

**REQUEST FOR QUOTATION**

**RFQ NUMBER: ODM14001**  
**DATE ISSUED: December 10, 2013**

**The State of Ohio, the Ohio Department of Medicaid (ODM) is requesting quotations for:**

**CASE MANAGEMENT AND COMPREHENSIVE ASSESSMENT SYSTEM**

**INQUIRY PERIOD BEGINS: December 10, 2013**  
**INQUIRY PERIOD ENDS: December 24, 2013**  
**OPENING DATE: January 7, 2014**  
**OPENING TIME: 11:00 a.m.**  
**OPENING LOCATION: 30 E. Broad Street, 39<sup>th</sup> Floor Columbus, OH 43215**

This RFQ consists of the following Parts and Attachments, totaling 60 consecutively numbered pages.  
Please verify that you have a complete copy.

## **Part One: Executive Summary**

This is a request for quotation (RFQ), by which the Department of Medicaid (ODM) is seeking innovative, flexible, and interoperable solutions for design and configuration of a Case Management and Comprehensive Assessment System built upon service oriented architecture (SOA). The solution must meet the needs of ODM by being adaptive to changing policies and business rules, interoperate with external systems, leverage modern technologies, and utilize best practices in accordance with the specifications contained in this RFQ. The Work as defined in this RFQ includes both project services and ongoing operational (i.e., "Run") and hosting services.

If a suitable offer is made in response to this RFQ, ODM may enter into a Master Cloud Services Agreement established by the Department of Administrative Services (DAS) (the "Contract") to have the selected Offeror (the "Contractor") perform all or part of the Work. This RFQ provides details on what is required to submit a Quote for the Work, how the State will evaluate the Quotes, and what will be required of the Contractor in performing the Work.

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

### **Purpose**

ODM is seeking to replace the current Case Management system with a new integrated system that supports the assessment operations of multiple organizations and populations as well as all components of case management and provider oversight required for administration of Home and Community Based Waiver Programs.

The current systems used to administer these programs are a combination of disconnected, single-purpose applications, without modern identity, access, workflow-capabilities, or data normalization across systems. These systems grew out of program conditions in the past, and do not reflect current operational needs. Additionally, ODM seeks to take advantage of current technology opportunities such as Cloud, Software as a Service (SaaS), and Service Oriented Architecture (SOA) to lower infrastructure burden, streamline reporting, analytics, and dashboards, as well as expand data sharing goals. Current operational need includes the ability for data to be managed according to an individual's needs, and not according to disparate agency structure.

The solution will facilitate the integrated operations of Nursing Facility (NF) or Home and Community Based (HCBS) Medicaid Waiver programs across populations and agencies. Key objectives of the RFQ include automating workflows, application of determination logic, and efficient distribution of data and tasks across programs and functional areas independent of organizational membership.

### **Background**

In Ohio, individuals on Waivers access to services spans across multiple delivery systems. As a result, eligible individuals and their families seeking assistance are often overwhelmed by the prospect of selecting from a myriad of different Medicaid and non-Medicaid programs offered through local entities such as the Area Agencies on Aging (AAAs), County Boards of Jobs and Family Services (CDJFS), and County Boards of Developmental Disabilities (CB/DDs). As a result, the time needed to identify and select a program may serve as a deterrent to applying for enrollment. Further, it may also cause individuals and their families to prematurely end their search for appropriate community-based Long-Term Services and Supports (LTSS) programs and settle for institutionalization despite available alternatives.

Ohio has been actively working with policy-makers, legislators, and other stakeholders to identify and implement State policy changes that support this vision. The State is pursuing structural and funding changes that seek to expand community-based care options and develop the statewide infrastructure to support individuals and their families/care-givers. Governor John Kasich's Jobs Budget (House Bill 153 129th GA) increased spending on Medicaid HCBS waivers by \$200 million for State Fiscal Years (SFY) 2012 and 2013. As a result, 7,600 more Ohioans stayed in the home or community settings they prefer instead of being admitted to an institution, such as a nursing home. The budget's support for rebalancing long-term care service spending increases HCBS funding from 36 percent of Medicaid spending in SFY 2011 to 40 percent in SFY 2013 while decreasing the share spent on institutions from 64 percent to 60 percent over the same period.

Ohio is in various stages of implementing the program changes that comprise this reform effort which include, increasing care coordination for individuals who are dually eligible for Medicare and Medicaid, beginning the process of harmonizing HCBS waivers serving individuals with a NF level of care, modernizing Medicaid eligibility, and implementing health homes for individuals with severe and persistent mental illness. These program reforms result from Ohio's efforts to identify specific "hot spots" within Medicaid that, over time, have proven inefficient and fragmented and result in high costs and poor outcomes for the individuals we serve.

For the past two years, Ohio's Money Follows the Person (MFP), also known as the HOME Choice program, has been working with a large group of stakeholders to revise and reform the State's current Medicaid level of care (LOC) determination process. Work has centered on making short-term LOC process changes and clarifying policy and procedures. The next phase of LOC work is long-term reform of the current fragmented, paper-based LOC determination process.

Another component of this work is the development of a new assessment tool (the Level 2 assessment) that will be used to determine eligibility for an array of Medicaid programs serving individuals with a NF LOC. This work affords Ohio the opportunity to integrate the Balancing Incentive Program (BIP) core data set into the new tool as well as to develop the Level 1 screening tool that will be used by the BIP No Wrong Door/Single Entry Point Agencies.

ODM also recently initiated a Medicaid Eligibility Modernization Project to simplify client eligibility, streamline State and local responsibility for eligibility determinations, and modernize eligibility system technology. This significant reform is scheduled for implementation in 2014.

**Calendar of Events**

The following is an outline of the planned sequence of events, timing, due dates and materials that will be provided to Offerors pertaining to this RFQ. The State reserves the right to modify or adjust this calendar as appropriate.

All times listed are Eastern Standard Time (EST).

Event	Date
1. RFQ Distribution to Offerors	December 10, 2013
2. Inquiry Period Begins	December 10, 2013
3. Inquiry Period Ends	December 24, 2013
4. Proposal/Quotation Due Date	January 7, 2014
5. Anticipated decision and selection of Offeror	January 28, 2014
6. Anticipated commencement date of work	March 4, 2014

There are references in this RFQ to the Quote due date. Unless it is clearly provided to the contrary in this RFQ, any such reference means the date and time (Columbus, Ohio local time) that the responses are due and not just the date.

## **PART TWO: STRUCTURE OF THE RFQ**

### **Organization.**

This RFQ is organized into five parts and seven attachments. The parts and attachments are listed below.

### **Parts:**

Part One	Executive Summary
Part Two	Structure of the RFQ
Part Three	General Instructions
Part Four	Evaluation of Quotes
Part Five	Award

### **ATTACHMENTS:**

Attachment One	Evaluation Criteria
Attachment Two	Work Requirements and Special Provisions
Attachment Three	Requirements for Quotes
Attachment Four	Cost Summary
Attachment Five	Offeror Profile Summary
Attachment Six	Master Cloud Services Agreement (MCSA)
Attachment Seven	Ohio Department of Medicaid Sharing and Confidentiality Agreement

### **SUPPLEMENT:**

Supplement One:	Case Management and Comprehensive Assessment Requirements
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### **PART THREE: GENERAL INSTRUCTIONS**

The following sections provide details on how to get more information about this RFQ 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 RFQ process:

Procurement Representative:

Margaret Owens  
Acquisition Analyst  
30 E. Broad Street, 39<sup>th</sup> Floor  
Columbus, OH 43215

During the performance of the Work, a State representative (the "Work Representative") will represent the Ohio Department of Medicaid 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 RFQ any time during the inquiry period listed on the RFQ cover sheet. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 24 hours, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 am on the inquiry period end date. The State may extend the proposal due date.

To make an inquiry, Offerors must use the process outlined below.

- Access the State Procurement Web site 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 RFQ number found on the first page of this RFQ (the RFQ number begins with "ODM").
- 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:
  - First and last name of the prospective Offeror's representative who is responsible for the inquiry
  - Name of the prospective Offeror
  - Representative's business phone number
  - Representative's e-mail address
- Type the inquiry in the space provided, including:
  - A reference to the relevant part of this RFQ
  - The heading for the provision under question
  - The page number of the RFQ where the provision can be found
  - 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 e-mail 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 Web site by using the "Find It Fast" feature described above and by clicking the "View Q & A" button on the document information page.

All questions must be submitted by 8:00 am on December 24, 2013. Questions submitted after this time will not receive a response from the State.

#### **Quotation Submittal**

On or before the due date, each offeror must submit a technical section and a cost section as part of its total quote. The offeror must submit the technical section as a separate package from the cost section, and each section must be submitted in its own separate envelope.

Offerors must submit five (5) complete (one original and four copies), sealed and signed copies of its quotation and each quotation must be clearly marked "Case Management and Comprehensive Assessment System – Technical Response" on the outside of its envelope along with Offerors name. The envelope with the cost section also must be sealed and contain three complete and signed copies of the cost section of the Proposal (one original and two copies) each cost section must be clearly marked "Case Management and Comprehensive Assessment System – Cost Response" on the outside of its envelope along with Offerors name. .

Each technical response must contain an electronic copy of everything contained within the technical proposal on CD-ROM in Microsoft Word, Microsoft Excel, Microsoft Project 2002 or PDF format, as appropriate. If there is a discrepancy between the hard copy and the electronic copy of any section of the Quote, the hard copy will control, and the State will base its evaluation of the Offeror's quote on the hard copy.

Each proposal must be organized in the same format as described in this RFQ. Any material deviation from the format outlined below may result in a rejection of the non-conforming quote. Each quote must contain an identifiable tab sheet preceding each section of the proposal.

Quotations MUST be submitted to the State's Procurement Representative:

Margaret Owens  
Acquisition Analyst  
30 E. Broad Street, 39<sup>th</sup> Floor  
Columbus, OH 43215

The State may reject any quote or unsolicited modifications it receives after the deadline. An Offeror that mails its quote must allow for adequate mailing time to ensure its timely receipt. Offerors also must allow for potential delays due to increased security. The location 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 quotes regardless of the cause for the delay.

Each Offeror must carefully review the requirements of this RFQ and the contents of its Quote. Once opened, Quotes cannot be altered or withdrawn.

### **PROPRIETARY INFORMATION**

All quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a quotation or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the Offeror. Additionally, all quotations will be open to the public after the contract has been awarded.

### **WAIVER OF DEFECTS**

The State has the right to waive any defects in any quotation or in the submission process followed by a 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.

### **REJECTION OF QUOTATIONS**

The State may reject any quotation that is not in the required format, does not address all the requirements of this RFQ, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. In addition, the State may cancel this RFQ, reject all the quotations, and seek to do the work through a new RFQ or other means.

## **PART FOUR: EVALUATION OF QUOTES**

### **Evaluation of Proposals Generally.**

The evaluation process may consist of up to four distinct phases:

1. Initial review;
2. Technical evaluation;
3. Evaluation of costs;
4. Requests for more information;

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, the State may request clarifications from any Offeror under active consideration. It also may give any Offeror the opportunity to correct defects in its quotation. But the State will allow corrections only if such corrections do not result in an unfair advantage for the Offeror and it is in the State's best interest.

### **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. 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's review committee will evaluate and numerically score each quotation that the procurement representative has forwarded to it.

The evaluation will result in a point total being calculated for each quotation. Those Vendors submitting the highest- rated quotations may be scheduled for the next phase. The number of quotations forwarded to the next phase will be within the committee's discretion, but regardless of the number of quotations selected for the next phase, they will always be the highest rated quotations from this phase.

At any time during this phase, the State may ask an Offeror to correct, revise, or clarify any portions of its quotation.

The State will document all major decisions in writing and make these a part of the file along with the evaluation results for each quotation considered.

Once the technical merits of a quotation are considered, the costs of that quotation will be considered. But the State may also consider costs before evaluating the technical merits of the quotations by doing an initial review of costs to determine if any quotations should be rejected because of excessive cost. The State may reconsider the excessiveness of any quotation's cost at any time in the evaluation process.

### **Requests for More Information**

The State may require some Offerors to interview, make a presentation about their Quote, 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 Quotes 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 Quote and ensure a mutual understanding of the Quote'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.

## **PART FIVE: AWARD**

### **Contract Award**

#### **Contractual Requirements**

It is ODM's intention to award one contract under the scope of this RFQ based on the RFQ Calendar of Events schedule, so long as ODM determines that doing so is in the State's best interests and ODM has not otherwise changed the award date. Any award decision by ODM under this RFQ is final. After ODM makes its decision under this RFQ, all Offerors will be notified in writing of the final evaluation and determination as to their proposals.

The selected Offeror is required to enter into a Master Cloud Services Agreement (hereinafter "MCSA") with the Department of Administrative Services (DAS), based on the terms and conditions of the MCSA as contained in Attachment Six, to be awarded the Contract. The MCSA may be submitted prior to, with, or after the submission of the RFQ. However, the Contract will not be awarded to any Offeror in the absence of a fully executed MCSA with the Department of Administrative Services. If an Offeror does not already have a fully executed MCSA prior to submitting their RFQ response, they must complete negotiations based on the MCSA terms and conditions as set out in Supplement One and finalize a fully executed MCSA within four (4) weeks of submitting their RFQ response. The resulting MCSA with the selected Offeror will then be made available for use by all state agencies.

The State may limit negotiations of an MCSA to specific aspects of the RFQ. Should the evaluation result in a top-ranked quote, the State may limit such 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. If this occurs, lower ranking Offerors do not have a right to participate in negotiations.

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

Additionally, the selected Offeror is required to enter into a Sharing and Confidentiality Agreement with the Department of Medicaid (ODM), based on the terms and conditions of the Sharing and Confidentiality Agreement as contained in Attachment Seven.

**ATTACHMENT ONE: EVALUATION CRITERIA**

**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>Scored Criteria</b>	<b>Weight</b>	<b>Does Not Meet</b>	<b>Partially Meets</b>	<b>Meets</b>	<b>Exceeds</b>	<b>Greatly Exceeds</b>
<b>Offeror Scored Criteria</b>						
The State desires to leverage existing State investments in the Microsoft Dynamics CRM Architecture by favorably weighting the evaluation of future investments toward solutions which use this platform. Offerors who demonstrate benefits to the State in the areas of economies of scale, local internal knowledge, market flexibility, and license costs, by utilizing the Microsoft Dynamics CRM Architecture will be scored higher.	105	0	3	5	7	9
The offeror or subcontractor must have a minimum of two projects configuring, deploying and hosting systems in support of Medicaid Service organizations at the State or Federal level.	140	0	3	5	7	9
The offeror must have a minimum of one project providing a Health and Human Services related case management solution that is similar in scope and complexity to this project.	70	0	3	5	7	9
<b>Proposed Solution</b>						
<b>Business Requirements Response</b>	<b>Weight</b>	<b>Does Not Meet</b>	<b>Partially Meets</b>	<b>Meets</b>	<b>Exceeds</b>	<b>Greatly Exceeds</b>
Intake	12	0	3	5	7	9
Catalog of Questions	15	0	3	5	7	9
Results Algorithms	18	0	3	5	7	9
Comprehensive Assessment	18	0	3	5	7	9
Authorization and Billing	13	0	3	5	7	9
Service Planning	18	0	3	5	7	9
Consumer Portal	11	0	3	5	7	9
Provider Portal	11	0	3	5	7	9
Case Assignment	10	0	3	5	7	9
Records	11	0	3	5	7	9
Incident Management	10	0	3	5	7	9
Provider Enrollment	10	0	3	5	7	9
Provider Sanctioning	10	0	3	5	7	9
Compliant Processing	10	0	3	5	7	9
Medicaid Fraud Referral	10	0	3	5	7	9
Hearings	10	0	3	5	7	9
Dashboards, Reporting and Quality Improvement	13	0	3	5	7	9

Technical Requirements Response	Weight	Does Not Meet	Partially Meets	Meets	Exceeds	Greatly Exceeds
SOA	12	0	3	5	7	9
Interoperability	12	0	3	5	7	9
Performance	9	0	3	5	7	9
Regulatory and Policy	11	0	3	5	7	9
Access and Usability	10	0	3	5	7	9
Data Management	11	0	3	5	7	9
Security	10	0	3	5	7	9
Reporting	11	0	3	5	7	9
Workflow and Rules	11	0	3	5	7	9
Portal	10	0	3	5	7	9
DBMS	9	0	3	5	7	9
Transaction Monitoring and Logging	8	0	3	5	7	9
Documents, Files and Attachments	8	0	3	5	7	9
Identity Management	8	0	3	5	7	9
<b>Implementation Work Plan</b>	20	0	3	5	7	9
<b>Project Management Plan</b>	15	0	3	5	7	9

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

CRITERIA	PERCENTAGE		
Preferred Platform	15%	Total Non-Cost Criteria Weight 70%	100%
Medicaid Experience	20%		
Case Management Experience	10%		
Work Plan	5%		
Business Requirements Response	30%		
Technical Requirements Response	20%		
One Time Costs / Build and Configure	50%	Total Cost Criteria Weight 30%	
Monthly Operations Service Costs	50%		

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 for the Technical Proposal will receive 700 points. The remaining Offerors will receive a percentage of the maximum points available based upon the following formula:

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

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

Total Points Score: The total points score is calculated using the following formula:

Total Points = Technical Proposal Points + Cost Summary Points

## ATTACHMENT TWO: WORK REQUIREMENTS AND SPECIAL PROVISIONS

### PART ONE: Work Requirements

This attachment describes the scope of work of the Case Management and Comprehensive Assessment System and the processes in which this project will be completed by the Contractor.

*Scope of Work.*

#### IMPLEMENTATION WORK REQUIREMENTS

The Offeror must manage the implementation project according to an Agile Project Management Methodology, and must present a project plan template representing the planned project management methodology.

TASK	DELIVERABLE
Project Management Plan	Comprehensive Project Management Plan
Business Process / Workflow Complete	Comprehensive Workflows Repository
System Configuration and System Testing	Software Configuration Management Plan System Test Plan
Data and Interfaces	Data and Interface Design Document Interface Management Plan
Functional Design Requirements	Functional Design Document
Overall Solution Description	Overall Solution Description Technical Architecture and Infrastructure Document Requirements Traceability Matrix Overall Solution Presentation
User Training	Knowledge Transfer and Training Plan
Deployment / Go-Live	Deployment Plan User Acceptance Testing Plan
Implementation Project Closeout / System Acceptance	Deployment Complete Document Solution Acceptance Document
Ongoing Maintenance and Operations	Maintenance and Support Plan

#### 1. Project Management

- a. The Contractor Scope of Work for Project Management includes management of an Implementation project according to an Agile Project Management Methodology. The Contractor will develop and present a Comprehensive Project Plan that utilizes an Agile methodology and describes delivery of all identified deliverables for the Implementation Project. This document is a starting point, and the Contractor may include other deliverables as needed.
- b. The Comprehensive Project Plan is expected to include, at a minimum, an Iteration 0 (Project Setup/Plan), Iteration 1 (Plan Develop and Test Feedback), a repetitive cycle, and an Iteration n (Develop, Test, and Release Product). It will describe project schedule, roles, communications, change management, testing, and system transition. The plan must include components addressing transition periods, steps, and tasks for moving production away from current systems, and moving users and data from current systems.
- c. The Contractor must develop a system transition plan that addresses steps, processes, tasks and schedule to transition data and users from current systems to the new system with little or no disruption of services and system access.
- d. Deliverables: Comprehensive Project Management Plan

#### 2. Business Process/Workflow

- a. The system will be configured to manage user inputs, processes, and outputs on the basis of the documented workflows of the Bureau of Long Term Care Services and Supports, and other processes of ODM. The workflow must be documented in a comprehensive repository and used to configure the system. The format of these documents is to be consistent with the configuration needs of the Contractor and system.

- b. The workflow documentation must be detailed and comprehensive enough to be used to reproduce the configurations in production. ODM will provide the business process information necessary to complete the workflow documentation. The Contractor will develop the documentation and necessary formatting to meet the needs of configuration as well as the comprehensive workflow document repository.
- c. Deliverable: Comprehensive Workflows Repository.

### 3. System Configuration and Test Plan

- a. The functionality of the system will be accomplished through the configuration of its modules. After the workflows have been completed, the system functions resulting from the documentation of workflows are to be configured and tested. This deliverable will be complete when all of the functions identified by the Comprehensive Workflows Repository deliverable have been configured, and tested.
- b. The offeror must develop a Software Configuration Management Plan that identifies how the Contractor stores, controls, and tracks instances of all software configuration items.
- c. The Contractor will present a test plan referencing the detailed configurations as documented in the comprehensive workflows repository, and describing the test cases validating successful configuration. The completed test plan, including the test case results will comprise the deliverable for this milestone.
- d. Deliverable: Software Configuration Management Plan, System Test Plan.

### 4. Data and Interface Design

- a. Historical and active data in current systems will be required to meet the operational requirements of the Contractor's system. Data needed for functional operations will be made available to the Contractor's system for use in the system.
- b. The solution must interface with multiple internal and external data-sources to support technical and business processes. The Contractor will develop a design document that details how data will be defined, used, stored, and controlled in accordance with rules and standards identified in the technical requirements.
- c. The Contractor will design or include the designs of external system owners, interface documents for each external access point needed to accomplish its functionality. This will take the form of an interface document for presentation to external systems which require programmatic access to ODM data resident in the solution, and interface documents received from external systems or sources providing access to data the solution requires to accomplish its functionality.
- d. The Contractor will present a comprehensive Data and Interface Design Document to include all data dictionary, data model and descriptions, and interface methods to those external systems required for functionality. The completed data and interface design document will comprise the deliverable for this milestone.
- e. The Contractor must develop an interface management approach and methodology used for the deployment of the system. The Contractor will incorporate the interface management approach into a comprehensive Interface Management Plan.
- f. Deliverable: Data and Interface Design Document; Interface Management Plan

### 5. Functional Design Requirements

- a. The Contractor must develop the Functional Design for each of the functional components that will be developed during the Configuration and Deployment tasks of the Project. The Functional Design must include:
  - i. Base system configuration and configuration parameters;
  - ii. Module configuration;
  - iii. Application enhancements and extensions;
  - iv. Application workflow;
  - v. Process and Interface Scheduling; and
  - vi. Application security.
- b. Deliverable: Functional Design Document

## 6. Overall Solution Description

- a. The Contractor will produce an overall solution description document that describes the solution, including how it addresses the functional requirements detailed in the business requirements and technical requirements tables. This document will reference other documents, including but not limited to the project plan, the workflows repository, and the data and interface design document. The document will describe how the solution will address the business objectives described in the executive summary of this document.
- b. The Contractor will develop a technical architecture and infrastructure document which describes all of the hardware, system software and tools necessary for the deployment of the system.
- c. The Contractor will develop and maintain a Requirements Traceability Matrix to track all requirements. Requirements must be tracked throughout the project from requirement specification through production implementation. The primary objective is to ensure continuity and detail tracking of requirements to system functionality.
- d. The Contractor will evaluate the data sources, business objectives, business and technical requirements, as well as review stakeholder objectives to confirm the alignment of the proposed solution with the requirements of ODM. The presentation of an overall solution description document will comprise the deliverable for this milestone.
- e. Deliverables: Overall Solution Description Document; Technical Architecture and Infrastructure Document; Requirements Traceability Matrix; and Overall Solution Presentation.

## 7. User Training.

- a. The Contractor will develop (in cooperation with the State) and execute a Knowledge Transfer and Training Plan that describes the approach for bringing managers, end users, and technical personnel to an appropriate level of understanding with the solution.
- b. The Contractor will be responsible for providing training to State users. The training will include system features, business processes, reporting, and system navigation.
- c. The Contractor will develop and provide training for the ODM technical support staff.
- d. The Contractor will develop course curriculum for use by trainers.
- e. The Contractor must conduct detailed train-the-trainer workshops to prepare state trainers for training others.
- f. The Contractor will provide end-user training documentation in written manuals, on CDs/DVDs, and online, as part of a help facility for the solution.
- g. The system must provide online help for use by users.
- h. Deliverable: Knowledge Transfer and Training Plan and Completed Training.

## 8. Deployment/Go-Live

- a. The Contractor must execute a phased production deployment and roll-out of the Case Management and Comprehensive Assessment System. Each phased deployment must build upon the previous deployment adding additional users and functionality. A 30 day stabilization period must be conducted upon the completion of the first deployment phase. During the stabilization period the Contractor must operate the system in accordance with the agreed upon SLA's identified in the MCSA for a minimum of 30 days prior to the deployment of any subsequent phases. The Contractor may continue deployment activities once the state approves the completion of the stabilization period.
- b. The Contract must develop a Deployment Plan that describes the implementation approach and methodology, technical preparation, technical challenges and scheduled phasing of the deployment.
- c. Functionality delivered to ODM for User Acceptance Testing (UAT) will be delivered in the form of a pre-production release. The UAT will verify the functionality and technical usability of the system for each release of the system. UAT includes testing the interfaces and system accessibility.
- d. The Contractor must develop a User Acceptance Testing Plan that includes, at a minimum, the following:
  - i. Test scenarios developed with the State's assistance. Test samples must include all processing functions required for deployment; data sources, incoming and outgoing data including all data file interfaces, and reporting requirements;
  - ii. A description of the Contractor and State staff roles and responsibilities during testing;

- iii. The scope of UAT, which includes the inputs to the test, the steps and procedures in the testing process, timelines and the expected results; and
- iv. A description of the defect identification and resolution processes to be executed during UAT.
- e. Deliverables: Deployment Plan; User Acceptance Testing Plan;

9. Implementation Project Closeout / Deployment Complete / System Acceptance

- a. The Contractor will deploy the full functionality of the solution as described in the Overall Solution Description document, and utilize the system with live users, data, and business processes. The Contractor will present a Deployment Complete document for signature as evidence of completion
- b. Closeout of the Implementation Project is defined as the completion of all deliverables necessary to implement the solution, and will be characterized by the use of the system by all of its user roles exclusively and without the support of the previous system. All data, functions, and configurations will be in full production, and the system will be the system of record for the case management and comprehensive assessment operations of ODM.
- c. The Deployment Complete Document must confirm at the end of the implementation the following item have been successfully completed and implemented:
  - i. All System functionality described in the business and technical requirements;
  - ii. Required data migrations;
  - iii. Interfaces with internal and external entities;
  - iv. Training is complete;
  - v. All system and user acceptance testing is complete; and
  - vi. All data interface processing is finalized and established.
- d. After the system operates in accordance with the Master Cloud Services Agreement SLAs for a period of 30 days, the Contractor will provide a Solution Acceptance Document to ODM for approval that includes a final Requirements Traceability Matrix identifying all system requirements allocated to current in production solution components. Sign-off of this document by ODM will constitute acceptance of the Solution and trigger the beginning of maintenance and operations.
- e. Deliverable: Deployment Complete Document; Solution Acceptance Document

10. Ongoing maintenance and Operations.

- a. Upon implementation of the final iterative implementation of the Case Management and Comprehensive Assessment System, the Contractor must operate the system in accordance with the Service Level Requirements defined the Master Cloud Services Agreement.
- b. The Contractor will provide a Maintenance and Support Plan to go into effect after the closure of the Implementation Project. The maintenance and support plan is to include at minimum the Contractors process for correction of application defects, system enhancements, system updates, patches and repairs, business continuity and disaster recovery plans, and software upgrades.
- c. Deliverable: Maintenance and Support Plan.

**Contractor Roles and Responsibilities.**

The Contractor must provide at least one Project Lead or Project Manager who will manage all aspects of the Contract and be the single point of contact to the State.

## 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. Additionally, 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, to the best of its knowledge, it has performed the associated tasks in a manner that meets the Contract's requirements.

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

If the State determines that a Deliverable is not in compliance, the Work Representative will note the reason for non-compliance and send notification to the Project Manager. At no expense to the State, the Contractor then must bring the Deliverable into conformance and re-submit the Deliverable to the Work Representative within five business days or mutually agreed upon schedule.

If the State agrees the Deliverable meets requirements, the Work Representative will indicate that by providing an official communication from an authorized ODM representative indicating acceptance of the Deliverable. In addition, if the Work Representative or designee determines that the State should make a payment associated with the Deliverable, the Work Representative will indicate that the payment should be made within the letter.

Status reports are not subject to a review and approval process.

### **The Contractor's Fee and Payment Structure.**

The Contractor's Not to Exceed Fixed Cost for implementation will be paid as follows:

The Contractor's Fee Structure is based on the completion and acceptance of Deliverables associated with that payment milestone. The payment schedule identifies the payment milestone that may be associated with multiple iterations.

For example, the Contractor may propose four iterations for a payment milestone. The payment for the completion of each task will be calculated on a percentage of the Not to Exceed Fixed Price for Implementation then divided by the number of iterations proposed by the Contractor. For example, the payment per iteration would be determined as follows: Payment percentage 40%; assume a Total not to exceed fixed price for System Configuration and Testing = \$2,000,000; number of proposed iterations = 4; Calculation:  $\$2,000,000 \times 40\% = \$800,000$ ;  $\$800,000 / 4 = \$200,000$ . The payment per iteration would be \$200,000.

System Acceptance is a one-time payment upon completion and acceptance of the solution.

Payment Milestone	Percentage of Not to Exceed Fixed Price	Iteration Payment
System Configuration and Testing Completed	40%	Yes
Deployment Completed	40%	Yes
System Acceptance	20%	No

The Contractor's ongoing maintenance and operations will be paid in accordance with the negotiated Fees, Invoicing and Payment Terms of the MCSA.

## ATTACHMENT THREE: REQUIREMENTS FOR QUOTE

### **Format of Submission**

**The Technical Proposal** must contain all the information as specified and requested for each of the components listed below. A proposal which is incomplete, vague, unclear, or poorly organized may not be successful.

These instructions describe the required format for a responsive submission. The offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a 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 submission.

Each response must contain the following:

- Cover Letter
- Offeror Description
- Offeror Profile Summary
- Key Staffing
- Proposed Solution
- Implementation Work Plans
- Project Management Plan

**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. The name, address, e-mail, phone number, and fax number of a contact person who has authority to answer questions regarding the Proposal.

**Offeror Description.** Each Quote must include a description of the offeror's capability, capacity, and experience in the industry. 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 that will help the State gauge the ability of the offeror to fulfill the obligations of the Contract.

**Offeror Profile Summary.** This RFQ includes an Offeror Profile Summary Form as Attachment Five. The Offeror must use this form and fill it out completely to provide the required information. All Offerors must demonstrate experience to meet the offeror requirements by including the 1 page form provided in Attachment Five that summarizes the relevant experience.

Offerors must identify the requirement at the top of each profile form. The Offeror must list each work experience separately and completely every time it is referenced. The form may be duplicated as necessary.

**Key Staff.** The offeror must provide a staffing plan that identifies the required key personnel by position that the offeror proposes to complete the Project. The staffing plan must show each individual's responsibilities on the Project. The State also requires a staffing plan that matches the skills and experience of the proposed Project Manager and Project Team to the activities and tasks that will be completed on the Project.

Resumes must be provided for the proposed key personnel to demonstrate proven experience on projects of similar scale and complexity. Representative resumes are not acceptable.

The resumes must include:

1. The person's name;
1. The proposed role on this Project;
2. Listings of completed projects 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 (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;
3. Education;
4. Professional licenses, certifications, and memberships; and
5. Employment history.

The State recognizes that additional staff beyond the proposed Project Manager will be assigned to work on the project. For these resources, the offeror must provide a narrative description of typical qualifications, training, education and experience of the caliber of resources that will be assigned for each classification/title expected to be used on the Project. Resumes must be submitted in addition to the requested narrative information.

**Proposed Solution.** The offeror must describe in detail how its proposed solution meets the Business and Technical Requirements described Supplement 1. The offeror must identify within the appropriate box if the requirement is in the offeror's system as "out of the box" functionality, if the requirement will be met through configuration, or if the requirement will not be met. Additionally, the offeror must provide a written narrative that demonstrates how the offeror will meet all requirements of each subsection of the business or technical requirements contained in Supplement One.

All the specifications included in this RFQ are minimum requirements. The offeror may propose features, and other innovative or alternative solutions in excess of the minimum requirements described in the RFQ, but must clearly identify them as such, provide the rationale behind the recommendations, and explain how they will benefit the State. Any proposed alternative solution must minimally meet the RFQ requirements. The recommendations may or may not result in additional evaluation credit being given.

**Implementation Work Plan.** The State encourages responses that demonstrate a thorough understanding of the nature of the Deliverables and Work and what the Contractor must do to get the Deliverables and Work done properly.

To this end, the offeror must submit a work plan for each phase described in Attachment Two – Scope of work that the offeror will use to create a consistent and coherent management plan for the Work. The offeror must fully describe its approach, methods, and specific work steps for doing the work on this Project and producing the Deliverables. The State encourages responses that demonstrate a thorough understanding of the nature of the Project and what the Contractor must do to get the Project done properly.

The offeror must provide an explanation of how they will complete the development deliverables described in this RFQ.

The State seeks insightful responses that describe proven, state-of-the-art methods. Recommended solutions should demonstrate that the offeror will be prepared to quickly undertake and successfully complete the required tasks. The Work Plan must include details sufficient to give the State an understanding of how the offeror's knowledge and approach will:

- Manage the Work;
- Guide Work execution;
- Document planning assumptions and decisions;
- Facilitate communication among stakeholders; and
- Define key management review as to content, scope, and schedule.

### **Project Management Plan**

The offeror must provide a project management plan and submit a detailed Project schedule, as part of its proposal.

- The Project work plan (including WBS and schedule) must be continually updated in conjunction with and be provided as part of a reporting requirement agreed to with the State.
- Work breakdown structure (WBS) as a baseline scope document for the Project. The WBS for the project must show the elements at a level of detail that demonstrates the offeror's understanding of the effort required to do the work.
- Who is assigned responsibility for each Deliverable within the WBS to the level at which control will be exercised;
- Description of the offeror's proposed organization(s) and management structure responsible for fulfilling the Contract's requirements;
- Definition of the review processes for each milestone and Deliverable and a description of how the parties will conduct communication and status review;
- Description of the Project issue resolution process;
  - If the offeror chooses to use subcontractors, this part of the offeror's Proposal must describe its approach to managing its subcontractors effectively; and
  - Identification of State support required for all tasks.

**ATTACHMENT FOUR: COST SUMMARY**

Offerors must propose a not to exceed fixed price for the implementation of the system.

The Work	Cost
1. Project Management	\$
2. Business Process/Workflow	\$
3. System Configuration and Test Plan	\$
4. Data and Interface Design	\$
5. Functional Design Requirements	\$
6. Overall Solution Description	\$
7. User Training	\$
8. Deployment / Go-live	\$
9. Implementation Project Closeout / Deployment Complete	\$
Total Not to Exceed Fixed Implementation Price	\$

**Ongoing Maintenance and Operations**

Offerors are to size their system and engagement based on the following key metrics:

- Monthly Cases Opened/Closed (Case Workload)
- End-User Connections (informational)
- End-User Connections (Case Origination, Monitoring and Processing)
- Caseworkers (Typical Month)

In consideration of various pricing models that may be available from a variety of vendors in the marketplace, the State will analyze Offeror proposed monthly cloud costs (independent of Consulting and Training Costs) using the aforementioned metrics and proposed annual solution pricing to arrive at a common unit of measure pricing that is designed to allow the State to evaluate the proposed costs independent of vendor specific pricing models.

- 1. Monthly Cases Opened/Closed (Case Workload): 240,000
- 2. End-User Connections (informational): 8,200
- 3. End-User Connections (Case Origination, Monitoring and Processing): 850
- 4. Caseworkers (Typical Month): 220

Offeror must complete the table below by identifying the key metrics utilized to determine pricing, a unit price for the key metric and an annual price.

Key Metric (i.e. Monthly Cases, End User Connections, etc.)	Unit Cost	Annual Cost
	\$	\$

**ATTACHMENT FIVE: OFFEROR PROFILE SUMMARY**  
**OFFEROR/SUBCONTRACTOR REQUIREMENTS**

**Requirement:** The State desires to leverage existing State investments in the Microsoft Dynamics CRM Architecture by favorably weighting the evaluation of future investments toward solutions which use this platform. Offerors who demonstrate benefits to the State in the areas of economies of scale, local internal knowledge, market flexibility, and license costs, by utilizing the Microsoft Dynamics CRM Architecture will be scored higher.

Offerors must indicate if their proposed solution utilizes Microsoft Dynamics CRM.

Circle One.

Yes	No
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If the solution includes the Microsoft Dynamics CRM architecture, identify the components and functionality each component will provide:

**ATTACHMENT FIVE: OFFEROR PROFILE SUMMARY  
OFFEROR/SUBCONTRACTOR REQUIREMENTS**

Offerors may duplicate this form as necessary.

**Requirement:**

<b>Offeror Information</b>			
Offeror Name:		Offeror Contact/Name:	
Project Dates:		Offeror Contact Phone:	
<b>Customer Information</b>			
Customer Organization:		Customer Contact Name:	
		Customer Phone:	
Customer Address:		Customer Fax:	
<b>Project Information</b>			
Total Offeror Staff:			
Project Description:			
Offeror's Involvement:			
<b>Key Personnel</b>			
Name: <Add more rows as needed>		Role: <Add more rows as needed>	
Name: <Add more rows as needed>		Role: <Add more rows as needed>	
<b>Project Measurements:</b>			
Estimated Project Budget:	Actual Project costs:	No. of users:	
Reason(s) for Change cost:			
Estimated Start & Completion Dates:	From:	To:	
Actual Start & Completion Dates:	From:	To:	
Reason(s) for Difference Between Estimated and Actual Dates:			
If the Offeror performed the work as a Subcontractor, the Offeror must describe the scope of subcontracted activities:			

**ATTACHMENT SIX:  
MASTER CLOUD SERVICES AGREEMENT**

**THIS MASTER CLOUD SERVICES AGREEMENT (“Agreement”)** is by and between \_\_\_\_\_ (“Service Provider”), having an office at \_\_\_\_\_, and the State of Ohio (“State”), through its Department of Administrative Services (“DAS”), having its principal place of business at 30 East Broad Street, 40<sup>th</sup> Floor, Columbus, OH 43215. The State and the Service Provider also are sometimes referred to jointly as the "Parties" or individually as a "Party". The effective date of this Agreement is the date it is signed on behalf of the State (“Effective Date”).

**1. General Information**

**1.1. Organization**

This Agreement covers subscriptions to cloud services through one or more attachments (“Service Attachments”) that describe the cloud offerings (“Services”) that the Service Provider makes available to its customers by subscription and that it is authorized to sell to the State. The Service Attachments describe the Services the Service Provider offers under this Agreement, along with any special terms or conditions applicable only to those Services, descriptions of those Services, features, and all fees associated with such Services, as well as any other provisions to which the Parties have agreed with respect to the those Services. Such Service Attachments, when executed by the Parties, are incorporated into this Agreement and become a part hereof.

**1.2. Subscribing Entities**

A “Subscribing Entity” means State agencies, boards, and commissions that place requests through the State’s ordering system described in another section (“Orders”) under this Agreement for any of the Services identified by one or more Service Attachments to this Agreement. And it includes other entities of the State, such as the legislative and judicial branches of State government and the independent offices of elected State officials that place Orders under this Agreement. It also means the Cooperative Purchasing Members, defined in the next section, that place Orders under this Agreement.

**1.3. Cooperative Purchasing Members**

“Cooperative Purchasing Members” are entities that qualify for participation in the State’s cooperative purchasing program under Section 125.04 of the Ohio Revised Code (“ORC”) and that have completed the steps necessary to participate in that program. They may include Ohio political subdivisions, such as counties, townships, municipal corporations, school districts, conservancy districts, township park districts, park districts created under Chapter 1545 of the ORC, regional transit authorities, regional airport authorities, regional water and sewer districts, and port authorities. They also may include any Ohio county board of elections, private fire companies, private, nonprofit emergency medical service organizations, and chartered nonpublic schools.

**1.4. Term**

The current General Assembly cannot commit a future General Assembly to any expenditure. Therefore, this Agreement along with all Service Attachments will automatically expire at the end of the State’s current biennium, which is June 30, 20[XX].

**1.5. Agreement – Renewal**

The State may renew this Agreement in the next biennium by issuing written notice to the Service Provider of the decision to do so. Renewals will be initiated by the State in writing at least 30 days before the expiration of the then current term. This expiration and renewal procedure will also apply to the end of any subsequent biennium.

**1.6. Service Attachment(s) – Renewal**

Along with renewal of this Agreement, the State may renew any or all Service Attachments for the next biennium by issuing written notice to the Service Provider of the decision to do so. Renewals will be initiated by the State at least 30 days before the expiration of the then current term. This expiration and renewal procedure will also apply to any subsequent biennium.

After the first renewal, the Parties agree that pricing of Services under any Service Attachment may be renegotiated to reflect more favorable rates to the State. Upon termination of this Agreement, all rights of the Subscribing Entities to order new Services cease and the Service Provider may not fulfill any such requests for any Subscribing Entity under this Agreement. Further, all existing Service Attachments and all existing Orders under those Service Attachments also will terminate, except to the extent that the Service Provider has any prepaid Services to perform.

The Subscribing Entities have the option anytime during the Agreement's term to upgrade to a new technology or service offering with the Service Provider without incurring any charges for terminating the existing technology or service offering before the agreed upon term of the Subscribing Entity's Order ("Early Termination Charge"), if any such charge is provided for in the applicable Service Attachment.

### **1.7. Relationship of the Parties and Subscribing Entities**

The Parties are independent contractors and nothing herein creates or implies an agency relationship, joint venture, or partnership between the Parties. The Service Provider and its officers, employees, contractors, and subcontractors who may attend meetings and work in other situations where their independent contractor status is not obvious to third parties must identify themselves as such to avoid creating an impression that they are State representatives. In addition, neither the Service Provider nor its officers, employees, contractors, or subcontractors may make any representation that they are acting, speaking, representing, or otherwise advocating any position, agreement, service, or otherwise on behalf of the State or any Subscribing Entity.

### **1.8. Dealers and Distributors**

The State authorizes the Service Provider to name one or more dealers to work with the State on behalf of the Service Provider. But if the Service Provider decides to use any dealers, the Service Provider must submit the name, principal business address, addresses for purchase orders and for payments, telephone number, and its federal tax identification number. The Service Provider also must submit a completed W9 form for each dealer it wishes to name under this section. The Service Provider's submission must be on its official letterhead, signed by an authorized representative, and addressed to the [title], Office of Information Technology.

In doing so, the Service Provider warrants that:

- (a) The Service Provider has provided the dealer with a copy of this Agreement, and a duly authorized representative of the dealer has agreed, in writing, to be bound by the terms and conditions in this Agreement.
- (b) Such agreement specifically provides that it is for the benefit of the State as well as the Service Provider.
- (c) The Service Provider will remain liable under this Agreement for the Services of its dealers and will remedy any breach of any of its dealers under this Agreement.
- (d) Payments under this Agreement for the Services of any dealer may be made directly to that dealer, and the Service Provider will look solely to the dealer for any payments due to the Service Provider once the State has paid the dealer.
- (e) To the extent that there is any liability to the State arising from doing business with a dealer that has not signed the agreement required under this section with the Service Provider, the Service Provider will indemnify the State for such liability.

If the Service Provider wants to designate a dealer that will not receive payments (a "distributor"), the Service Provider may do so by identifying the person or organization as a distributor in the authorizing letter. In such cases, information regarding taxpayer identification and payment addressing may be omitted, as may the distributor's W9 form. All other requirements and obligations for designating a dealer apply to designating a distributor.

The State strongly encourages the participation of small and disadvantaged businesses in its contracting programs and has created certification programs for Minority Business Enterprises (MBEs) and to Encourage Diversity Growth and Equity (EDGE) in State contracting.

### **1.9. Audits and Reports**

During the term of this Agreement and for three years after its termination, on reasonable notice and during customary business hours, the State may audit the Service Provider's records and other materials that relate to the Services performed under this Agreement, to any billing or invoices under the Agreement, or to pricing representations that the Service Provider made to acquire this Agreement. This audit right also will apply to the State's duly authorized representatives and any organization providing funding for any Order hereunder.

The Service Provider must make such records and materials available to the State within 15 days after receiving the State's written notice of its intent to audit the Service Provider's records and must notify the State as soon as the records are ready for audit.

If any audit reveals any material misrepresentation, overcharge to the State, or violation of the terms of this Agreement, the State will be entitled to recover its damages, including the cost of the audit.

The State also may require various reports from the Service Provider related to the Services. Such reports include those identified in Section 7.6 and those identified in any Service Attachment. Further, the State will be entitled to any other reports that the Service Provider makes generally available to its other customers without additional charge. The State's rights under this section will apply to all Services provided to all Subscribing Entities under this Agreement, but a Subscribing Entity's rights to reports will apply solely to Services it orders or receives under this Agreement.

### **1.10. Subscribing Entities' Reliance on Agreement**

Subscribing Entities may rely on this Agreement. But whenever a Subscribing Entity is a Cooperative Purchasing Member and relies on this Agreement to issue an Order, the Subscribing Entity will step into the shoes of the State under this Agreement for purposes of its Order, and, as to the Subscribing Entity's Order, this Agreement will be between the Service Provider and that Subscribing Entity. The Service Provider must look exclusively to that Subscribing Entity for performance, including but not limited to payment, and must hold the State harmless with regard to such Orders and the Subscribing Entity's performance. But the State, through DAS, will have the right to terminate this Agreement and seek such remedies on termination as this Agreement provides should the Service Provider fail to honor its obligations under an Order from any Subscribing Entity, whether a Cooperative Purchasing Member or not.

### **1.11. Third-Party Suppliers**

The Service Provider must incorporate the costs of any third-party supplies and services in the Service Provider's fees identified on the applicable Service Attachment under this Agreement.

The Service Provider's use of other suppliers does not mean that the State will pay for them. The Service Provider will be solely responsible for payment of its suppliers and any claims of those suppliers for any failure of the Service Provider to meet its obligations under this Agreement in the required manner. The Service Provider will hold the State harmless and indemnify the State against any such claims.

The Service Provider assumes responsibility for all Services provided under this Agreement whether it or one of its suppliers provides them in whole or in part. Further, the Service Provider will be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Agreement and all Service requests.

### **1.12. Non-Exclusivity**

This Agreement is non-exclusive and is not a requirements contract. Nothing herein prevents either Party from entering into similar agreements with other entities.

### **1.13. Competitive Pricing and Services**

For the purposes of maintaining pricing and Service competitiveness through the term of the Agreement, the Service Provider agrees to an annual joint review of its pricing and service offerings. The annual review will include, but need not be limited to, a like-customer review wherein the Service Provider must provide an analysis that includes both retail and wholesale prices of the similar services it provides to other customers similar to the State to ensure the State and the Subscribing Entities are receiving cost-competitive and technologically competitive Services. Written amendments to the Service Attachments to reduce fees and introduce technological Service improvements may be submitted throughout the term of the Agreement.

### **1.14. Conflict Resolution**

If a Party is noncompliant with any term or condition of this Agreement or if a dispute arises under this Agreement, the Party raising the dispute may provide to the other Party written notice referencing this section and specifying the nature of the dispute (the "Dispute Notification"). The Parties then will seek to resolve the dispute in accordance with the procedures in this Section.

All disputes will be submitted first to the State's [Insert Title] and the Service Provider's Account Manager (or equivalent) for resolution. For 15 days from receipt of the Dispute Notification ("Dispute Date"), the State [Insert Title] and Service Provider's Account Manager will meet in person or by telephone as often as is reasonably necessary to discuss and attempt to resolve the dispute in good faith.

If after the 15 days identified above, the State's [Insert Title] and the Service Provider's Account Manager are unable to resolve the dispute, the Parties will then submit the dispute to the [Insert Title] and to the Service Provider's Sales Director (or equivalent) for resolution. For the next 15 days, the [Insert Title] and Service Provider's Sales Director will meet in person or by telephone as often as is reasonably necessary to discuss and attempt to resolve the dispute in good faith.

If following the 15 days in the previous section, the [Insert Title] and the Service Provider's Sales Director are unable to resolve the dispute, the Parties will then submit the dispute to the State's Chief Information Officer ("CIO") or a designee and to the Service Provider's Vice President of Sales (or equivalent executive) for resolution. For the next 15 days, the State's CIO and Service Provider's Vice President will meet in person or by telephone as often as is reasonably necessary to discuss and attempt to resolve the dispute in good faith. If the State's CIO and Service Provider's Vice President are unable to resolve the dispute within that time, the Parties will nevertheless continue to retain their rights to initiate formal proceedings hereunder.

The specific format for such discussions will be left to the discretion of the representatives of the State and Service Provider responsible for attempting to resolve the dispute, but each Party will involve the business and legal resources reasonably necessary to attempt in good faith to resolve the dispute at the earliest possible time and without undue delay.

If the Parties are unable to resolve the dispute and the dispute involves a claim that the Service Provider is noncompliant with its obligations hereunder or has overcharged for a Service, the State or affected Subscribing Entities may withhold payment for any Services that are the subject of the dispute until the Service Provider cures the noncompliance, the Parties arrive at an agreement to resolve the dispute, or a Party obtains a resolution in a court of competent jurisdiction.

Nothing in this Section is intended to limit the rights provided under Section 6 or be a prerequisite to exercising those rights.

Once the dispute has been resolved, any payments withheld will be handled in the following manner:

If the resolution was in favor of the State or one or more Subscribing Entities, the Service Provider will issue a credit on the next invoice for the affected Subscribing Entities. If the credit exceeds the Service charges on the next invoice or an invoice will not be issued within 60 days of the resolution, the Service Provider will issue payment in the form of a check in the amount exceeding the Service charges or for the full amount if an invoice will not be issued within 60 days. Any such checks must be issued within that 60-day period.

If in favor of the Service Provider, the affected Subscribing Entities will submit appropriate payment within 30 days of receiving notification of the resolution at the office designated to receive the invoice.

In either of the above cases, the amount or amounts withheld by the State or Subscribing Entity(s) will be taken into account in calculating any amount(s) due.

## **2. General Requirements for Cloud Services**

### **2.1. Standards**

All Service subscriptions must provide a Service that maintains a redundant infrastructure that will ensure access for all of the State's enrolled users in the event of failure at any one of the Service Provider locations, with effective contingency planning (including back-up and disaster recovery capabilities) and [24x7] trouble shooting service for inquiries, outages, issue resolutions, etc. All such Services must be dependable and provide response rates that are as good as or better than industry standards. They also must meet the Service Level Agreements ("SLAs") provided in the applicable Service Attachment and be supported with sufficient connectivity and computing resources to handle reasonably anticipated peak demand, and the Service Provider must ensure that sufficient bandwidth and computing resources are dedicated to the Services to meet peak demand times without material degradation in performance.

The Services must also operate at the [moderate level baseline] as defined in 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. The Service Provider has and will continue to use its best efforts through quality assurance procedures to ensure that 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 Subscribing Entities. Notwithstanding any rights granted under the Agreement or at law, the Service Provider hereby waives under any and all circumstances any right it may have or may hereafter have to exercise electronic self-help.

User access to the Services must be capable of being integrated with a Subscribing Entity's Active Directory (or other LDAP service) to support single sign-on capability for users and to ensure that every user is tied to an Active Directory or other LDAP account and to prevent user access when a user is disabled or deleted in the applicable Subscribing Entity's Active Directory or other LDAP service.

The Service Provider must obtain an annual Statements *on Standards for Attestation Engagements* ("SSAE") No. 16, Service Organization Control 1 Type 2, audit. The audit must cover all operations pertaining to the Services covered by this Agreement. The audit will be at the sole expense of the Service Provider and a copy of it must be provided to the State within 30 days of its completion each year.

At no cost to the State, the Service Provider must immediately remedy any issues, material weaknesses, or other items identified in each audit as they pertain to the Services.

### **2.2. Object Reassignment**

Any Service subscriptions that are provided by the number of items that it may be used by or in conjunction with it, such as nodes, users, or connections ("Objects"), may be reassigned to other, similar Objects within the Subscribing Entity at any time and without any additional fee or charge. For example, a named user subscription 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 subscription. Should a Subscribing Entity require a special code, a unique key, or similar item to reassign the subscription as contemplated by this section, the Service Provider will provide such a code, key, or similar item to the Subscribing Entity at any time and without a fee or charge. A later section in this Agreement governs assignment of a Subscribing Entity's subscription to any Service to a successor in interest.

### **2.3. Generated Files**

“Generated Files” are files storing information, instructions, or data that a Subscribing Entity creates or modifies using the Service Provider’s Services and in which the data or other information was provided or created by a Subscribing Entity. Such Generated Files are also included in the definition of “Subscribing Entity’s Data” in a later section of this Agreement. 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 Service Provider provided to a Subscribing Entity also would be considered Generated Files. As between the Subscribing Entity and the Service Provider, the Subscribing Entity will own all Generated Files that the Subscribing Entity prepares by using the Services, excluding such portions of the Generated Files that consist of embedded portions of the Software. The Service Provider or its licensors will retain ownership of any portions of the Software embedded into Generated Files. But the Service Provider grants to the Subscribing Entity a nonexclusive, royalty-free right to reproduce and distribute to third parties any portions of the intellectual property embedded in any Generated Files that the Subscribing Entity creates while using the Services in the manner in which the Services are designed to be used. In the Subscribing Entity’s distribution of the Generated Files, the Subscribing Entity may not use the Service Provider’s name, logo, or trademarks, except to the extent that such are incorporated in such Generated Files by the design of a Service when used as intended.

### **2.4. Service Provider Warranties**

*The Service Provider warrants that (i) it has validly entered into this Agreement and has the legal power to do so, (ii) the Services will perform materially in accordance with the applicable user guide and the requirements of this Agreement, (iii) subject to any limitations specified in the applicable Service Attachment, the functionality of the Services will not be materially decreased during a subscription term, and (iv) it will not transmit viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs (“Malicious Code”) to a Subscribing Entity, provided it is not a breach of this subpart (iv) if a Subscribing Entity uploads a file containing Malicious Code into the Services and later downloads that file containing Malicious Code. For any breach of a warranty above, the State’s and individual Subscribing Entities’ remedies will be as provided in the section of this Agreement dealing with termination.*

Failure of the Service Provider to meet any SLAs in an applicable Service Attachment will not be considered a breach of this warranty section unless the State reasonably determines that the failure is persistent or extended in duration.

### **2.5. State and Subscribing Entities Responsibilities**

The State and each Subscribing Entity will be responsible for their respective compliance with this Agreement. Additionally, each Subscribing Entity will (i) be responsible for the accuracy, quality, and legality of its data and of the means by which the data was acquired, (ii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services to which it subscribes and notify the Service Provider promptly of any unauthorized access or use of which it becomes aware, and (iii) use the Services only in accordance with the applicable user guide, to the extent it is not inconsistent with this Agreement, applicable laws, and government regulations. A Subscribing Entity may not (a) intentionally make the Services available to anyone other than its employees and contractors acting on the State’s behalf, (b) sell, resell, rent or lease the Services, (c) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (d) intentionally use the Services to store or transmit Malicious Code, (e) intentionally interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (f) attempt to gain unauthorized access to the Services or their related systems or networks.

## **3. Insurance, Indemnification, Limitation of Liability**

### **3.1. Insurance**

The Service Provider must provide the following insurance coverage at its own expense throughout the term of this Agreement to the State:

- (A) Workers' compensation insurance, as required by Ohio law, and if some work will be done outside Ohio, the laws of the appropriate states where work will be done. The Service Provider 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 blanket 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 policy must be endorsed to provide the State with 30-days prior written notice of cancellation or material change to the policy. And the Service Provider'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. **The policy must be endorsed to include a waiver of subrogation.**
- (D) Professional Liability insurance covering all staff with a minimum limit of \$1,000,000 per incident and \$3,000,000 aggregate. If the Service Provider's policy is written on a "claims made" basis, the Service Provider 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 Service Provider must purchase and maintain "tail" coverage through the applicable statute of limitations.

All certificates 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 and must identify this Agreement. All carriers must have at least an "A-" rating by A.M. Best.

Any Subscribing Entity that is a Cooperative Purchasing Member that orders Services also may require a certificate of insurance from the Subscribing Entity naming it as an additional insured.

Whenever a Subscribing Entity locates its equipment at facilities owned or controlled by the Service Provider or one of its contractors, the Service Provider must maintain (a) property insurance insuring the equipment against loss or damage by fire and all other risks covered by the standard extended coverage endorsement used by the Service Provider for its own property or that in common use in the industry, and any other risks reasonably required and covered by the Service Provider's insurance. The coverage must be in an amount at least equal to the reasonable replacement value of the equipment, and (b) workers' compensation coverage as required by the laws of the state in which the equipment is located. The Service Provider must furnish evidence of the coverage throughout each Order's term. All such insurance must be with insurers that are authorized to issue such insurance in the state. All such property insurance must name the applicable Subscribing Entity as the loss payee. All such insurance also must contain a provision to the effect that it cannot be canceled or modified without first giving written notice thereof to the Service Provider and the applicable Subscribing Entities without at least 30 days written notice. Such changes may not become effective without the applicable Subscribing Entities' prior written consent.

### **3.2. Indemnification for Bodily Injury and Property Damage**

The Service Provider must indemnify the State and the Subscribing Entities against all liability or expense resulting from bodily injury to any person (including death) or damage to property arising out of its performance under this Agreement, provided such bodily injury or property damage is due to the negligence or other tortious conduct of the Service Provider, its employees, agents, or subcontractors.

### **3.3. Indemnification for Infringement**

The Service Provider will release, protect, indemnify, defend, and hold the State and the Subscribing Entities harmless from and against any claims of infringement by any third parties based on any Service provided under this Agreement. Any defense of the State or a State Subscribing Entity requires and is subject to the approval and consent of the Ohio Attorney General. Any such defense will be at the Service Provider's sole cost and expense. Further, the Service Provider will indemnify the State and Subscribing Entities for any liability resulting from any such claims, demands, or suits, as well as hold the State and the Subscribing Entities harmless for the Service Provider's liability, losses, and damages resulting from such. This obligation of defense and indemnification will not apply where the State or a Subscribing Entity has modified or misused the Service and the claim or the suit is based on the modification or misuse. The State or affected Subscribing Entity or Entities agrees to give the Service Provider notice of any such claim as soon as reasonably practicable and to allow the Service Provider 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 Service Provider reasonably believes that an infringement or similar claim that is pending actually may succeed, the Service Provider will do one of the following four things as soon as reasonably possible to avoid or minimize any interruption of the Subscribing Entities business:

- (a) Modify the offending Service so that it is no longer infringing but provides substantially the same functionality as before the modification;
- (b) Replace the offending Service with an equivalent or better offering;
- (c) Acquire the right for the Subscribing Entities to use the infringing Service as it was intended for the Subscribing Entities to use under this Agreement; or
- (d) Terminate the infringing Service and refund the amount the Subscribing Entities paid for the Service and the amount of any other Service that requires the availability of the infringing Service for it to be useful to the Subscribing Entities.

### **3.4. Limitation of Liability - State**

The State's and Subscribing Entities' combined total liability for damages, whether in contract or in tort, will not exceed two times the amount of compensation payable to Service Provider for the previous 12 months of Service related to the Service Attachment under which the damages occurred or the amount of direct damages incurred by the Service Provider, whichever is less.

### **3.5. Limitation of Liability - Service Provider**

The Service Provider will be responsible for any liability, claims, losses and damages arising out of the performance of this Agreement provided such liability, claim, loss or damage is due to the fault or negligence of the Service Provider, its employees, agent or subcontractors.

NOTWITHSTANDING THE PREVIOUS SENTENCE AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY, ITS AFFILIATES OR CONTRACTORS WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, EVEN IF THE PARTY KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES.

## **4. Confidentiality and Handling of Data**

### **4.1. Confidentiality**

The State may disclose to the Service Provider 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 Service Provider will remain with the State. The Service Provider 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 interests of the public, other contractors or potential contractors with the State, or individuals or organizations about whom the State keeps information. The Service Provider may not disclose any Confidential Information to third parties and must use it solely to perform under this Agreement.

If any Service delivered under this Agreement contains data, documentation, or other written information that is confidential in nature and properly labeled as such, then it also will be Confidential Information for purposes of this section. The State will keep all such Confidential Information in confidence and will not use it other than as authorized under this Agreement. Nor will the State disclose any such Confidential Information to any third party without first obligating the third party to maintain the secrecy of the Confidential Information.

If one party discloses Confidential Information (“Disclosing Party”) to the other party to this Agreement (“Receiving Party”), the Receiving Party’s obligation to maintain the confidentiality of the Confidential Information will not apply where such:

- (1) Was already in the possession of the Receiving Party without an obligation of confidence;
- (2) Is independently developed by the Receiving Party, provided documentary evidence exists to support the independent development;
- (3) Except as provided in the next paragraph, is or becomes publicly available without a breach of this Agreement;
- (4) Is rightfully received by the Receiving Party from a third party without an obligation of confidence;
- (5) Is disclosed by the Receiving Party with the written consent of the Disclosing Party; or
- (6) Is released under a valid order of a court or governmental agency, provided that the Receiving Party:
  - (a) Notifies the Disclosing Party of the order immediately upon receipt of it, unless it is legally prohibited from doing so; and
  - (b) Makes a reasonable effort to obtain a protective order from the issuing court or agency limiting the 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, is nevertheless sensitive in nature and may not be disclosed or used in any manner except as expressly authorized in this Agreement. Therefore, item (3) in the preceding paragraph does not apply, and the Service Provider must treat such information as Confidential Information whether it is available elsewhere or not.

The Receiving Party must return all originals of any Confidential Information and destroy any copies it has made on termination or expiration of this Agreement.

The disclosure of the Confidential Information of the Disclosing Party in a manner inconsistent with the terms of this provision may cause the Disclosing Party irreparable damage for which remedies other than injunctive relief may be inadequate, and each Receiving Party agrees that in the event of a breach of the Receiving Party’s obligations hereunder, the Disclosing Party will be entitled to seek temporary and permanent injunctive relief to enforce the provisions of this Agreement without the necessity of proving actual damages. However, this provision does not diminish or alter any right to claim and recover damages.

This Agreement is not Confidential Information. All its terms and conditions, including pricing and any attachments, represent public information.

#### **4.2. Public Records Requests.**

Should the Service Provider receive any public records request with respect to any Subscribing Entity Data, the Service Provider will immediately notify the affected Subscribing Entity or Entities and fully cooperate with the affected Subscribing Entity or Entities as it or they direct.

#### **4.3. Handling of Subscribing Entity Data**

“Subscribing Entity Data” is any information, data, files, or software that a Subscribing Entity uses or stores on or in conjunction with the Services, including but not limited to Generated Files. The Service Provider must use due diligence to ensure computer and telecommunications systems and Services involved in storing, using, or transmitting Subscribing Entity Data are secure and to protect that data from unauthorized disclosure, modification, or destruction. To accomplish this, the Service Provider must

comply with all applicable National Institute of Standards and Technology (“NIST”) standards for [Moderate Impact] systems and:

- (1) Apply appropriate risk management techniques to ensure security for all sensitive data, including but not limited to any data identified as Confidential Information elsewhere in this Agreement.
- (2) Ensure that its internal security policies, plans, and procedures address the basic security elements of confidentiality, integrity, and availability.
- (3) 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.
- (4) Maintain appropriate identification and authentication process for information systems and services associated with Subscribing Entity Data.
- (5) Maintain appropriate access control and authorization policies, plans, and procedures to protect system assets and other information resources associated with Subscribing Entity Data.
- (6) Implement and manage security audit logging on information systems, including computers and network devices.

The Service Provider 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 Subscribing Entity Data, limiting access to only these points, and disabling all others. To do this, the Service Provider 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. The Service Provider must use two-factor authentication to limit access to systems that contain Subscribing Entity Data.

Unless a Subscribing Entity instructs the Service Provider otherwise in writing, the Service Provider must assume all Subscribing Entity Data is both confidential and critical for Subscribing Entity operations, and the Service Provider’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. As part of the Service Provider’s protection and control of access to and use of data, the Service Provider must employ appropriate intrusion and attack prevention and detection capabilities. Those capabilities must track unauthorized access and attempts to access Subscribing Entity Data, as well as attacks on the Service Provider’s infrastructure associated with Subscribing Entity Data. Further, the Service Provider 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 Subscribing Entity Data.

The Service Provider must use appropriate measures to ensure that Subscribing Entity Data is secure before transferring control of any systems or media on which Subscribing Entity Data is stored. The method of securing the data must be appropriate to the situation and may include erasure, destruction, or encryption of the data before transfer of control. The transfer of any such system or media must be reasonably necessary for the performance of the Service Provider’s obligations under this Agreement.

The Service Provider must have a business continuity plan in place. The Service Provider must test and update the IT disaster recovery portion of its business continuity plan 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 Service Provider maintains Subscribing Entity 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 Subscribing Entity Data in the case of a disaster or other business interruption. The Service Provider’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 Subscribing Entity Data. Such resources may include, among others, communications, supplies, transportation, space, power and environmental controls, documentation, people, data, software, and hardware. The Service Provider also must provide for reviewing, testing, and adjusting the plan on an annual basis.

The Service Provider may not allow Subscribing Entity Data to be loaded onto portable computing devices or portable storage components or media unless necessary to perform its obligations under this Agreement properly. Even then, the Service Provider may permit such only if adequate security measures are in place to ensure the integrity and security of the 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. At a minimum, portable computing devices must have anti-virus software, personal firewalls, and system password protection. In addition, Subscribing Entity Data must be encrypted when stored on any portable computing or storage device or media or when transmitted from them across any data network. The Service Provider also must maintain an accurate inventory of all such devices and the individuals to whom they are assigned.

Any encryption requirement identified in this provision must meet the NIST standards identified above.

The Service Provider must have reporting requirements for lost or stolen portable computing devices authorized for use with Subscribing Entity Data and must report any loss or theft of such to the State in writing as quickly as reasonably possible. The Service Provider also must maintain an incident response capability for all security breaches involving Subscribing Entity Data whether involving mobile devices or media or not. The Service Provider must detail this capability in a written policy that defines procedures for how the Service Provider will detect, evaluate, and respond to adverse events that may indicate a breach or attempt to attack or access Subscribing Entity Data or the infrastructure associated with Subscribing Entity Data.

In case of an actual security breach that may have compromised Subscribing Entity Data, including but not limited to loss or theft of devices or media, the Service Provider must notify the Subscribing Entity in writing of the breach within 24 hours of the Service Provider becoming aware of the breach, and fully cooperate with the Subscribing Entity to mitigate the consequences of such a breach. This includes any use or disclosure of the Subscribing Entity Data that is inconsistent with the terms of this Agreement and of which the Service Provider becomes aware, including but not limited to, any discovery of a use or disclosure that is not consistent with this Agreement by an employee, agent, or subcontractor of the Service Provider.

The Service Provider must give affected Subscribing Entities full access to the details of the breach and assist each Subscribing Entity in making any notifications to potentially affected people and organizations that the affected Subscribing Entities deem are necessary or appropriate. The Service Provider must document all such incidents, including its response to them, and make that documentation available to the affected Subscribing Entities on request. In addition to any other liability under this Agreement related to the Service Provider's improper disclosure of Subscribing Entity Data, and regardless of any limitation on liability of any kind in this Agreement, the Service Provider 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 Service Provider's possession. Such identity theft protection must be reasonably acceptable to the State.

All Subscribing Entity Data will remain the property of the Subscribing Entity. The Service Provider must ensure that the Subscribing Entity retains access and download capability for purposes of retrieving its data for research, investigation, transfer, or migration to other systems.

All Subscribing Entity Data at rest in systems supporting the Service Provider's Services must reside within the contiguous United States with a minimum of two data center facilities at two different and distant geographic locations and be handled in accordance with the requirements of this section at all Service Provider locations.

#### **4.4. Subscribing Entity Responsibilities**

Each Subscribing Entity will be responsible for its compliance with this Agreement, be responsible for the accuracy, quality, and legality of its Subscribing Entity Data and of the means by which it acquired that Subscribing Entity Data, use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify the Service Provider promptly of any unauthorized access or use of which it becomes aware. Further, the Subscribing Entity will use the Services only in accordance with the applicable user guide(s), to the extent not inconsistent with the Subscribing Entity's rights under this Agreement and any applicable Service Attachments, and applicable laws and government regulations.

Further, a Subscribing Entity may not intentionally make the Services available to anyone other than its employees and its contract personnel, unless the applicable Service or Services are designed to be publically facing or intended for interaction with clients of the Subscribing Entity (e.g., hosted web sites), sell, resell, rent, or lease the Services, use the Services to store or transmit infringing, libelous, or

otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights. The Subscribing Entities also may not intentionally use the Services to store or transmit Malicious Code, intentionally interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or attempt to gain unauthorized access to the Services or their related systems or networks.

## **5. Orders, Requesting Service, Delivery, Acceptance, Termination, and Modification**

### **5.1. Acceptance**

The acceptance procedure for setup or installation of the Services will be a review by the Subscribing Entity acquiring the Service to ensure that it meets the performance standards and other requirements in the applicable Service Attachment and that the setup or installation has been done in a professional manner and that the Service itself meets all requirements. For other Services, the acceptance procedure will be a review by the Subscribing Entity to ensure the Service complies with the performance requirements in the applicable Service Attachment. In addition to the requirements of the applicable Service Attachment, if ordering documents such as a Statement of Work or other forms (“Order Forms”) are authorized in that Service Attachment, the review will include any additional requirements in that Order Form. The Subscribing Entity will have up to 15 days after the setup, installation, or establishment of the Service to do this. The Subscribing Entity will not issue a formal letter of acceptance, unless otherwise specified in the applicable Service Attachment, and passage of 15 days will imply acceptance, though the Subscribing Entity will issue a notice of noncompliance if set up or installation or other Service does not meet the requirements in this Agreement.

If the Subscribing Entity issues a noncompliance letter, the Service Provider will have 30 days to correct the problems listed in the letter. If the Subscribing Entity has issued a noncompliance letter, the Service, installation, or set up will not be accepted until that Subscribing Entity issues a letter of acceptance indicating that each problem noted in the noncompliance letter has been cured. If the problems have been fixed during the 30-day period, the Subscribing Entity will issue the acceptance letter within 15 days after all defects have been fixed. If the Service Provider fails to correct the defect(s), the applicable Order(s) will terminate without cost or obligation to the Subscribing Entity.

The applicable Service Attachment may provide additional or alternative acceptance procedures, but no Order Form may change the acceptance process.

### **5.2. Service, Termination, or Modification**

All Orders for Service, as well as any termination of an Order or modification to an Order, must be made through the State’s Technology (formerly Telecommunications) Service Request (“TSR”) system or any replacement system used by the State at the time an Order for Service, termination, or modification is requested. Therefore, the Service Provider must notify the State when an Order is received that was placed outside the TSR, or a replacement system, and the Service Provider will not accept the Order. If a Service Provider accepts an Order outside the TSR, or any replacement system, the State or the Subscribing Entity may either withhold payment for the unverified Order or require termination of the Service under the unverified Order without cost or obligation to the State or the Subscribing Entity.

The Service Provider agrees to keep Subscribing Entities’ Orders updated and current in the TSR System.

The Service Provider is responsible for processing all Orders, billing, payments, cancellations, changes, and receiving and managing all Service calls in a consolidated manner. In this regard, the Service Provider must act as the sole point of contact for all Services under this Agreement and any related Service Attachments for all Subscribing Entities. The Service Provider may not require a Subscribing Entity to contact any of the Service Provider’s third-party suppliers or otherwise transact business directly with such suppliers for any Services ordered under this Agreement, and in all respects, the Service Provider must maintain a seamless, single-point-of-contact business relationship with each Subscribing Entity for the Services ordered under this Agreement.

## **6. Termination – Agreement, Service Attachments, Orders**

### **6.1. Termination by the State**

The Service Provider must comply with all terms and conditions of this Agreement. If the Service Provider fails to perform any one of its obligations under this Agreement, it will be in default, and the State may proceed in any or all of the following ways:

1. The State may terminate this Agreement, the applicable Service Attachment(s), or the affected Order(s) under this Agreement;
2. The State may withhold payment for any affected Service until the Service Provider cures the noncompliance or the Parties arrive at an agreement as to the corrective action for the noncompliance; or
3. The State may file a complaint for damages with a court of competent jurisdiction in Ohio.

The State also may terminate this Agreement or any Service Attachments for its convenience with 30 days written notice to the Service Provider. In any such event, each Subscribing Entity must pay for all accrued and unpaid charges for Services and any fee specified in the affected Service Attachment(s) for early termination (“Early Termination Charge”), if applicable.

If the termination of the Agreement or any Service Attachment(s) is for cause, then neither the State nor any Subscribing Entities will be liable for any Early Termination Charge outlined in any affected Service Attachments. And the Service Provider will fully cooperate in any disentanglement efforts any Subscribing Entity reasonably requests at no cost to the requesting Subscribing Entity(ies).

The State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails at any time to continue funding for the payments and other obligations due as part of this Agreement, the State's obligations under this Agreement will terminate as of the date the funding expires without further obligation of the State, including but not limited to any Early Termination Charge outlined in any affected Service Attachments.

### **6.2. Termination of Orders by Subscribing Entity or Service Provider**

Under this Agreement, specific Orders also may be terminated by either a Subscribing Entity or the Service Provider, as follows:

#### **6.2.1. By a Subscribing Entity**

A Subscribing Entity may terminate Service under any Order it has placed, and it may do so at any time for any or no reason. The Subscribing Entity will be liable for charges accrued but unpaid as of the termination date, as well as any Early Termination Charge outlined in the appropriate Service Attachments.

If the Subscribing Entity's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly or other governmental body, and the General Assembly or other governmental body fails at any time to continue funding for the payments and other obligations due under an Order, the Subscribing Entity's obligations with respect to that Order will terminate as of the date the funding expires, and the Subscribing Entity will have no further obligation with respect to such Order, including but not limited to any Early Termination Charge outlined in any affected Service Attachments.

If a termination of any Service under one or more Orders is for cause or non-appropriation of funds, as described in this Section 6, the Subscribing Entity will not be liable for any Early Termination Charge, if such are otherwise applicable to the Service or Services so terminated. If the termination is for cause, the Service Provider will fully cooperate in any disentanglement efforts the Subscribing Entity reasonably requests at no cost to the Subscribing Entity.

### **6.2.2. By the Service Provider**

If a Subscribing Entity materially defaults in the performance of any of its duties or obligations under this Agreement, the Service Provider, by giving at least 30 days prior written notice, may cancel any affected Services provided to that Subscribing Entity under this Agreement.

If the Subscribing Entity cures the default to the satisfaction of the Service Provider and before the cancellation of Service date, the Order will remain in full force and effect.

If the Subscribing Entity fails to cure, then the Subscribing Entity will remain liable for charges accrued but unpaid as of the cancellation date and any Early Termination Charge as outlined in the appropriate Service Attachment(s), if applicable.

## **7. Financial – Fees, Claims and Disputes, Billing, and Payment**

### **7.1. Fees**

All applicable charges are fully documented in the appropriate Service Attachment(s). The Subscribing Entity will not be responsible for any charges not documented in the applicable Service Attachment(s) nor will the Subscribing Entity be responsible for any charges waived by the Service Provider in this Agreement or the applicable Service Attachment(s).

Subscribing Entities are not subject to increases in fees during the term of this Agreement.

Subscribing Entities are not responsible for any charges from the Service Provider's third-party suppliers for any Services ordered under this Agreement, unless an applicable Service Attachment expressly provides otherwise. In this regard, the Service Provider is the seller or reseller of all Services covered by this Agreement, and any payments due to the Service Provider's third-party suppliers for Services under this Agreement are included in the Service Provider's fees specified in the applicable Service Attachment, unless that Service Attachment expressly provides otherwise.

### **7.2. Billing**

Invoices will be issued at the Order level, but the Subscribing Entity may require a recap at the agency, division, or district level based on the organizational structure of the Subscribing Entity.

Invoices must be submitted to the office designated in the purchase order or TSR as the "bill to address". The invoice must be submitted within 60 days of the Service. If the Subscribing Entity does not receive the invoice within the 60 days of the date of Service, the Subscribing Entity will be entitled to deny payment of the invoice.

A proper invoice must include the following information and/or attached documentation:

1. Name and address of the Service Provider as designated in this Agreement;
2. Federal Tax Identification Number of the Service Provider as designated in this Agreement;
3. Invoice remittance address as designated in the Agreement; and
4. A sufficient description of the Services to allow the Subscribing Entity to identify the Services and perform an audit of the Services.

### **7.3. Payment**

Payments for Services under this Agreement will be due on the 30th calendar day after the actual receipt of a proper invoice in the office designated to receive the invoice.

The Service Provider agrees to receive payment from approved vouchers by electronic fund transfer ("EFT") for Subscribing Entities that rely on them to make payment. The Service Provider will cooperate with Subscribing Entities in providing the necessary information to implement EFT. The date the EFT is issued in payment will be considered the date payment is made, or if a Subscribing Entity does not use an EFT process, the date its check or warrant is issued in payment will be considered the date payment is made.

#### 7.4. State Reporting Requirements

The Service Provider must provide the State with a recap of all Services provided to the Subscribing Entities on a monthly basis. Additional, specific reporting data requirements may be outlined in the Service Attachment(s).

#### 7.5. Service Level Guarantee and Credits

The Service Provider will issue a credit allowance to any Subscribing Entity affected by a Service outage, as defined in the Service Level Agreement contained in the applicable Service Attachment. The credit will appear on the affected Subscribing Entity's next invoice, or if the Subscribing Entity so requests, the Service Provider will issue a check to the Subscribing Entity as payment within 30 days of the request.

#### 7.6. Cost Recovery

The Service Provider must pay a Cost Recovery Fee to the State to cover the estimated costs the State will incur administering this Agreement and the Services offered under it.

The Cost Recovery Fee will be 2% of the total dollar amount of Services the Service Provider invoices under this Agreement to all Subscribing Entities, including all State-level entities and all Cooperative Purchasing Members. The State will generate notification to the Service Provider via email on the last day of the calendar quarter advising the Service Provider to complete a revenue reporting form provided by the State within 30 days after the close of the quarter. The State may compare the form provided by the Service Provider to information in the State's accounting system, the TSR, and other records for purposes of verifying the accuracy of the form. The State will generate an invoice to the Service Provider for the quarterly Cost Recovery Fee based on reported revenue from the Service Provider or the State's records, whichever is greater.

Example of calculation of a Cost Recovery Fee:

Example 1			
Service Provider Revenue Report	\$1,000.00	X 2%	\$20.00
State Expenditure Report	\$900.00		
Example 2			
Service Provider Revenue Report	\$800.00		
State Expenditure Report	\$1,000.00	X 2%	\$20.00

The Service Provider must remit to the State the 2% Cost Recovery Fee within 30 days of receipt of the invoice from the State by check to the State of Ohio, Office of Information Technology. The check must be made payable to the Treasurer, State of Ohio, Fund 133, and must be sent to the State at the following address:

Department of Administrative Services  
Office of Information Technology  
Infrastructure Services Division  
30 E. Broad Street – 39<sup>th</sup> Floor  
Columbus, OH 43215  
Attn: Business Manager

To ensure that the payment is credited properly, the Service Provider must identify the check as a State of Ohio Cost Recovery Fee and reference this Agreement and the Quarterly Activity Reports supporting the check amount. The data requirements for the Quarterly Activity Reports will be detailed in the Service Attachment(s). Credit of the Cost Recovery Fee will begin in the month of execution of this Agreement.

A copy of the Quarterly Activity Report will be sent to the **[Insert Title]** at the following address:

Department of Administrative Services  
Office of Information Technology  
Infrastructure Services Division  
1320 Arthur E. Adams Drive, 3rd Floor

The first payment will be calculated against all Services rendered to the existing Subscribing Entities transferred to the Agreement in the month of effective date. Subsequent payments will be calculated against all Subscribing Entities as stated above.

## **8. Support**

### **8.1. Service Support Generally**

During the term of any Order, the Service Provider will provide the Subscribing Entity with telephonic assistance and advice for using all Services covered by the Order. The Service Provider also will provide troubleshooting and problem resolution by developing and providing fixes or patches for errors in any software it provides and contract with any third party providing software that supports the Services for the same. As part of the support the Service Provider provides in exchange for the applicable fee, the Service Provider also will keep all software current by installing all relevant service packs and patches as well as all updates and new releases and versions of the software as soon as reasonably possible. The Service Provider also will keep its own software offering compatible with any updated third-party software that is part of the Services or supports the Services. The manner in which the Service Provider provides support will be governed by the Service Provider's policies and programs described in the applicable documentation or other materials that the Service Provider uses to notify its customers generally of such policies. But regardless of the Service Provider's policies and programs, unless otherwise agreed in the applicable Service Attachment, in all cases such support must comply with the requirements of this Agreement and the applicable Service Attachment(s). And the Service Provider must provide the support in a competent, professional, and timely manner.

### **8.2. Equipment Support Generally**

For any equipment used to provide the Services, remedial equipment maintenance by the Service Provider will be completed within eight business hours after notification by the Subscribing Entity that maintenance is required. In the case of preventative maintenance, the Service Provider will perform such in accordance with the manufacturer's published schedule and specifications. If maintenance is not completed within eight hours after notification by the Subscribing Entity, the Service Provider will be in default. Failure of the Service Provider to meet or maintain these requirements will provide the Subscribing Entity with the same rights and remedies as specified elsewhere in this Agreement for default, except that the Service Provider will only have eight hours to remedy a default. Nothing contained herein will limit the application of any credits for failure to meet any service level agreements in the applicable Service Attachment. The Service Provider will provide adequate staff to provide the maintenance required by this Agreement.

### **8.3. Adjustments**

A Subscribing Entity may acquire subscriptions that are based on the number of users, nodes, computers, processors, or other counts of objects covered by an Order ("Objects"). In any such cases, the Subscribing Entity may request that the fees for a subscription renewal be calculated based on fewer Objects than included in the previous Order, with an appropriate adjustment in the applicable fee(s). Despite the reduction, fees for the remaining objects may not be increased over the applicable fees from the previous Order.

During an Order's duration ("Order Term"), a Subscribing Entity may increase the volume of its Order (e.g., add additional users) without increasing the Order Term. The cost of any addition Objects or similar increase in usage must be prorated to reflect the time remaining in the Order Term rather than be based on the full Order Term.

### **8.4. Support Parameters**

A Subscribing Entity may initiate support requests for problems it encounters with the Software by telephone, email, Internet, or fax, and the Service Provider must maintain lines of communication that support all four forms of communication. The Service Provider must make support available [24 hours a day, seven days per week] (the "Support Window"), 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 Service Provider must maintain at least one support center in North America with adequate English-speaking support personnel. The applicable Service Attachment(s) may provide for different support periods. A Subscribing Entity's technical staff may contact any support center that the Service Provider maintains, and they may choose to do so based on convenience, proximity, service hours, languages spoken, or otherwise.

### **8.5. Incident Classification**

The Service Provider must classify and respond to support calls by the underlying problem's effect on a Subscribing Entity. In this regard, the Service Provider 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 Service Provider must designate a problem as "critical" if the Service is functionally inoperable, the problem prevents the Service or a major component or function of it 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 Service Provider must classify a problem as "urgent" if the underlying problem significantly degrades the performance of the Service or a major function or component of it or materially restricts a Subscribing Entity's use of the Service in a production mode. A problem also will be considered urgent if a commonly used feature often generates application errors, causes the Service to freeze, locks up the computer on which the Service is running, or otherwise routinely does not work as intended. Classification of a problem as urgent rather than critical assumes that an affected Subscribing Entity still can conduct business with the Service and response times are consistent with the needs of the Subscribing Entity for that type of Service. As with the critical classification, the urgent classification assumes there is no existing patch or acceptable workaround procedure for the problem. Finally, the Service Provider may classify a support call as "routine" if the underlying problem is a question on end use or configuration of the Service. It also may be classified as routine when the problem does not materially restrict a Subscribing Entity's use of the Service 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 that does not materially interfere with a Subscribing Entity's use of the Service, the problem may be treated as routine.

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

### **8.6. Incident Response**

The Service Provider 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 Service Provider 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 Service Provider's appropriate staff will work without material interruption until the problem is resolved properly. At the request of an affected Subscribing Entity, the Service Provider's personnel must maintain daily contact with the Subscribing Entity's technical staff to keep the Subscribing Entity abreast of efforts being made to solve the problem. The Service Provider also must provide the Subscribing Entity's technical staff with direct access to the Service Provider's support personnel and product development personnel, if appropriate, who are assigned to the problem.

The Service Provider must respond to urgent problems by having its product development and support personnel work in concert to develop a fix or a workaround. If requested, the Service Provider's support personnel must maintain regular contact with the affected Subscribing Entities to keep their technical staff abreast of progress toward a resolution of the problem. The Service Provider's support staff must include the problem in regular status reports to the Service Provider's management team. And the Service Provider's support staff must provide the fix or workaround procedure as soon as it is available.

The Service Provider must respond to routine problems by providing the affected Subscribing Entities with a fix 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 Service Provider'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 Service Provider's first or second level support personnel must provide the Subscribing Entity's technical staff with telephonic assistance on a non-priority basis.

### **8.7. Response Times**

The maximum time that the Service Provider takes to respond initially to a support request may vary based upon the classification of the request. During the Support Window, the Service Provider's response time for a critical support request will be less than one hour. The Service Provider's response time for an urgent request must be less than two hours during the Support Window. And the Service Provider's response time for a routine support request must be less than four hours during the Support Window. The applicable Service Attachment may provide for shorter response times, and nothing contained herein will limit the application of any credits for failure to meet any service level agreements in the applicable Service Attachment.

### **8.8. Escalation Process**

Any support call that is not resolved must be escalated to the Service Provider's management under the following parameters. Unresolved problems that are classified as critical must be escalated to the Service Provider's support manager within one hour and to the director level after four hours. If a critical problem is not resolved within one day, it must escalate to the CEO level after two days. The Service Provider's support staff will escalate unresolved urgent problems to its support manager within three hours, to the director level after one day, and to the CEO level after two days.

### **8.9. Subscribing Entity Obligations**

To facilitate the Service Provider meeting its support obligations, Subscribing Entities must provide the Service Provider with the information reasonably necessary to determine the proper classification of the underlying problem. They also must assist the Service Provider as reasonably necessary for the Service Provider's support personnel to isolate and diagnose the source of the problem. Additionally, to assist the Service Provider's tracking of support calls and the resolution of support issues, Subscribing Entities must make a reasonable effort to use any ticket or incident number that the Service Provider assigns to a particular incident in each communication with the Service Provider.

### **8.10. Relationship to SLAs**

The Service Provider's support obligations are in addition to the SLAs in the Service Attachment(s). Furthermore, the SLAs may provide for credits to the Subscribing Entities even though the Service Provider is meeting its support obligations hereunder.

## **9. Standard Provisions**

### **9.1. Certification of Funds**

None of the rights, duties, or obligations in this Agreement will be binding on the State or a Subscribing Entity, and the Service Provider will not begin its performance under any Order, until all the following conditions occur for that Order: (a) all statutory provisions under the ORC, including Section 126.07, have been met; (b) all necessary funds are made available by the appropriate State agencies; (c) if required, approval of this Agreement or the applicable Order is given by the Controlling Board of Ohio; and (d) if the Subscribing Entity is relying on federal or third-party funds for its Order, the Subscribing Entity gives the Service Provider written notice that such funds have been made available. Additional or alternate legal requirements may apply to political subdivisions that are a Subscribing Entity for an Order to be binding on it.

## **9.2. 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 will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date or dates as soon as practicable after notice of delay. The proposed date or dates must be reasonable and cannot exceed the actual delay caused by the events beyond the control of the Party. In the case of such an excusable delay, the dates of performance or delivery affected by the delay 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 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 Service Provider's suppliers will be considered controllable by the Service Provider.

In the case of subscriptions to Services for a term that an excusable delay interrupts, the term of that subscription will be extended at no additional cost to affected Subscribing Entities by the same amount of time as the excusable delay.

## **9.3. Employment Taxes**

Each Party will be solely responsible for reporting, withholding, and paying all employment related taxes, contributions, and withholdings for its own personnel, including, but not limited to, federal, state, and local income taxes, and social security, unemployment and disability deductions, withholdings, and contributions, together with any interest and penalties.

## **9.4. Sales, Use, Excise, and Property Taxes**

The State and most Subscribing Entities are exempt from any sales, use, excise, and property tax. To the extent sales, use, excise, or any similar tax is imposed on the Service Provider in connection with any Service, such will be the sole and exclusive responsibility of the Service Provider, and the Service Provider 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.

## **9.5. Equal Employment Opportunity**

The Service Provider will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including ORC Section 125.111 and all related Executive Orders.

Before this Agreement can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by to the Ohio Business Gateway at:

<http://business.ohio.gov/efiling/>

The State encourages the Service Provider to purchase goods and services from Minority Business Enterprises ("MBEs") and Encouraging Diversity, Growth and Equity ("EDGE") contractors.

## **9.6. Drug-Free Workplace**

The Service Provider must comply with all applicable state and federal laws regarding keeping a drug-free workplace. The Service Provider must make a good faith effort to ensure that all its employees, while working on State property or the property of any Subscribing Entity, will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

### **9.7. Conflicts of Interest**

No Service Provider personnel may voluntarily acquire any personal interest that conflicts with the Service Provider's responsibilities under this Agreement. Additionally, the Service Provider will not knowingly permit any public official or public employee who has any responsibilities related to this Agreement to acquire an interest in anything or any entity under the Service Provider's control, if such an interest would conflict with that official's or employee's duties. The Service Provider will disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Agreement. The Service Provider will take all legal steps to ensure that such a person does not participate in any action affecting the work under this Agreement, unless the State has determined that, in the light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

### **9.8. Assignment**

The Service Provider may not assign this Agreement or any of its rights or obligations under this Agreement without the prior, written consent of the State, which consent the State will not be obligated to provide.

### **9.9. Governing Law**

This Agreement will be governed by the laws of Ohio, and venue for any disputes will lie with the appropriate court in Ohio.

### **9.10. Finding for Recovery**

The Service Provider warrants that the Service Provider is not subject to an unresolved finding for recovery under ORC §9.24. If the warranty is false on the date the parties signed this Agreement, the Agreement is void *ab initio*.

### **9.11. Anti-trust**

The Parties recognize that, in actual economic practice, overcharges resulting from antitrust violations are usually borne by the State and the Subscribing Entities. The Service Provider therefore assigns to the State all state and federal antitrust claims and causes of action that the Service Provider now has or may acquire relating to the Services that are covered by this Agreement.

### **9.12. Use of Name**

Neither Party will use the other Party's name in any marketing material, advertisement, or press release without the other Party's written consent. Further, neither Party may use any contact information collected from the other in the performance of this Agreement for general marketing or sales purposes, such as using email addresses to send mass marketing material, and must use such information solely for purposes of administering this Agreement.

### **9.13. Executive Order 2011-12K Compliance**

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.

### **9.14. Campaign Contributions**

The Service Provider, by signature affixed on this document, hereby certifies that all applicable parties listed in ORC Section 3517.13 are in full compliance with ORC Section 3517.13.

### **9.15. Declaration Regarding Terrorist Organization**

The Service Provider represents and warrants that it has not provided any material assistance, as that term is defined in ORC Section 2909.33(C), to an organization that is included on the United States Department of State Terrorist Exclusion List and that it has truthfully answered “no” to every question on the DMA form. The Service Provider further represents and warrants that it has provided or will provide the DMA form through the Ohio Business Gateway at <http://business.ohio.gov/efiling/> before execution of this Agreement. If these representations and warranties are found to be false, this Agreement will be void and the Service Provider will immediately repay to the State any funds paid under this Agreement.

### **9.16. Export Compliance**

The Services and derivatives thereof may be subject to export laws and regulations of the United States and other jurisdictions. Both the Service Provider and the State represent that it is not named on any U.S. government denied-party list. Neither party will permit others to access or use the Services in a US-embargoed country (currently Cuba, Iran, North Korea, Sudan or Syria) or in violation of any U.S. export law or regulation.

### **9.17. Safety and Security Rules**

When accessing State networks and systems, the Service Provider must comply with all applicable State policies and regulations regarding data security and integrity. And when on any property owned or controlled by the State, the Service Provider must comply with all security and safety rules applicable to people on those premises. Subscribing Entities may have policies and regulations that are specific to them that the Service Provider also must comply with.

### **9.18. Ohio Ethics Law**

The Service Provider certifies that it is currently in compliance with and will continue to adhere to the requirements of the Ohio ethics laws.

### **9.19. Entire Agreement**

This Agreement, together with any Service Attachments and all additional documents expressly incorporated herein, sets forth the entire agreement of the Parties with respect to the subject matter hereof and supersedes any prior agreements, promises, representations, understandings, and negotiations between the Parties with respect to the subject matter hereof.

Only executable Order Forms attached to a Service Attachment as an exhibit and identified as such in the applicable Service Attachment may be executed by a Subscribing Entity to evidence a transaction under this Agreement, though a Subscribing Entity may issue its own purchasing forms, such as a purchase order. Further, the Subscribing Entity may not add or require additional terms as part of any authorized Order Form. Documents attached to a Service Agreement as exhibits to be executed by a Subscribing Entity typically identify authorized Service options the Subscribing Entity has selected, provide information about a Subscribing Entity, identify installation or configuration requirements or similar statements of work to be done by the Service Provider, set schedules for performance, and similar matters.

### **9.20. Severability**

If any provision hereunder is declared or held invalid, illegal, or unenforceable by a court of competent jurisdiction, this Agreement will be revised only to the extent necessary to make that provision legal and enforceable or, if impossible, the unaffected portions of this Agreement will remain in full force and effect so long as the Agreement remains consistent with the Parties' original intent.

### **9.21. Survival**

Any terms, conditions, representations, or warranties contained in this Agreement that must survive termination or expiration of this Agreement to be fully effective will survive the termination or expiration of the Agreement, unless expressly provided otherwise in this Agreement. Additionally, no termination or expiration of the Agreement will affect the State's right to receive Services for which the State has paid before expiration or termination, but no subscription to a Service will continue beyond the period paid for before termination or expiration of the Agreement.

If any Service Attachment should expire or be terminated, the remaining portions of this Agreement will survive.

### **9.22. No Waiver**

The failure of either party at any time to demand strict performance by the other Party of any terms or conditions of this Agreement may not be construed as a waiver of any of those terms or conditions, and either Party may at any time demand strict and complete performance by the other Party.

### **9.23. Order of Precedence**

In the case of a conflict between the terms and conditions of this Master Cloud Services Agreement and those of a Service Attachment, the Master Cloud Services Agreement will prevail, unless the Service Attachment expressly provides otherwise. In any such case, the conflicting provision in the Service Attachment will be applicable only to that Service Attachment and then only to the Services thereunder that are intended to be covered by that provision.

### **9.24. Headings**

The headings herein are for convenience only and are not intended to have any substantive significance in interpreting this Agreement.

### **9.25. Governmental Authorization, Regulatory Changes**

This Agreement is subject to all applicable federal, state, and local laws, rules, orders, and regulations, and each Party must comply with all applicable federal, state, and local laws, rules, regulations, and orders in performing its obligations hereunder. To the extent any provision of this Agreement conflicts with any such law, rule, order, or regulation, such law, rule, order, or regulation will supersede the conflicting provision. The Service Provider may discontinue, limit, or impose additional requirements to the provision of Service, upon no less than 30 days written notice, if required to meet federal, state or local laws, rules, or regulations. But if any such action materially affects any Subscribing Entity's use of a Service, the Subscribing Entity may on written notice to the Service Provider terminate its use of the Service without an Early Termination Charge and receive a pro rata refund any amounts paid in advance for the Service.

### **9.26. Notices**

Except as otherwise provided in this Agreement, all notices hereunder must be in writing and sent by (a) registered or certified mail, postage prepaid; (b) facsimile transmission; (c) overnight courier; (d) or email, upon confirmation of receipt. Alternatively, such notices may be hand delivered if confirmation of receipt is attained at delivery.

The State's address for notification is:

Department of Administrative Services  
Office of Information Technology  
Infrastructure Services Division  
1320 Arthur E. Adams Drive, 3rd Floor  
Columbus, Ohio 43221  
Attention: **[Insert Title]**

The Service Provider's address for notification is:

With a copy to:

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the dates indicated below.

**SERVICE PROVIDER**

**STATE OF OHIO,  
DEPARTMENT OF  
ADMINISTRATIVE SERVICES**

_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title
_____ Date	_____ Effective Date
_____ Federal Tax ID	

## Service Attachment # \_\_\_\_\_

**This Service Attachment** (the "Service Attachment"), is between \_\_\_\_\_ ("Service Provider") having an office at \_\_\_\_\_, and the State of Ohio, through the Department of Administrative Services, Office of Information Technology ("the State"), having its principal place of business at 1320 Arthur E. Adams Drive, 3rd Floor, Columbus, OH 43221 (jointly referred hereto as the "Parties"), and it is effective as of the date signed by the State. It amends that certain Master Cloud Services Agreement ("MCSA") between the Parties dated \_\_\_\_\_.

### 1. Definitions. [None.]

The defined terms in the Master Cloud Services Agreement will have the same meanings in this Service Attachment as they do in the MCSA. There may be additional definitions contained herein.

### 2. Services.

**Overview.** [Provide a list of all Services available under this Service Attachment and a description of each. A separate Services Attachment should be used for each major Service of the Service Provider.]

**Standard Service Features.** [List and provide a description of all Service features that are included as part of the standard cost.]

**Optional Service Features.** [List and provide a description of all optional Service features that are not included as part of the standard cost, such as costs associated with bandwidth, page views, storage, organizations ("Orgs"), domains, sandboxes, full sandboxes, and such. Otherwise it will be agreed and stated that all such items are free of charge and will be provided in unlimited quantities.]

**Provision of Services.** The Service Provider will make the Services available to the Subscribing Entities pursuant to the Agreement, this Service Attachment, and the applicable Order Forms during each Order Term. The State agrees that purchases hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written public comments made by the Service Provider regarding future functionality or features.

**The Service Provider Responsibilities.** The Service Provider must: (i) provide the Service Provider's basic support for the Services to the Subscribing Entities at no additional charge, and/or upgraded support if available and if purchased, (ii) use commercially reasonable efforts to make the Services [available 24 hours a day, 7 days a week], except for: (a) planned downtime (of which the Service Provider must give at least 8 hours notice via the Services and which the Service Provider must schedule [10 p.m. and 6 a.m. Eastern Time and on Saturdays]), or (b) any unavailability covered by the Agreement's Excusable Delay clause or by the Service Level section later herein, and (iii) provide the Services in full accordance with applicable laws and government regulations.

### 3. Fees and Payment

**Fee Structure.** [Provide pricing information for all Services and all optional features. Include all parameters, such as length of subscription, volume discounts, discount from list price, and payment intervals and due dates. Include a professional services rate card or a blended rate, if applicable, for such things as training, consulting, etc.]

**Fees.** The Subscribing Entities will pay all fees specified in all Order Forms hereunder, subject to the terms of the Agreement. Except as otherwise specified herein or in an Order Form, fees are based on Services purchased and not actual usage, and the number of Object subscriptions (e.g., the number of users) purchased cannot be decreased during the relevant Order Term, except as provided in the Agreement. They may, however, be increased during an Order Term. Object subscription fees are based on [monthly] periods that begin on the subscription start date and each [monthly] anniversary thereof; therefore, fees for Object subscriptions added in the middle of a [monthly] period will be charged for that full [monthly] period and the [monthly] periods remaining in the subscription term. Additions of Object subscriptions during a term does not extend that term. No Order Form may specify a subscription term not identified and priced in this Attachment. Nor may it cover any billable services not listed in this Service Attachment as a Service.

After 90 days, the Service Provider may suspend the delinquent Subscribing Entity's access to the unpaid Services until all delinquent amounts are paid, notwithstanding the prohibition against self-help provided for

elsewhere in the Agreement, but the Service Provider may not do so if the Subscribing Entity is disputing the applicable charges reasonably and in good faith and is cooperating diligently to resolve the dispute.

**Invoicing and Payment.** Fees will be invoiced [monthly in arrears] and otherwise in accordance with the Order Form and the Agreement. Fees are due in accordance with the terms of the Agreement, which no Order Form may alter. The Subscribing Entity is responsible for providing complete and accurate billing and contact information to the Service Provider and notifying the Service Provider of any changes to such information.

#### 4. Proprietary Rights

**Reservation of Rights in Services.** Subject to the limited rights expressly granted hereunder, the Service Provider reserves all rights, title, and interest in and to the Services, including all related intellectual property rights. No rights are granted to the State or Subscribing Entities hereunder other than as expressly set forth herein or elsewhere in the Agreement.

**Restrictions.** Subscribing Entities will not intentionally permit any third party to access the Services, except as permitted herein or in an Order Form, create derivative works based on the Services except as permitted herein or elsewhere in the Agreement, reverse engineer the Services, or access the Services to build a competitive product or service or to copy any features, functions, or graphics of the Services. Nothing herein prohibits a Subscribing Entity from porting and hosting Generated Code, as defined in this Agreement, to other sites to support its own business purposes during and after any term of an Order.

**State Applications and Code.** If a Subscribing Entity, a third party acting on a Subscribing Entity's behalf, or a user creates applications or program code using the Services, such will be part of the Subscribing Entity's Data. The Subscribing Entity authorizes the Service Provider to host, copy, transmit, display, and adapt such applications and program code, solely as necessary for the Service Provider to provide the Services in accordance with this Agreement. Subject to the above, the Service Provider acquires no right, title or interest from the Subscribing Entity or its licensors under this Agreement in or to such applications or program code, including any intellectual property rights therein, and the Subscribing Entity is entitled to port, use, and host such anywhere.

**Subscribing Entity Data.** Subject to the limited rights granted by a Subscribing Entity hereunder, the Service Provider acquires no right, title, or interest from a Subscribing Entity or its licensors under this Agreement in or to the Subscribing Entity Data, including any intellectual property rights therein.

#### 5. Service Levels

**SLAs for the Services.** This Agreement includes SLAs that will be used to monitor and manage the Service Provider's performance of Services. The minimum SLAs are listed below, but the Service Provider may supplement them with additional SLAs that are generally applicable to its other Services customers, so long as those additional SLAs cover parameters not addressed in the below SLAs or are more stringent than those listed below. Modifications to the SLAs provided below may only be made by the written agreement of the State and the Service Provider, except with respect to SLAs the Service Provider offers generally to other customers that are more stringent or in addition to those below.

**Availability.** "Availability" or "Available" means the Subscribing Entity's users are able to access a Service and use all material features and functions of the Service effectively and efficiently and the Service meets all the SLAs contained in this Attachment. "Unavailable" or "Unavailability" means the Subscribing Entity's users are unable to access the Service or use all the Service's features and functions effectively and efficiently or they do not otherwise meet all SLAs in this Service Attachment, subject to the following:

A Service may be inaccessible to a Subscribing Entity's users during scheduled downtime. Scheduled downtime will occur for less than [one hour] between [10 p.m. and 6 a.m. Eastern Time and on Saturdays], but not more than once [monthly]. The Service Provider may change the scheduled downtime to other non-business hours upon reasonable notice to the affected Subscribing Entities. Scheduled downtime will not be considered times when the Services are Unavailable.

In addition to scheduled downtime, the following will not be considered times when a Service is Unavailable:

- (i) Outages resulting from a Subscribing Entity's equipment or its Internet service provider;

- (ii) A Subscribing Entity's negligence or breach of its material obligations under this Agreement; and
- (iii) Excusable Delays, as provided for and handled in accordance with the Agreement.

### **SLA Credits.**

The "Target Availability Level" is the Service's Availability Level that the Service Provider plans to meet or exceed during each calendar month. The "Service Availability Level" is the number of hours during a particular period that the Service was Available to the Subscribing Entity, excluding scheduled downtime permitted above, divided by the total number of hours during such period. The Target Availability Level is provided in the next section.

The Service Provider must actively monitor and report to the State and each Subscribing Entity any and all Unavailability of a Service monthly, along with reasonable details regarding such Unavailability. The Service Provider also must provide each Subscribing Entity that uses the Service a credit within 30 days of any calendar month in which the Service Availability Level is below the Target Availability Level, calculated as set forth herein.

The applicable credit will be calculated as follows: If the Service Provider fails to meet the Target Availability Level by up to four hours, each affected Subscribing Entity will be entitled to the equivalent of one day's fee for the Service. That is, if the fee is an annual fee, the credit would be 1/365<sup>th</sup> of that annual fee, or if it is a monthly fee, the Subscribing Entity would be entitled to 1/30<sup>th</sup> of its monthly fee as a credit. Further, the credit will double if the Target Availability Level is missed by more than four but less than eight hours for any calendar month. And if the failure to meet the Target Availability Level is greater than eight hours, the Subscribing Entity will be entitled to the entire fee applicable to that month.

Any such credits must be paid to the Subscribing Entity within 30 days after the month in which the Service Provider fails to meet the Target Availability Level.

If the Service Provider fails to meet the Target Availability Level for three consecutive calendar months, any affected Subscribing Entity may terminate any or all Orders for that Service for cause.

### **Specific SLAs.**

The Target Availability Level is [99.9%] in any calendar month. For a Service to be considered Available, the following parameters also must be met:

[Insert SLAs for performance parameters such as response time, page refresh rate, a permissible window for disaster recover, etc.]

## **6. Terms and Termination**

**Term of Subscriptions.** Subscriptions commence on the start date specified in the applicable Order Form and continue for the subscription term specified therein, subject to relevant provisions in the MCSA, such as termination and the non-appropriation provisions. Should a Subscribing Entity elect to renew a subscription, provided this Agreement remains in effect or is renewed, the renewal will be at the Subscribing Entity's option and will be for the same or greater discount from list as the subscription being renewed and under the same terms and conditions, unless a change in governmental law, rules, or regulations requires a modification, in which case the Parties will in good faith negotiate the modifications necessitated by such a change in governmental law, rules, or regulations.

## **7. Miscellaneous**

### ***Return of Subscribing Entity Data***

At no additional cost to the Subscribing Entity, upon request made at anytime during a Service term or within 90 days after the effective date of termination or expiration of a Subscribing Entity's Order for that Service, the Service Provider will make available to the Subscribing Entity for download its Subscribing Entity Data covered by that terminated or expired Service, including any Generated Files, in native format or any other format the Subscribing Entity reasonably requests within one day of the request and at no additional charge to the Subscribing Entity. After such 90-day period, the Service Provider will have no obligation to maintain the Subscribing Entity Data covered by an expired Service Order and must thereafter, unless legally prohibited, delete the applicable Subscribing Entity Data in its systems or otherwise in its possession or under its control.

[Add anything not covered by the above sections.]

**In Witness Whereof**, the Parties have executed this Service Attachment, which is effective on the date the State’s duly authorized representative signs it on behalf of the State, (“Effective Date”).

**SERVICE PROVIDER**

**STATE OF OHIO,  
DEPARTMENT OF  
ADMINISTRATIVE SERVICES**

_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title
_____ Date	_____ Effective Date
_____ Federal Tax ID	



**JOHN R. KASICH**  
GOVERNOR  
STATE OF OHIO

### **Executive Order 2011-12K**

Governing the Expenditure  
of Public Funds for Offshore Services

**WHEREAS**, State of Ohio officials and employees must remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio in particular, and must do so especially during Ohio's continuing efforts to recover from the recent recession.

**WHEREAS**, allowing public funds to pay for services provided offshore has the potential to undermine economic development objectives in Ohio.

**WHEREAS**, the expenditure of public funds for services provided offshore may deprive Ohioans and other Americans of critical employment opportunities and may also undermine efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which this State has invested heavily.

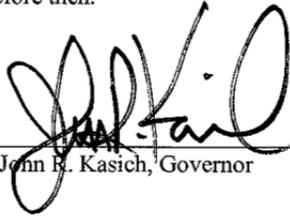
**NOW THEREFORE**, I, John R. Kasich, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and the laws of this State, do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any public funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall have in place, by July 1, 2011, procedures to ensure all of the following:
  - a. All agency procurements officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
    - i. Reflect this Order's prohibition on the purchase of offshore services.

- ii. Require service providers or prospective service providers to:
    - 1. Affirm that they understand and will abide by the requirements of this Order.
    - 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
    - 3. Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
    - 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
    - 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contracts.
  - b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
    - i. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
    - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
  - c. All procurement manuals, directive, policies, and procedures reflect the requirements of this Order.
  - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development to attract jobs and business to the state of Ohio;
  - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
  - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.
5. Executive Order 2010-09S is hereby rescinded.

I signed this Executive Order on June 21, 2011 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.



  
\_\_\_\_\_  
John R. Kasich, Governor

ATTEST:

\_\_\_\_\_  
Jon Husted, Secretary of State

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.

---

By the signature affixed hereto, the Service Provider affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, both the Service Provider and any of its subcontractors will perform no Services requested under this Agreement outside of the United States.

The Service Provider will provide all the name(s) and location(s) where Services under this Agreement will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Service Provider to sanctions. If the Service Provider will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Service Provider:

\_\_\_\_\_  
(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 Service Provider:

\_\_\_\_\_  
(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 Service Provider:

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

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

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

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

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

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

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

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

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

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

Service Provider also affirms, understands and agrees that Service Provider and its subService Providers are under a duty to disclose to the State any change or shift in location of Services performed by Service Provider or its subcontractors before, during and after execution of any Agreement with the State. Service Provider agrees it will so notify the State immediately of any such change or shift in location of its Services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Service Provider to perform the Services outside the United States.

On behalf of the Service Provider, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is a part of any Agreement that Service Provider may enter into with the State and is incorporated therein.

By: \_\_\_\_\_  
Service Provider

Print Name: \_\_\_\_\_

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

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

## ATTACHMENT SEVEN

# OHIO DEPARTMENT OF MEDICAID DATA SHARING AND CONFIDENTIALITY AGREEMENT

**D-1415-00-0000**

This Data Sharing and Confidentiality Agreement (hereinafter "Agreement") is entered into by and between the Ohio Department of Medicaid (ODM) and **Vendor Name (Vendorname)**.

### ARTICLE I - PURPOSE AND LEGAL AUTHORITY

- A. This Agreement is entered into by ODM and **Vendorname** for the purpose of:  
(Option 1) **INSERT**.  
(Option 2) Vendorname may only use or disclose the data in the performance of the following activities/duties:  
(Option 3) Vendorname may, in accordance with the terms and conditions of \_\_\_\_\_  
(i.e. ODM/ODA Interagency agreement #) use or disclose 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 Medicaid regulations.
- D. The Agreement Manager for ODM is **ODM Agreement Manager**.

### ARTICLE II – DESCRIPTION OF RECORDS OR **[DATA or ACCESS]** TO BE PROVIDED

**INSERT**

### ARTICLE III - CONFIDENTIALITY OF INFORMATION

- A. **Vendorname** 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. **Vendorname** 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) and 164.504 (e);
  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. **Vendorname** agrees that any data made available to **Vendorname** by ODM shall be returned to ODM not later than ninety (90) calendar days following termination of this Agreement and shall certify that no copies of source data were retained by **Vendorname**, unless as may be otherwise provided for in this Agreement.
- C. **Vendorname** 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 ODM against use or disclosure not provided for by this Agreement.
- D. **Vendorname** agrees that access to the records and data provided by ODM 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. **Vendorname** agrees to provide the ODM 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. **Vendorname** 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. **Vendorname** expressly agrees that no records will be accessed, tested, maintained, backed up or stored outside of the United States.
- F. **Vendorname** 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 **Vendorname** incorporating these assurances.
- G. **Vendorname** shall not disclose any of the above referenced information to any third party without the specific written authorization of the Director of ODM.
- H. **Vendorname** shall permit onsite inspection by the State of Ohio (including but not limited to ODM, 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. ODM 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. **Vendorname** shall retain this encryption while the data is in a portable format (e.g. tape, laptop, flash/USB drive).
- J. The express terms and conditions of this Article shall be included in all subcontracts executed by **Vendorname** 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 ODM, until \_\_\_\_\_, unless this Agreement is suspended or terminated pursuant to ARTICLE VI prior to the termination date. **This Agreement may be renewed upon satisfactory performance by Vendorname, continued statutory authority for disclosure of data, and at the sole discretion of ODM.**
- 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 thirty (30) calendar days written notice to the other party, either party may terminate this Agreement.
- B. Notwithstanding Section A of this Article, ODM may suspend or terminate this Agreement immediately upon delivery of written notice to **Vendorname**, if ODM discovers any illegal conduct on the part of **Vendorname** 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 ODM Chief Legal Counsel, 50 West Town Street, 4th Floor, Columbus, Ohio 43215; and to **Vendorname'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, ODM 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 ODM 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 ODM shall not be effective unless it is in writing signed by the ODM 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 ODM and **Vendorname**. 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

**Vendorname** 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. **Vendorname** 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. **Vendorname** 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. **Vendorname** 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 **Vendorname** becomes disqualified from conducting business in Ohio, for whatever reason, **Vendorname** must immediately notify ODM of the disqualification and will immediately cease performance of its obligations hereunder.

### ARTICLE X - LIMITATION OF LIABILITY

To the extent allowable by law, **Vendorname** agrees to defend, indemnify and hold ODM, 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 below (Business Associate Requirements Under HIPAA), and/or any other type of claim that arises from the performance of the Deliverables under this Agreement. **Vendorname's** sole and exclusive remedy for any ODM 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 ODM be liable for any indirect or consequential damages, including loss of profits, even if ODM knew or should have known of the possibility of such damages. To the extent that ODM 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, **Vendorname agrees to defend ODM against any such claims or legal actions if called upon by ODM 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: 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.
  3. HIPAA Rules "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
  4. Covered Entity means a health plan, a health care clearinghouse, or health care provider under 45 CFR 160.103.
  5. 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.
  6. 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. **Vendorname** acknowledges that ODM is a Covered Entity under HIPAA. **Vendorname** further acknowledges that it is a Business Associate of ODM, and, in carrying out the work described in this Agreement, agrees to comply with all of the following provisions:
1. Permitted Uses and Disclosures: **Vendorname** 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: **Vendorname** 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 ODM.
  3. Reporting of Disclosures: **Vendorname** agrees to promptly report to ODM 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 **Vendorname** has knowledge of or reasonably should have knowledge of under the circumstances..
  4. Mitigation Procedures: **Vendorname** agrees to coordinate with ODM 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 ODM prior to any such communication being released. **Vendorname** will report all of its mitigation activity to ODM and shall preserve all relevant records and evidence.
  5. Incidental Costs: **Vendorname** shall bear the sole expense of all costs to mitigate any harmful effect, of any breaches or security incidents of which **Vendorname** has knowledge which are directly caused by the use or disclosure of protected health information by **Vendorname** 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: **Vendorname**, 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 **Vendorname** and/or ODM agree to have, in a written agreement, the same restrictions, conditions, and requirements that apply to **Vendorname** with respect to the use or disclosure of PHI.
  7. Accessibility of Information: **Vendorname** will make available to ODM such information as ODM may require to fulfill its obligations to provide access to, provide a copy of, and account for disclosures 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.

Accessibility of Information Business Associate shall make available protected health information maintained by the Business Associate, its agents and subcontractors in a Designated Record Set to the Department or individual requesting the information as appropriate, to meet the Department's obligations under 45 CFR 164.524.

8. Amendment of Information: **Vendorname** shall make any amendment(s) to PHI as directed by, or agreed to, by ODM pursuant to 45 CFR 164.526, or take other steps as necessary to satisfy ODM's obligations under 45 CFR 164.526. In the event that Vendorname receives a request for amendment directly from the individual, agent, or subcontractor. Vendorname will notify ODM prior to making any such amendment(s). Vendorname's authority to amend information is explicitly limited to information created by Vendorname.
9. Disclosure: **Vendorname** shall maintain and make available to ODM or individuals requesting the information as appropriate, records of all disclosures of PHI in a Designated Record Set as necessary to satisfy ODM'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 Department: When Vendorname is to carry out an obligation of ODM under Subpart E of 45 CFR 164, Vendorname agrees to comply with all applicable requirements of Subpart E that would apply to ODM in the performance of such obligation.
11. Access to Books and Records: Vendorname shall make available to ODM 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 ODM, or created or received on behalf of ODM. Such access is for the purposes of determining compliance with the HIPAA Rules.
12. Material Breach: In the event of material breach of **Vendorname's** obligations under this Article, ODM 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 ODM, **Vendorname** will return to ODM or destroy all PHI in **Vendorname's** possession stemming from this Agreement, and will not keep copies of the PHI except as may be requested by ODM or required by law. If **Vendorname**, its agent(s), or subcontractor(s) destroy any PHI, then **Vendorname** will provide to ODM documentation evidencing such destruction. Any PHI retained by **Vendorname** 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. These provisions shall survive the termination of this Agreement.

## **ARTICLE XII - 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*

*REMAINDER OF PAGE LEFT INTENTIONALLY BLANK*

**OHIO DEPARTMENT OF MEDICAID  
DATA SHARING AND CONFIDENTIALITY AGREEMENT  
Signature Page**

**D-1415-00-0000**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the signature of the Director of the Ohio Department of Medicaid.

**Vendor Name**

OHIO DEPARTMENT OF MEDICAID

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

\_\_\_\_\_  
John B. McCarthy, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Address**

\_\_\_\_\_  
Address

**City, Zip, State**

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