **5.3. Boundary Defenses**

The Contractor will:

- Work with the State to support the denial of communications to/from known malicious IP addresses\*
- Ensure that the OAKS network architecture separates internal systems from DMZ and extranet systems
- Require remote login access to use two-factor authentication
- Support the State's monitoring and management of devices remotely logging into internal network
- Support the State in the configuration firewall session tracking mechanisms for addresses that access OAKS

### **5.4. Audit Log Reviews**

The Contractor will:

- Work with the State to review and validate audit log settings for hardware and software
- Ensure that all OAKS systems and environments have adequate space to store logs
- Work with the State to devise and implement profiles of common events from given systems to both reduce false positives and rapidly identify active access
- Provide requirements to the State to configure operating systems to log access control events
- Design and execute bi-weekly reports to identify anomalies in system logs

- Ensure logs are written to write-only devices for all servers or a dedicated server managed by another group.

## 5.5. Application Software Security

The Contractor will:

- Perform configuration review of operating system, application and database settings
- Ensure software development personnel receive training in writing secure code

## 5.6. System Administrator Access

The Contractor will

- Inventory all administrative passwords (application, database and operating system level)
- Implement policies to change default passwords in accordance with State policies, particular following any transfer or termination of personnel (State, existing MSV or Contractor)
- Configure administrative accounts to require regular password changes
- Ensure service level accounts have cryptographically strong passwords
- Store passwords in a hashed or encrypted format
- Ensure administrative accounts are used only for administrative activities
- Implement focused auditing of administrative privileged functions
- Configure systems to log entry and alert when administrative accounts are modified
- Segregate administrator accounts based on defined roles

## 5.7. Account Access Privileges

The Contractor will:

- Review and disable accounts not associated with a business process
- Create daily report that includes locked out accounts, disabled accounts, etc.
- Implement process for revoking system access
- Automatically log off users after a standard period of inactivity
- Monitor account usage to determine dormant accounts
- Monitor access attempts to deactivated accounts through audit logging
- Profile typical account usage and implement or maintain profiles to ensure that Security profiles are implemented correctly and consistently

## 5.8. Additional Controls and Responsibilities

The Contractor will meet with the State no less frequently than annually to:

- Review, Update and Conduct Security training for personnel, based on roles
- Review the adequacy of physical and environmental controls
- Verify the encryption of sensitive data in transit
- Review access control to information based on established roles and access profiles
- Update and review system administration documentation
- Update and review system maintenance policies
- Update and Review system and integrity policies
- Revised and Implement updates to the OAKS security program plan
- Update and Implement Risk Assessment Policies and procedures

- Update and implement incident response procedures

# Supplement 3

## Project Service Level Agreement (SLA) Requirements

### Project Service Level Requirements

**Service Level Framework.** This section sets forth the performance specifications for the Service Level Agreements (SLA) to be established between the Contractor and State. Most individual service levels are linked to “Fee at Risk” due to the State to incent Contractor performance.

The Service Levels contained herein are default Service Levels for Deliverable issued under this Contract. Both the State and the Contractor recognize and agree that Service Levels and performance specifications may be added or adjusted by mutual agreement during the term of the Contract as business, organizational objectives and technological changes permit or require. In addition, where the scope of services of a Deliverable is not applicable, the parties will negotiate in good faith the default SLAs to make necessary modifications to the SLAs. Such modifications will be placed in the specific Deliverable and be only valid for that Deliverable and not for other work covered by other deliverables.

The Contractor agrees that 15% of the not to exceed fixed price for the Deliverable will be at risk (“Fee at Risk”). The Fee at Risk will be calculated as follows:

Total Not to Exceed Fixed Price (NTEFP) of the Deliverable	x	15 %	=	Total Fee at Risk for the Deliverable
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Furthermore, in order to apply the Fee at Risk, the following monthly calculation will be used:

Monthly Fee At Risk	=	Total Fee at Risk for the Deliverable
		Term of the Deliverable in months

The Contractor will be assessed for each SLA failure and the "Performance Credit" shall not exceed the monthly Fee at Risk for that period. The Performance Credit is the amount due to the State for the failure of SLAs. For SLAs measured on a quarterly basis, the monthly fee at risk applies and is cumulative.

On a quarterly basis, there will be a "true-up" at which time the total amount of the Performance Credit will be calculated (the "Net Amount"), and such Net Amount may be off set against any fees owed by the State to the Contractor, unless the State requests a payment in the amount of the Performance Credit.

The Contractor will not be liable for any failed SLA caused by circumstances beyond its control, and that could not be avoided or mitigated through the exercise of prudence and ordinary care, provided that the Contractor promptly, notifies the State in writing and takes all steps necessary to minimize the effect of such circumstances and resumes its performance of the Services in accordance with the SLAs as soon as reasonably possible.

To further clarify, the Performance Credits available to the State will not constitute the State's exclusive remedy to resolving issues related to the Contractor's performance. In addition, if the Contractor fails multiple service levels during a reporting period or demonstrates a pattern of failing a specific service level throughout the Deliverable, then the Contractor may be required, at the State's discretion, to implement a State-approved corrective action plan to address the failed performance.

These SLAs shall not apply to time and materials work.

SLAs will commence when the Deliverable is initiated.

**Monthly Service Level Report.** On a monthly basis, the Contractor must provide a written report (the “Monthly Service Level Report”) to the State which includes the following information:

- Identification and description of each failed SLA caused by circumstances beyond the Contractor’s control and that could not be avoided or mitigated through the exercise of prudence and ordinary care during the applicable month;
- the Contractor’s quantitative performance for each SLA;
- the amount of any monthly performance credit for each SLA;
- the year-to-date total performance credit balance for each SLA and all the SLAs;
- upon state request, a “Root-Cause Analysis” and corrective action plan with respect to any SLA where the Individual SLA was failed during the preceding month; and
- trend or statistical analysis with respect to each SLA as requested by the State.

The Monthly Service Level Report will be due no later than the tenth (10th) day of the following month.

#	Service Level Specification	State Requirements
1	<p>The <b><u>Delivery Date Service Level</u></b> will measure the percentage of tasks, activities, deliverables, milestones and events assigned specific completion dates in the applicable Deliverable and/or Deliverable project plan that are achieved on time. The State and the Contractor will agree to a project plan at the commencement of the Deliverable and the Contractor will maintain the project plan as agreed to throughout the life of the Deliverable. The parties may agree to re-baseline the project plan throughout the life of the Deliverable. Due to the overlapping nature of tasks, activities, deliverables, milestones and events a measurement period of one calendar month will be established to serve as the basis for the measurement window. The Contractor will count all tasks, activities, deliverables, milestones and events to be completed during the measurement window and their corresponding delivery dates in the applicable Deliverable and/or Deliverable project plan. This service level will commence upon Deliverable initiation and will prevail until Deliverable completion.</p>	<p><b>Compliance with delivery date is expected to be greater than 85%</b></p> $\% \text{ Compliance, with delivery dates} = \frac{\text{(Total dates in period} - \text{Total dates missed)}}{\text{Total dates in period}}$
2	<p>The <b><u>Deliverable Acceptance Service Level</u></b> will measure the State's ability to accept Contractor deliverables based on submitted quality and in keeping with defined and approved content and criteria for Contractor deliverables in accordance with the terms of the Contract. The Contractor must provide deliverables to the State in keeping with agreed levels of completeness, content quality, content topic coverage and otherwise achieve the agreed purpose of the deliverable between the State and the Contractor in accordance with the Contract. Upon mutual agreement, the service level will be calculated / measured in the period due, not in the period submitted. Consideration will be given to deliverables submitted that span multiple</p>	<p><b>Compliance with deliverable acceptance is expected to be greater than 85%</b></p> $\% \text{ Deliverable acceptance} = \frac{\# \text{ Deliverables accepted during period}}{\text{Total dates in period}}$

#	Service Level Specification	State Requirements
	<p>measurement periods. The measurement period is a quarter of a year. The first quarterly measurement period will commence on the first day of the first full calendar month of the Contract, and successive quarterly measurement period will run continuously thereafter until the expiration of the applicable Deliverable.</p>	<p># Deliverables submitted for review / acceptance by the State during period</p>
3	<p>The <b>Scheduled Reports Service Level</b> will measure the receipt of Reports within Deliverable schedule or other established time frames.</p>	<p><b>Compliance with scheduled reports is expected to be greater than or equal to 90%</b></p> $\text{Scheduled Reporting Performance} = \frac{\text{(Total Number of Reports Required - Total Reports Missed/Missing)}}{\text{Total Number of Reports Required}}$
4	<p>The <b>System Test Execution Exit Quality Rate</b> will, prior to UAT, be determined using the results of Contractor generated pre-test strategy, executed testing cases including functionality, performance, integration, interfaces, operational suitability and other test coverage items comprising a thorough Contractor executed system</p>	<p><b>Compliance with the System Test Execution Exit Quality Rate is expected to be greater than or equal to 90% prior to UAT and greater than or equal to 95% in production</b></p>

#	Service Level Specification	State Requirements	
	<p>testing effort. Regression Testing must be performed as necessary. "System Test Execution Exit Quality Rate" means the inventory of all test cases performed in conjunction with Contractor system testing, or testing otherwise preceding the State's User Acceptance Testing efforts, presentation of resultant test performance inclusive of identified errors or issues (by priority), impact areas and overall testing results to the State otherwise referred to as "Testing Results".</p> <p>This Service Level begins upon Contractor presentation of the aforementioned Testing Results to the State prior to the State conducting UAT. The initial service level shown for this SLA will be 90.0%, exclusive of Critical and High defects (which must be resolved prior to presentation to the State) and will be validated during an initial measurement period. The initial and subsequent measurement periods will be as mutually agreed by the Parties. Following the initial measurement period, and as a result of any production use the Service Level will be adjusted to 95%.</p>	<p style="text-align: right;">Total Test Cases Passing Contractor System Test Efforts</p> <hr/> <p style="text-align: center;">System Test Quality Exit Rate = Total Test Cases Executed during System Testing Effort</p>	
5	<p>The <b>Mean Time to Repair/Resolve Critical Service Level</b> will be calculated by determining time (stated in hours and minutes) representing the statistical mean for all in-scope Critical Defect service requests in the Contract Month. "Time to Repair" is measured from time a Defect is received by the Contractor to point in time when the Defect is resolved by the Contractor and the Contractor submits the repair to the State for confirmation of resolution. "Critical Defect Service Request" affects critical functionality or critical data. No work-around exists.</p>	<p style="text-align: center;"><b>Mean Time to Repair/Resolve</b> <b>pre-implementation</b> <b>Critical Defects is expected to be less than or equal to 24 hours*</b></p>	<p style="text-align: center;"><b>Mean Time to Repair/Resolve</b> <b>post-implementation</b> <b>Critical Defects is expected to be less than or equal to 24 hours</b></p>

#	Service Level Specification	State Requirements	
	<p>* In lieu of any specifically stated SLA determined by the project sponsor, the default requirement shall apply.</p>	$\frac{\text{Mean Time to Repair/Resolve (Critical Defects)}}{\text{Total Critical Defect Service Requests}} = \text{Total elapsed time it takes to repair Critical Defect Service Requests}$	
6	<p>The <b>Mean Time to Repair/Resolve High Service Level</b> will be calculated by determining time (stated in hours and minutes) representing the statistical mean for all in-scope High Defect service requests in the Contract Month. “Time to Repair” is measured from time a Defect is received by the Contractor to point in time when the Defect is resolved by the Contractor and the Contractor submits the repair to the State for confirmation of resolution. “High Defect Service Request” affects critical functionality, but there is a temporary work-around however it is difficult to implement.</p>	<p><b>Mean Time to Repair/Resolve pre-implementation High Defects is expected to be less than or equal to 72 hours</b></p>	<p><b>Mean Time to Repair/Resolve post-implementation High Defects is expected to be less than or equal to 72 hours</b></p>

#	Service Level Specification	State Requirements	
		Mean Time to Repair/Resolve (High Defects)	$= \frac{\text{Total elapsed time it takes to repair High Defect Service Requests}}{\text{Total High Defect Service Requests}}$
7	<p>The <b>Mean Time to Repair Medium Service Level</b> will be calculated by determining time (stated in hours and minutes) representing the statistical mean for all in-scope Medium Defect service requests in the Contract Month. “Time to Repair” is measured from time a Defect is received by the Contractor to point in time when the Defect is resolved by the Contractor and the Contractor submits the repair to the State for confirmation of resolution. “Medium Defect Service Request” affects minor functionality or non-critical data. There is an easy, temporary work-around.</p>	<p><b>Mean Time to Repair/Resolve pre-implementation Medium Defects is expected to be less than or equal to 7 calendar days</b></p>	<p><b>Mean Time to Repair/Resolve post-implementation Medium Defects is expected to be less than or equal to 7 calendar days</b></p>

#	Service Level Specification	State Requirements
		<p style="text-align: right;">Total elapsed time it takes to repair Medium Defect Service Requests</p> <p style="text-align: center;">Mean Time to Repair/Resolve = _____ (Medium Defects)</p> <p style="text-align: right;">Total Medium Defect Service Requests</p>

## 1.1 Appendix 1: Reference Documents

The following Reference Documents are contained in the Procurement Library (Special Forms Section of the RFP) as a single ZIP file entitled "Reference\_Documents.zip" that are pertinent to this Appendix.



Reference\_Documents.zip

Offerors are to review all documents in the formulation of their response to this RFP.

- roadshow-wiasrd.ppt
- OWCMS-ODD-Match April 2015 (DAS Sample - no source).xls
- GED Match.pdf
- JFS Match.pdf
- OMJ Web Stats Report 20150331 thru 20150615.xls
- MGS\_LOAD\_DATA Seeker Match.doc
- Matching levels\_OJI.doc
- OH Youth Common Measures 8\_14.ppt
- TEG-6-14-Attachment-F-PY 14 Reporting Timelines.pdf
- OH AdultDW 02\_15.ppt
- Common Performance Measures.xls
- TEG-4\_13\_Att\_C ETA 9091.pdf
- Edit Check List.xls
- OOD WIA Process Review Meeting (PFL) 6-10.doc
- 1820-0508\_NPRM\_ICR\_Control\_14-RSA052115.pdf
- Ohio Data Quality Certification Checklist Final FY 2014.doc
- ABLELink ReportMatrix.doc
- 2014 APR blank.xls
- 20140325 data elements.doc
- ABLE ODJFS UI Wage Record data match flowchart.doc
- Student-Progress-Form 2016.doc
- Student-Exit-Form 2016.doc
- SPECIAL NEEDS SCREENING CONSENT or WAIVER.pdf
- Student Registration Form 2016.doc
- SPECIAL NEEDS RELEASE of INFORMATION FORM.pdf
- Revocation of Release of Information (R-RIF) Form Final.pdf
- Release of Information Form (RIF) Final.pdf
- followupmeasurestable.pdf
- 911 ONLY - 2014 Federal Reporting Tool.xls
- RSA-911 PD 14-01.doc
- OOD Sample Standards and Indicators May 2015.pdf
- Supporting Statement for PROPOSED WIOA RSA-911.pdf
- Combined Performance Outcomes PY 2014.pdf
- WIOA PY 2014 Q3 Estimated Performance Report Statewide.pdf
- WIA\_Performance\_Report Q3 PY14 Statewide.pdf
- Primary Performance Measures.pdf
- WIASRD Access Instructions.doc
- LE Extract Processing.doc
- Vets 200B.pdf
- Vets 200A.pdf
- 9002 C 3rd Qtr PY 2014.pdf
- 9002 A 3rd Qtr PY 2014.pdf
- WIA qrtly rpt 9090 030312015 PY2014.pdf
- WIAQuarterlyReportSpecifications.pdf
- LE Vets - 406\_Handbook\_05\_07\_2012.pdf
- 4381\_001.pdf
- TEG-6-14-Attachment-A-Acc
- WIA Field Descriptions.pdf
- RR Field Descriptions.pdf
- LE Field Descriptions.doc
- ETPO Field Descriptions.pdf
- WIASRD\_Record\_Layout\_PY2013Q2.pdf
- Wiasrd Extract Version 1.85.doc
- LE Extract Version 1.37.doc

## 1.2 Appendix Items, Traceability

The following items are contained in an embedded Microsoft® Excel™ workbook that trace the aforementioned data structures, rules and other elements to specific reporting requirements and hierarchies.



Contents (by tab):

- 9090 Traceability
- 9091 Traceability
- 9002-A Traceability
- 9002-B Traceability
- 9002-C Traceability
- 9002-D Traceability
- 9002-E Traceability
- 9002-F Traceability
- 9002-EUC Traceability
- VETS 200A Traceability
- VETS 200B Traceability
- VETS 200C Traceability

