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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **IT SERVICES CONTRACT**  ***Sample Contract*** | | | | | | | DSHS Contract Number:  Click here to enter text.  Resulting From Competition Number: 2523-873  Competition Exempt  Sole Source | | | | |
| This Contract is between the state of Washington Department of Social and Health Services (DSHS) and the Contractor identified below, and is governed by chapter 43.19 and 43.105 RCW. | | | | | | | | Program Contract Number:    Contractor Contract Number: | | | | |
| CONTRACTOR NAME | | | | | | CONTRACTOR doing business as (DBA) | | | | | | |
| CONTRACTOR ADDRESS  Click here to enter text. | | | | | | WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI)  Click here to enter text. | | | | DSHS INDEX NUMBER  Click here to enter text. | | |
| CONTRACTOR CONTACT | | CONTRACTOR TELEPHONE  ( | | | | CONTRACTOR FAX | | | CONTRACTOR E-MAIL ADDRESS  Click here to enter text. | | |
| DSHS ADMINISTRATION  Click here to enter text. | | DSHS DIVISION  Click here to enter text. | | | | | | DSHS CONTRACT CODE  3900SC-23 | | | | |
| DSHS CONTACT NAME AND TITLE  Click here to enter text. | | | | DSHS CONTACT ADDRESS  Click here to enter text.  Click here to enter text., Click here to enter text. | | | | | | | | |
| DSHS CONTACT TELEPHONE  (360)664-6057 | | | DSHS CONTACT FAX  Click here to enter text. | | | | | DSHS CONTACT E-MAIL ADDRESS  Click here to enter text. | | | | |
| IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?  No | | | | | | | ASSISTANCE LISTING NUMBER(S) | | | | | |
| **CONTRACT START DATE**  TBD | | | **CONTRACT END DATE**  TBD | | | | | CONTRACT MAXIMUM AMOUNT  $350,000.00 (estimated) | | | | |
| **EXHIBITS. The following Exhibits are attached and are incorporated into this Contract by reference:**  **Exhibits (specify): Exhibit A – Data Security Requirements Exhibit**  **Exhibit B - Data Use Licensing Statement**  **Exhibit C – Nondisclosure of Confidential Information Agreement – Non Employee**  **Exhibit E - Certification of Disposal of Confidential Information** | | | | | | | | | | | | |
| The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. | | | | | | | | | | | | |
| CONTRACTOR SIGNATURE  Draft - Please Do Not Sign | | | | | PRINTED NAME AND TITLE | | | | | | DATE SIGNED | |
| DSHS SIGNATURE  Draft - Please Do Not Sign | | | | | PRINTED NAME AND TITLE | | | | | | DATE SIGNED | |

# **Definitions**. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

## “Central Contracts and Legal Services” means the DSHS central headquarters contracting office, or successor section or office.

## “Confidential Information” or “Data” means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.

## “Contract” or “Agreement” means the entire written agreement between DSHS and the Contractor, including any Exhibits, documents, or materials incorporated by reference. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

## “CCLS Chief” means the manager, or successor, of Central Contracts and Legal Services or successor section or office.

## “Contractor” means the individual or entity performing services pursuant to this Contract and includes the Contractor’s owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Contract. For purposes of any permitted Subcontract, “Contractor” includes any Subcontractor and its owners, members, officers, directors, partners, employees, and/or agents.

## “Debarment” means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.

## “DSHS” or the “Department” means the state of Washington Department of Social and Health Services and its employees and authorized agents.

## “Encrypt” means to encode Confidential Information into a format that can only be read by those possessing a “key;” a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits for symmetric keys, or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.

## “Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver license numbers, other identifying numbers, and any financial identifiers.

## “Physically Secure” means that access is restricted through physical means to authorized individuals only.

## “Program Agreement” means an agreement between the Contractor and DSHS containing special terms and conditions, including a statement of work to be performed by the Contractor and payment to be made by DSHS.

## “RCW” means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at http://apps.leg.wa.gov/rcw/.

## “Regulation” means any federal, state, or local regulation, rule, or ordinance.

## “Secured Area” means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.

## “Subcontract” means any separate agreement or contract between the Contractor and an individual or entity (“Subcontractor”) to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Contract.

## “Tracking” means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.

## “Trusted Systems” include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service (“USPS”) first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system.  For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.

## “WAC” means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at http://apps.leg.wa.gov/wac/.

# **Amendment.** This Contract may only be modified by a written amendment signed by both parties. Only personnel authorized to bind each of the parties may sign an amendment.

# **Assignment.** The Contractor shall not assign this Contract or any Program Agreement to a third party without the prior written consent of DSHS.

# **Billing Limitations.**

## DSHS shall pay the Contractor only for authorized services provided in accordance with this Contract.

## DSHS shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed.

## The Contractor shall not bill and DSHS shall not pay for services performed under this Contract, if the Contractor has charged or will charge another agency of the state of Washington or any other party for the same services.

# **Compliance with Applicable Law and Washington State Requirements.**

## **Applicable Law**. Throughout the performance of this Agreement, Contractor shall comply with all federal, state, and local laws, regulations, and executive orders to the extent they are applicable to this Agreement.

## **Civil Rights and Nondiscrimination**. Contractor shall comply with all federal and state civil rights and nondiscrimination laws, regulations, and executive orders to the extent they are applicable to this Agreement, including, but not limited to, and as amended, Titles VI and VII of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA); Executive Order 11246; the Health Insurance Portability and Accountability Act of 1996 (HIPAA); the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, and Chapter 49.60 of the Revised Code of Washington, Washington’s Law Against Discrimination. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated.

## In the event of the Contractor’s noncompliance or refusal to comply with any applicable nondiscrimination laws, regulations, and executive orders, this Agreement may be rescinded, canceled, or terminated in whole or in part.

## **Nondiscrimination.**

### **Nondiscrimination Requirement**. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

### **Obligation to Cooperate**. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

## **Certification Regarding Russian Government Contracts and/or Investments**. Contractor shall abide by the requirements of Governor Jay Inslee’s Directive 22-03 and all subsequent amendments. The Contractor, by signature to this Contract, certifies that the Contractor is not presently an agency of the Russian government, an entity which is Russian-state owned to any extent, or an entity sanctioned by the United States government in response to Russia’s invasion of Ukraine. The Contractor also agrees to include the above certification in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor does not comply with this certification. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor does not comply with this certification during the term hereof.

# **Confidentiality.**

## The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with Contractor’s performance of the services contemplated hereunder, except:

### as provided by law; or,

### in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.

## The Contractor shall protect and maintain all Confidential Information gained by reason of this Contract against unauthorized use, access, disclosure, modification or loss. This duty requires the Contractor to employ reasonable security measures, which include restricting access to the Confidential Information by:

### Allowing access only to staff that have an authorized business requirement to view the Confidential Information.

### Physically Securing any computers, documents, or other media containing the Confidential Information.

### Ensure the security of Confidential Information transmitted via fax (facsimile) by:

#### Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.

#### Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.

#### Verifying after transmittal that the fax was received by the intended recipient.

### When transporting six (6) or more records containing Confidential Information, outside a Secured Area, do one or more of the following as appropriate:

#### Use a Trusted System.

#### Encrypt the Confidential Information, including:

##### Encrypting email and/or email attachments which contain the Confidential Information.

##### Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.

#### **Note: If the DSHS Data Security Requirements Exhibit is attached to this contract, this item, 6.b.(4), is superseded by the language contained in the Exhibit.**

### Send paper documents containing Confidential Information via a Trusted System.

### Following the requirements of the DSHS Data Security Requirements Exhibit, if attached to this contract.

## Upon request by DSHS, at the end of the Contract term, or when no longer needed, Confidential Information shall be returned to DSHS or Contractor shall certify in writing that they employed a DSHS approved method to destroy the information. Contractor may obtain information regarding approved destruction methods from the DSHS contact identified on the cover page of this Contract.

## Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.

## Notificationof Compromise or Potential Compromise. The compromise or potential compromise of Confidential Information must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery.  Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

# **Debarment Certification.** The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The Contractor also agrees to include the above requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor becomes Debarred. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor becomes Debarred during the term hereof.

# **E-Signature and Records.** An electronic signature or electronic record of this Contract or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such other ancillary agreement for all purposes.

# **Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

# **Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and his or her employees or agents performing under this Contract are not employees or agents of the Department. The Contractor, his or her employees, or agents performing under this Contract will not hold himself/herself out as, nor claim to be, an officer or employee of the Department by reason hereof, nor will the Contractor, his or her employees, or agent make any claim of right, privilege or benefit that would accrue to such officer or employee.

# **Inspection.** The Contractor shall, at no cost, provide DSHS and the Office of the State Auditor with reasonable access to Contractor’s place of business, Contractor’s records, and DSHS client records, wherever located. These inspection rights are intended to allow DSHS and the Office of the State Auditor to monitor, audit, and evaluate the Contractor’s performance and compliance with applicable laws, regulations, and these Contract terms. These inspection rights shall survive for six (6) years following this Contract’s termination or expiration.

# **Maintenance of Records.** The Contractor shall maintain records relating to this Contract and the performance of the services described herein. The records include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. All records and other material relevant to this Contract shall be retained for six (6) years after expiration or termination of this Contract.

Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

# **Order of Precedence.** In the event of any inconsistency or conflict between the General Terms and Conditions and the Special Terms and Conditions of this Contract or any Program Agreement, the inconsistency or conflict shall be resolved by giving precedence to these General Terms and Conditions. Terms or conditions that are more restrictive, specific, or particular than those contained in the General Terms and Conditions shall not be construed as being inconsistent or in conflict.

# **Severability.** If any term or condition of this Contract is held invalid by any court, the remainder of the Contract remains valid and in full force and effect.

# **Survivability.** The terms and conditions contained in this Contract or any Program Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to: Billing Limitations; Confidentiality, Disputes; Indemnification and Hold Harmless, Inspection, Maintenance of Records, Notice of Overpayment, Ownership of Material, Termination for Default, Termination Procedure, and Treatment of Property.

# **Contract Renegotiation, Suspension, or Termination Due to Change in Funding.**

If the funds DSHS relied upon to establish this Contract or Program Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, after the effective date of this contract but prior to the normal completion of this Contract or Program Agreement:

## At DSHS’s discretion, the Contract or Program Agreement may be renegotiated under the revised funding conditions.

## At DSHS’s discretion, DSHS may give notice to Contractor to suspend performance when DSHS determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor’s performance to be resumed prior to the normal completion date of this contract.

### During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.

### When DSHS determines that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to DSHS informing DSHS whether it can resume performance and, if so, the date of resumption. For purposes of this subsubsection, “written notice” may include email.

### If the Contractor’s proposed resumption date is not acceptable to DSHS and an acceptable date cannot be negotiated, DSHS may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.

## DSHS may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to DSHS in the event the termination option in this section is exercised.

# **Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract. Only the CCLS Chief or designee has the authority to waive any term or condition of this Contract on behalf of DSHS.

**Additional General Terms and Conditions – Information Technology Service Contracts:**

# **Advance Payment.** DSHS shall not make any payments in advance or in anticipation of the delivery of services to be provided pursuant to this Contract.

# **Commencement of Work**. No work shall be performed by the Contractor until the Contract is executed by the Contractor and DSHS and received by DSHS.

# **Construction**. The language in this Contract shall be interpreted as to its fair meaning and not strictly for or against any party. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Contract.

# **Contractor Certification Regarding Ethics**. The Contractor certifies that the Contractor is now, and shall remain, in compliance with Chapter 42.52 RCW, Ethics in Public Service, throughout the term of this Contract.

# **Contractor Commitments, Warranties and Representations.** Any written commitment by the Contractor within the scope of this Contract shall be binding upon the Contractor. Failure of the Contractor to fulfill such a commitment may constitute breach and shall render the Contractor liable for damages under the terms of this Contract. For purposes of this section, a commitment by the Contractor includes but is not limited to: (i) Prices, discounts, and options committed to remain in force over a specified period of time; and (ii) any warranty or representation made by the Contractor in its response to the solicitation resulting in this Contract (“Bid”) or contained in any Contractor or manufacturer publications, written materials, schedules, charts, diagrams, tables, descriptions, other written representations, and any other communication medium accompanying or referred to in its Bid or used to effect the sale to DSHS.

# **DES Filing Requirement.** Under RCW 39.26, sole source contracts and amendments must be filed with the State of Washington Department of Enterprise Services (DES). If this Contract is one that must be filed, it shall not be effective nor shall work commence or payment be made until the fifteenth (15th) working day following the date of filing subject to DES approval. In the event DES fails to approve the Contract or any amendment hereto, the Contract or amendment shall be null and void.

# **Disputes.**

## In the event a bona fide dispute concerning a question of fact arises between DSHS and the Contractor that cannot be resolved between the parties, either party may initiate the dispute resolution procedure provided herein.

## The initiating party shall reduce its description of the dispute to writing and deliver it to the responding party. The responding party shall respond in writing within three (3) Business Days (which shall mean Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time, except for holidays observed by the state of Washington). The initiating party shall have three (3) Business Days to review the response. If after this review a resolution cannot be reached, both parties shall have three (3) Business Days to negotiate in good faith to resolve the dispute.

### If the dispute cannot be resolved after three (3) Business Days, a dispute resolution panel may be requested in writing by either party who shall also identify the first panel member. Within three (3) Business Days of receipt of the request, the other party will designate a panel member. Those two panel members will appoint a third individual to the dispute resolution panel within the next three (3) Business Days.

### The dispute resolution panel will review the written descriptions of the dispute, gather additional information as needed, and render a written decision on the dispute in the shortest practical time.

### Each party shall bear the cost for its panel member and share equally the cost of the third panel member.

## Unless irreparable harm will result, the parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

## Both parties agree to exercise good faith in dispute resolution and to settle disputes prior to using a dispute resolution panel whenever possible.

## Except to the extent that disclosure is required by applicable law or court order, all negotiations pursuant to this clause are confidential and shall be treated by the parties as statements made in compromise negotiations for purposes of the rules of evidence.

## DSHS and the Contractor agree that, the existence of a dispute notwithstanding, they will continue without delay to carry out all their respective responsibilities under this Contract that are not affected by the dispute.

## If the subject of the dispute is the amount due and payable by DSHS for services being provided by the Contractor, the Contractor shall continue providing services pending resolution of the dispute provided DSHS pays the Contractor the amount DSHS, in good faith, believes is due and payable, and may withhold the difference between such amount and the amount the Contractor, in good faith, believes is due and payable.

# **Health and Safety**. The Contractor shall perform any and all of its obligations under this Contract in a manner that does not compromise the health or safety of any DSHS client with whom the Contractor has contact.

# **Indemnification and Hold Harmless**.

## The Contractor shall be responsible for and shall indemnify, defend, and hold DSHS harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines, of whatsoever kind or nature, arising out of or relating to a) the Contractor’s or any Subcontractor’s performance or failure to perform this Contract, or b) the acts or omissions of the Contractor or any Subcontractor.

## The Contractor’s duty to indemnify, defend, and hold DSHS harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines shall include DSHS’ personnel-related costs, reasonable attorney’s fees, court costs, and all related expenses.

## The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.

## Nothing in this term shall be construed as a modification or limitation on the Contractor’s obligation to procure insurance in accordance with this Contract or the scope of said insurance.

# **Industrial Insurance Coverage**. The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I’s rights to collect from the Contractor.

# **Limitation of Liability.**

## The Parties agree that neither the Contractor nor DSHS shall be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages except a claim related to bodily injury or death, or a claim or demand based on patent, copyright, or other intellectual property right infringement, in which case liability shall be as set forth elsewhere in this Contract.

## This section does not modify any sections or any other conditions as are elsewhere agreed to herein between the parties. The following are not considered consequential, incidental, indirect, or special damages as the term is used in the foregoing section.

### Claims pursuant to any provision of this Contract calling for liquidated damages;

### Claims for attorney’s fees and other litigation costs DSHS becomes entitled to recover as a prevailing party in an action;

### Claims for physical damage to real or tangible property;

### Claims arising from reckless or intentional misconduct;

### Amounts due or obligations under the following sections, if included: (i) indemnification; (ii) intellectual property indemnification; (iii) inspection and maintenance of records; (iv) damages resulting from default; (v) data security requirements; (vi) or breaches of confidentiality including disclosure of PHI; or

### Any loss or claim to the extent the loss or claim is covered by a policy of insurance maintained, or required by this contract to be maintained, by the Contractor.

## Neither party shall be liable for personal injury to the other party or damage to the other party’s property except personal injury or damage to property proximately caused by such party’s respective fault or negligence.

# **Notice of Overpayment**. If the Contractor receives a Contractor overpayment notice or a letter communicating the existence of an overpayment from DSHS, the Contractor may protest the overpayment determination by requesting an adjudicative proceeding. The Contractor’s request for an adjudicative proceeding must:

## Be *received* by the Office of Financial Recovery (OFR) at Post Office Box 9501, Olympia, Washington 98507-9501, within twenty-eight (28) calendar days of service of the notice;

## Be sent by certified mail (return receipt) or other manner that proves OFR received the request;

## Include a statement as to why the Contractor thinks the notice is incorrect; and

## Include a copy of the overpayment notice.

Timely and complete requests will be scheduled for a formal hearing by the Office of Administrative Hearings. The Contractor may be offered a pre-hearing or alternative dispute resolution conference in an attempt to resolve the overpayment dispute prior to the hearing.

Failure to provide OFR with a written request for a hearing within twenty-eight (28) days of service of a Contractor overpayment notice or other overpayment letter will result in an overpayment debt against the Contractor. DSHS may charge the Contractor interest and any costs associated with the collection of this overpayment. DSHS may collect an overpayment debt through lien, foreclosure, seizure and sale of the Contractor’s real or personal property; order to withhold and deliver; or any other collection action available to DSHS to satisfy the overpayment debt.

# **Ownership/Rights in Data**.

## Both Custom Services and Commercial Off-The-Shelf material that is delivered under this Contract, but that does not originate therefrom (“Preexisting Material”), shall be transferred to DSHS with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, display, and dispose of such Preexisting Material, and to authorize others to do so except that such license shall be limited to the extent to which Contractor has a right to grant such a license. The Contractor shall exert all reasonable effort to advise DSHS at the time of delivery of Preexisting Material furnished under this Contract, of all known or potential infringements of publicity, privacy or of intellectual property contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor agrees to obtain, at its own expense, express written consent of the copyright holder for the inclusion of Preexisting Material. DSHS shall receive prompt written notice of each notice or claim of copyright infringement or infringement of other intellectual property right worldwide received by the Contractor with respect to any Preexisting Material delivered under this Contract. DSHS shall not have the right to modify or remove any restrictive markings placed upon the Preexisting Material by the Contractor.

## Custom Services. If this Contract involves custom service, the below sections (b)(1) through (4) apply.

### DSHS and the Contractor agree that all data and work products (collectively called “Work Product”) produced pursuant to this Contract shall be considered work made for hire under the U.S. Copyright Act, 17 U.S.C. §101 et seq, and shall be owned by DSHS. The Contractor is hereby commissioned to create the Work Product. Work Product includes, but is not limited to, discoveries, formulae, ideas, improvements, inventions, methods, models, processes, techniques, findings, conclusions, recommendations, reports, designs, plans, diagrams, drawings, Software, databases, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions, to the extent provided by law. Ownership includes the right to copyright, patent, register and the ability to transfer these rights and all information used to formulate such Work Product.

### If for any reason the Work Product would not be considered a work made for hire under applicable law, the Contractor assigns and transfers to DSHS the entire right, title and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

### The Contractor shall execute all documents and perform such other proper acts as DSHS may deem necessary to secure for DSHS the rights pursuant to this section.

### The Contractor shall not use or in any manner disseminate any Work Product to any third party, or represent in any way Contractor ownership in any Work Product, without the prior written permission of DSHS. The Contractor shall take all reasonable steps necessary to ensure that its agents, employees, or Subcontractors shall not copy or disclose, transmit or perform any Work Product or any portion thereof, in any form, to any third party.

## Commercial Off-The-Shelf. If this Contract involves commercial off-the-shelf products, the below sections (c)(1) through (3) apply.

### The Contractor shall maintain all title, copyright, and other proprietary rights in the Software. DSHS does not acquire any rights, express or implied, in the Software, other than those specified in this Contract. Contractor hereby warrants and represents to DSHS that Contractor is the owner of the Software licensed hereunder or otherwise has the right to grant to DSHS the licensed rights to the Software provided by Contractor through this Contract without violating any rights of any third party worldwide.

### The Contractor represents and warrants that Contractor has the right to license the Software to DSHS as provided in this Contract and that DSHS’ use of the Software and documentation within the terms of this Contract will not infringe upon any copyright, patent, trademark, or other intellectual property right worldwide or violate any third party’s trade secret, contract, or confidentiality rights worldwide.

### The Contractor represents and warrants that: (i) Contractor is not aware of any claim, investigation, litigation, action, suit or administrative or judicial proceeding pending or threatened based on claims that the Software infringes any patents, copyrights, or trade secrets of any third party, and (ii) that Contractor has no actual knowledge that the Software infringes upon any patents, copyrights, or trade secrets of any third party.

# **Patent and Copyright Indemnification**.

## The Contractor, at its expense, shall defend, indemnify, and hold DSHS harmless from and against any claims against DSHS that any Product or Work Product supplied hereunder, or DSHS’s use of the Product or Work Product within the terms of this Contract, infringes any patent, copyright, utility model, industrial design, mask work, trade secret, trademark, or other similar proprietary right of a third party worldwide. Product shall mean any Contractor-supplied equipment, Software, or documentation. The Contractor shall pay all costs of such defense and settlement and any penalties, costs, damages and attorneys’ fees awarded by a court or incurred by DSHS provided that DSHS:

### Promptly notifies the Contractor in writing of the claim, but DSHS’s failure to provide timely notice shall only relieve the Contractor from its indemnification obligations if and to the extent such late notice prejudiced the defense or resulted in increased expense or loss to the Contractor; and

### Cooperates with and agrees to use its best efforts to encourage the Office of the Attorney General of Washington to grant the Contractor sole control of the defense and all related settlement negotiations.

## If such claim has occurred, or in the Contractor’s opinion is likely to occur, DSHS agrees to permit the Contractor, at its option and expense, either to procure for DSHS the right to continue using the Product or Work Product or to replace or modify the same so that they become non-infringing and functionally equivalent. If use of the Product or Work Product is enjoined by a court and the Contractor determines that none of these alternatives is reasonably available, the Contractor, at its risk and expense, will take back the Product or Work Product and provide DSHS a refund. In the case of Work Product, the Contractor shall refund to DSHS the entire amount DSHS paid to the Contractor for the Contractor’s provision of the Work Product. In the case of Product, the Contractor shall refund to DSHS its depreciated value. No termination charges will be payable on such returned Product, and DSHS will pay only those charges that were payable prior to the date of such return. Depreciated value shall be calculated on the basis of a useful life of four (4) years commencing on the date of purchase and shall be an equal amount per year over said useful life. The depreciation for fractional parts of a year shall be prorated on the basis of three hundred sixty-five (365) days per year. In the event the Product has been installed less than one (1) year, all costs associated with the initial installation paid by DSHS shall be refunded by the Contractor.

## The Contractor has no liability for any claim of infringement arising solely from:

### The Contractor’s compliance with any designs, specifications or instructions of DSHS;

### Modification of the Product or Work Product by DSHS or a third party without the prior knowledge and approval of the Contractor; or

### Use of the Product or Work Product in a way not specified by the Contractor;

unless the claim arose against the Contractor’s Product or Work Product independently of any of these specified actions.

## This Section, *Patent and Copyright Indemnification*, is intended to survive the expiration or termination of the agreement.

# **Public Records Act.** The Contractor acknowledges that DSHS is subject to the Public Records Act (Chapter 42.56 RCW) and that this Contract is a public record as defined in Chapter 42.56 RCW. Any specific information that is claimed by the Contractor to be Proprietary Information must be clearly identified as such by the Contractor. **“**Proprietary Information**”** means information owned by the Contractor to which the Contractor claims a protectable interest under law. Proprietary Information includes, but is not limited to, information protected by copyright, patent, trademark, or trade secret laws. To the extent consistent with Chapter 42.56 RCW, DSHS will maintain the confidentiality of all such information marked Proprietary Information. If a public disclosure request is made to view the Contractor’s Proprietary Information, DSHS will notify the Contractor of the request and of the date that such records will be released to the requester unless the Contractor obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the Contractor fails to obtain the court order enjoining disclosure, DSHS will release the requested information on the date specified.

# **Publicity.** The Contractor shall not name DSHS as a customer, nor use any information related to this Contract, in any format or media, in any Contractor’s advertising or publicity without prior written consent from DSHS.

# **Site Security**. While providing services at a DSHS location, the Contractor, its agents, employees, or Subcontractors shall conform in all respects with physical, fire, or other security regulations specific to the DSHS location.

# **Subcontracting**. Except as otherwise provided in this Contract, the Contractor shall not Subcontract any of the contracted services without the prior written approval of DSHS. Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. Any failure of Contractor or its Subcontractors to perform the obligations of this Contract shall not discharge the Contractor from its obligations hereunder or diminish DSHS’ rights or remedies available under this Contract.

# **Subrecipients**.

## General. If the Contractor is a subrecipient of federal awards as defined by 2 CFR Part 200 and this Agreement, the Contractor shall:

### Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Assistance Listing Numbers (ALN) title and number, award number and year, name of the federal agency, and name of the pass-through entity;

### Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;

### Prepare appropriate financial statements, including a schedule of expenditures of federal awards;

### Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Contractor and its Subcontractors who are subrecipients;

### Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and

### Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to <https://ojp.gov/about/offices/ocr.htm> for additional information and access to the aforementioned Federal laws and regulations.)

## Single Audit Act Compliance. If the Contractor is a subrecipient and expends $1,000,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:

### Submit to the DSHS contact person the data collection form and reporting package specified in 2 CFR Part 200, Subpart F, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;

### Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR Part 200, Subpart F; prepare a “Summary Schedule of Prior Audit Findings” reporting the status of all audit findings included in the prior audit's schedule of findings and questioned costs.

## Overpayments. If it is determined by DSHS, or during the course of a required audit, that the Contractor has been paid unallowable costs under this or any Program Agreement, DSHS may require the Contractor to reimburse DSHS in accordance with 2 CFR Part 200.

# **Termination for Convenience**. DSHS may terminate this Contract in whole or in part when it is in the best interest of DSHS by giving the Contractor at least thirty (30) calendar days’ written notice.

# **Termination for Default**. The CCLS Chief may immediately terminate this Contract for default, in whole or in part, by written notice to the Contractor if DSHS has a reasonable basis to believe that the Contractor has:

## Failed to meet or maintain any requirement for contracting with DSHS;

## Failed to protect the health or safety of any DSHS client;

## Failed to perform under, or otherwise breached, any term or condition of this Contract; and/or

## Violated any applicable law or regulation.

If it is later determined that the Contractor was not in default, the termination shall be considered a termination for convenience.

# **Termination or Expiration Procedure**. The following terms and conditions apply upon Contract termination or expiration:

## The Contractor shall cease to perform any services required by this Contract as of the effective date of termination or expiration.

## If the Contract is terminated, the Contractor shall comply with all instructions contained in the termination notice.

## The Contractor shall immediately deliver to the DSHS contact named on page one of this Contract, or to his or her successor, all DSHS property in the Contractor’s possession. The Contractor grants DSHS the right to enter upon the Contractor’s premises for the sole purpose of recovering any DSHS property that the Contractor fails to return within ten (10) calendar days of the effective date of termination or expiration of this Contract. Upon failure to return DSHS property within ten (10) calendar days, the Contractor shall be charged with all reasonable costs of recovery, including transportation.

## DSHS shall be liable only for payment required under the terms of this Contract for service rendered up to the effective date of termination or expiration.

## DSHS may withhold a sum from the final payment to the Contractor that DSHS determines necessary to protect DSHS against loss or additional liability.

## The rights and remedies provided to DSHS in this Section are in addition to any other rights and remedies provided at law, in equity, and/or under this Contract, including consequential and incidental damages.

# **Treatment of Property**. All property purchased or furnished by DSHS for use by the Contractor during this Contract term shall remain with DSHS. Title to all property purchased or furnished by the Contractor for which the Contractor is entitled to reimbursement by DSHS under this Contract shall pass to and vest in DSHS. The Contractor shall protect, maintain, and insure all DSHS property in its possession against loss or damage and shall return DSHS property to DSHS upon Contract termination or expiration.

# **Taxes**

## Where required by statute or regulation, Contractor shall pay for and maintain in current status all taxes that are necessary for Contract performance. DSHS will pay sales or use taxes, if any, imposed on the services and materials acquired hereunder. Contractor must pay all other taxes including without limitation Washington Business and Occupation Tax, other taxes based on Contractor’s income or gross receipts, or personal property taxes levied or assessed on Contractor’s personal property. DSHS, as an agency of Washington State government, is exempt from property tax.

## Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract in accordance with the requirements of [Title 82 RCW](http://apps.leg.wa.gov/rcw/default.aspx?Cite=82) and [Title 458 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=458). Out-of-state Contractors must contact the Department of Revenue to determine whether they meet criteria to register and establish an account with the Department of Revenue. Refer to WAC 458-20-101 (Tax registration and tax reporting) and call the Department of Revenue at 800-647-7706 for additional information. When out-of-state Contractors are not required to collect and remit sales tax, DSHS shall be responsible for paying use tax, if applicable, directly to the Department of Revenue.

## All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance, or other expenses for Contractor or Contractor’s staff shall be Contractor’s sole responsibility.

# **Preventing Disruption of Adult Care, Mental Health, Addiction, Disability Support, or Youth Services Due to Labor Management Disputes and Employee Unrest.**

Washington law requires that all services, direct or ancillary, for adult care, mental health, addiction, disability support, and youth services, be warranted by the Contractor providing those services against disruption. Contractor and DSHS agree that disruptions to these services such as strikes, walk-offs, sick-ins, slowdowns, or any other such action designed to pressure Contractor’s management to meet labor, workforce, or subcontractor demands (“Economic or Industrial Action”) are covered under this warranty.

If this Contract includes adult care, mental health, addiction, disability support, or youth services, Contractor agrees to execute and maintain one or more of the following mandatory contractual commitments through the life of the Contract:

## An agreement between the Contractor and any exclusive representative labor organization representing the employees performing the contracted services. This agreement must contain a provision prohibiting Economic or Industrial Action on the part of all parties. This agreement must also include a process for the resolution of disputes between them; or

## An agreement between the Contractor and any labor organization seeking to represent the employees performing the contracted services. This agreement must contain a provision prohibiting the parties from causing, promoting, or encouraging Economic or Industrial Action, or other disruptive activity. This agreement must also include a process for resolution of disputes between parties.

Contractor must notify DSHS if it is unable to form a compliant agreement with a labor organization within 30 days of executing this Contract.

If services under this Contract are interrupted due to Contractor’s failure to maintain one or more of the required contractual commitments listed above, DSHS may immediately terminate, suspend, or revoke this Contract for default, and arrange for the provision of services by other means. Contractor shall provide reimbursement of the actual costs to DSHS arising out of the inadequacy of the warranty provided by the Contractor.

# **Mandatory Individual Arbitration and Class or Collective Action Waiver as a Condition of Employment.**

## “Mandatory Individual Arbitration Clause” or “Class or Collective Action Waiver” means an arbitration clause or waiver in an employment contract which precludes Contractor’s employees from resolving employment disputes with their employer through class or collective proceedings in federal court. Instead, employees must bring individualized arbitration proceedings against their employer to resolve any employment disputes.

## The Contractor, by signature to this Contract, certifies that the Contractor does not require Contractor’s employees to agree to, as a condition of employment, a Mandatory Individual Arbitration Clause or Class or Collective Action Waiver.

## Contractor must notify DSHS within ten (10) business days if, during the term of this Contract, Contractor requires Contractor’s employees to agree to, as a condition of employment, a Mandatory Individual Arbitration Clause or Class or Collective Action Waiver.

## If Contractor, during the term of this contract, requires Contractor’s employees to agree to, as a condition of employment, a Mandatory Individual Arbitration Clause or Class or Collective Action Waiver, DSHS reserves the right to terminate this contract, per the General Terms and Conditions Section regarding Termination for Convenience.

# **HIPAA Compliance**

# Preamble: This section of the Contract is the Business Associate Agreement as required by HIPAA.

# **Definitions**

## “Business Associate,” as used in this Contract, means the “Contractor” and generally has the same meaning as the term “business associate” at 45 CFR 160.103. Any reference to Business Associate in this Contract includes Business Associate’s employees, agents, officers, Subcontractors, third party contractors, volunteers, or directors.

## “Business Associate Agreement” means this HIPAA Compliance section of the Contract and includes the Business Associate provisions required by the U.S. Department of Health and Human Services, Office for Civil Rights.

## “Breach” means the acquisition, access, use, or disclosure of Protected Health Information in a manner not permitted under the HIPAA Privacy Rule which compromises the security or privacy of the Protected Health Information, with the exclusions and exceptions listed in 45 CFR 164.402.

## “Covered Entity” means DSHS, a Covered Entity as defined at 45 CFR 160.103, in its conduct of covered functions by its health care components.

## “Designated Record Set” means a group of records maintained by or for a Covered Entity, that is: the medical and billing records about Individuals maintained by or for a covered health care provider; the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or Used in whole or part by or for the Covered Entity to make decisions about Individuals.

## “Electronic Protected Health Information (EPHI)” means Protected Health Information that is transmitted by electronic media or maintained in any medium described in the definition of electronic media at 45 CFR 160.103.

## “HIPAA” means the Health Insurance Portability and Accountability Act of 1996, Pub. L. 104-191, as modified by the American Recovery and Reinvestment Act of 2009 (“ARRA”), Sec. 13400 – 13424, H.R. 1 (2009) (HITECH Act).

## “HIPAA Rules” means the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Parts 160 and Part 164.

## “Individual(s)” means the person(s) who is the subject of PHI and includes a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

## “Minimum Necessary” means the least amount of PHI necessary to accomplish the purpose for which the PHI is needed.

## “Protected Health Information (PHI)” means individually identifiable health information created, received, maintained or transmitted by Business Associate on behalf of a health care component of the Covered Entity that relates to the provision of health care to an Individual; the past, present, or future physical or mental health or condition of an Individual; or the past, present, or future payment for provision of health care to an Individual. 45 CFR 160.103. PHI includes demographic information that identifies the Individual or about which there is reasonable basis to believe can be used to identify the Individual. 45 CFR 160.103. PHI is information transmitted or held in any form or medium and includes EPHI. 45 CFR 160.103. PHI does not include education records covered by the Family Educational Rights and Privacy Act, as amended, 20 USCA 1232g(a)(4)(B)(iv) or employment records held by a Covered Entity in its role as employer.

## “Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.

## “Subcontractor” as used in this HIPAA Compliance section of the Contract (in addition to its definition in the General Terms and Conditions) means a Business Associate that creates, receives, maintains, or transmits Protected Health Information on behalf of another Business Associate.

## “Use” includes the sharing, employment, application, utilization, examination, or analysis, of PHI within an entity that maintains such information.

# **Compliance.** Business Associate shall perform all Contract duties, activities and tasks in compliance with HIPAA, the HIPAA Rules, and all attendant regulations as promulgated by the U.S. Department of Health and Human Services, Office of Civil Rights.

# **Use and Disclosure of PHI**. Business Associate is limited to the following permitted and required uses or disclosures of PHI:

## Duty to Protect PHI. Business Associate shall protect PHI from, and shall use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 (Security Standards for the Protection of Electronic Protected Health Information) with respect to EPHI, to prevent the unauthorized Use or disclosure of PHI other than as provided for in this Contract or as required by law, for as long as the PHI is within its possession and control, even after the termination or expiration of this Contract.

## Minimum Necessary Standard. Business Associate shall apply the HIPAA Minimum Necessary standard to any Use or disclosure of PHI necessary to achieve the purposes of this Contract. See 45 CFR 164.514 (d)(2) through (d)(5).

## Disclosure as Part of the Provision of Services. Business Associate shall only Use or disclose PHI as necessary to perform the services specified in this Contract or as required by law, and shall not Use or disclose such PHI in any manner that would violate Subpart E of 45 CFR Part 164 (Privacy of Individually Identifiable Health Information) if done by Covered Entity, except for the specific uses and disclosures set forth below.

## Use for Proper Management and Administration. Business Associate may Use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

## Disclosure for Proper Management and Administration. Business Associate may disclose PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been Breached.

## Impermissible Use or Disclosure of PHI. Business Associate shall report to DSHS in writing all Uses or disclosures of PHI not provided for by this Contract within one (1) business day of becoming aware of the unauthorized Use or disclosure of PHI, including Breaches of unsecured PHI as required at 45 CFR 164.410 (Notification by a Business Associate), as well as any Security Incident of which it becomes aware. Upon request by DSHS, Business Associate shall mitigate, to the extent practicable, any harmful effect resulting from the impermissible Use or disclosure.

## Failure to Cure. If DSHS learns of a pattern or practice of the Business Associate that constitutes a violation of the Business Associate’s obligations under the terms of this Contract and reasonable steps by DSHS do not end the violation, DSHS shall terminate this Contract, if feasible. In addition, If Business Associate learns of a pattern or practice of its Subcontractors that constitutes a violation of the Business Associate’s obligations under the terms of their contract and reasonable steps by the Business Associate do not end the violation, Business Associate shall terminate the Subcontract, if feasible.

## Termination for Cause. Business Associate authorizes immediate termination of this Contract by DSHS, if DSHS determines that Business Associate has violated a material term of this Business Associate Agreement. DSHS may, at its sole option, offer Business Associate an opportunity to cure a violation of this Business Associate Agreement before exercising a termination for cause.

## Consent to Audit. Business Associate shall give reasonable access to PHI, its internal practices, records, books, documents, electronic data and/or all other business information received from, or created or received by Business Associate on behalf of DSHS, to the Secretary of DHHS and/or to DSHS for use in determining compliance with HIPAA privacy requirements.

## Obligations of Business Associate Upon Expiration or Termination. Upon expiration or termination of this Contract for any reason, with respect to PHI received from DSHS, or created, maintained, or received by Business Associate, or any Subcontractors, on behalf of DSHS, Business Associate shall:

### Retain only that PHI which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;

### Return to DSHS or destroy the remaining PHI that the Business Associate or any Subcontractors still maintain in any form;

### Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 (Security Standards for the Protection of Electronic Protected Health Information) with respect to Electronic Protected Health Information to prevent Use or disclosure of the PHI, other than as provided for in this Section, for as long as Business Associate or any Subcontractors retain the PHI;

### Not Use or disclose the PHI retained by Business Associate or any Subcontractors other than for the purposes for which such PHI was retained and subject to the same conditions set out in the “Use and Disclosure of PHI” section of this Contract which applied prior to termination; and

### Return to DSHS or destroy the PHI retained by Business Associate, or any Subcontractors, when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

## Survival. The obligations of the Business Associate under this section shall survive the termination or expiration of this Contract.

# **Individual Rights.**

## Accounting of Disclosures.

### Business Associate shall document all disclosures, except those disclosures that are exempt under 45 CFR 164.528, of PHI and information related to such disclosures.

### Within ten (10) business days of a request from DSHS, Business Associate shall make available to DSHS the information in Business Associate’s possession that is necessary for DSHS to respond in a timely manner to a request for an accounting of disclosures of PHI by the Business Associate. See 45 CFR 164.504(e)(2)(ii)(G) and 164.528(b)(1).

### At the request of DSHS or in response to a request made directly to the Business Associate by an Individual, Business Associate shall respond, in a timely manner and in accordance with HIPAA and the HIPAA Rules, to requests by Individuals for an accounting of disclosures of PHI.

### Business Associate record keeping procedures shall be sufficient to respond to a request for an accounting under this section for the six (6) years prior to the date on which the accounting was requested.

## Access

### Business Associate shall make available PHI that it holds that is part of a Designated Record Set when requested by DSHS or the Individual as necessary to satisfy DSHS’s obligations under 45 CFR 164.524 (Access of Individuals to Protected Health Information).

### When the request is made by the Individual to the Business Associate or if DSHS asks the Business Associate to respond to a request, the Business Associate shall comply with requirements in 45 CFR 164.524 (Access of Individuals to Protected Health Information) on form, time and manner of access. When the request is made by DSHS, the Business Associate shall provide the records to DSHS within ten (10) business days.

## Amendment.

### If DSHS amends, in whole or in part, a record or PHI contained in an Individual’s Designated Record Set and DSHS has previously provided the PHI or record that is the subject of the amendment to Business Associate, then DSHS will inform Business Associate of the amendment pursuant to 45 CFR 164.526(c)(3) (Amendment of Protected Health Information).

### Business Associate shall make any amendments to PHI in a Designated Record Set as directed by DSHS or as necessary to satisfy DSHS’s obligations under 45 CFR 164.526 (Amendment of Protected Health Information).

# **Subcontracts and other Third Party Agreements.** In accordance with 45 CFR 164.502(e)(1)(ii), 164.504(e)(1)(i), and 164.308(b)(2), Business Associate shall ensure that any agents, Subcontractors, independent contractors or other third parties that create, receive, maintain, or transmit PHI on Business Associate’s behalf, enter into a written contract that contains the same terms, restrictions, requirements, and conditions as the HIPAA compliance provisions in this Contract with respect to such PHI. The same provisions must also be included in any contracts by a Business Associate’s Subcontractor with its own business associates as required by 45 CFR 164.314(a)(2)(b) and 164.504(e)(5) .

# **Obligations.** To the extent the Business Associate is to carry out one or more of DSHS’s obligation(s) under Subpart E of 45 CFR Part 164 (Privacy of Individually Identifiable Health Information), Business Associate shall comply with all requirements that would apply to DSHS in the performance of such obligation(s).

# **Liability**. Within ten (10) business days, Business Associate must notify DSHS of any complaint, enforcement or compliance action initiated by the Office for Civil Rights based on an allegation of violation of the HIPAA Rules and must inform DSHS of the outcome of that action. Business Associate bears all responsibility for any penalties, fines or sanctions imposed against the Business Associate for violations of the HIPAA Rules and for any imposed against its Subcontractors or agents for which it is found liable.

# **Breach Notification.**

## In the event of a Breach of unsecured PHI or disclosure that compromises the privacy or security of PHI obtained from DSHS or involving DSHS clients, Business Associate will take all measures required by state or federal law.

## Business Associate will notify DSHS within one (1) business day by telephone and in writing of any acquisition, access, Use or disclosure of PHI not allowed by the provisions of this Contract or not authorized by HIPAA Rules or required by law of which it becomes aware which potentially compromises the security or privacy of the Protected Health Information as defined in 45 CFR 164.402 (Definitions).

## Business Associate will notify the DSHS Contact shown on the cover page of this Contract within one (1) business day by telephone or e-mail of any potential Breach of security or privacy of PHI by the Business Associate or its Subcontractors or agents. Business Associate will follow telephone or e-mail notification with a faxed or other written explanation of the Breach, to include the following: date and time of the Breach, date Breach was discovered, location and nature of the PHI, type of Breach, origination and destination of PHI, Business Associate unit and personnel associated with the Breach, detailed description of the Breach, anticipated mitigation steps, and the name, address, telephone number, fax number, and e-mail of the individual who is responsible as the primary point of contact. Business Associate will address communications to the DSHS Contact. Business Associate will coordinate and cooperate with DSHS to provide a copy of its investigation and other information requested by DSHS, including advance copies of any notifications required for DSHS review before disseminating and verification of the dates notifications were sent.

## If DSHS determines that Business Associate or its Subcontractor(s) or agent(s) is responsible for a Breach of unsecured PHI:

### requiring notification of Individuals under 45 CFR § 164.404 (Notification to Individuals), Business Associate bears the responsibility and costs for notifying the affected Individuals and receiving and responding to those Individuals’ questions or requests for additional information;

### requiring notification of the media under 45 CFR § 164.406 (Notification to the media), Business Associate bears the responsibility and costs for notifying the media and receiving and responding to media questions or requests for additional information;

### requiring notification of the U.S. Department of Health and Human Services Secretary under 45 CFR § 164.408 (Notification to the Secretary), Business Associate bears the responsibility and costs for notifying the Secretary and receiving and responding to the Secretary’s questions or requests for additional information; and

### DSHS will take appropriate remedial measures up to termination of this Contract.

# **Miscellaneous Provisions.**

## Regulatory References. A reference in this Contract to a section in the HIPAA Rules means the section as in effect or amended.

## Interpretation. Any ambiguity in this Contract shall be interpreted to permit compliance with the HIPAA Rules.

# **Definitions Specific to Special Terms**. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

## ATA hardware adapter: An analog telephone adapter (ATA) is a device for connecting traditional analog telephones, fax machines, and similar customer-premises devices to a digital telephone system or a voice over IP telephone network

## FOIP: FoIP or Fax over IP (also known as virtual fax) refers to the process of sending and receiving faxes via a VoIP network.

## Web Portal: A web portal is a specially designed website that acts as a central hub, aggregating information, tools, and services from various sources into a single, user-friendly interface.

## Porting: Porting a phone number is the process of moving a phone number from one telephony service provider, or carrier, to another.

## Direct Inward Dial (DID): Direct Inward Dialing (DID) is a telephone service that allows a phone number to ring through directly to a specific phone at a business instead of going to a menu or a queue and needing to dial an extension. A phone number that is used like this is often called a "DID" (and multiple numbers are called "DIDs").

## POTS: These lines establish a dedicated circuit (connection) between two points, enabling communication. POTS lines rely on physical copper wires to transmit voice signals, which are converted into electrical signals, carried through the network, and then converted back into sound waves at the receiving end.

## Centrex: A type of telephone service where the phone system's central switching equipment is located in the telephone company's central office rather than on the user's premises.

## Platform: Vendors URL or webpage service that enables individuals or businesses to send and receive faxes without needing a physical fax machine.

## Uptime: Refers to the percentage of time a system is operational and accessible.

## Downtime: The period of time when a system is not operational or accessible.

## Cloud Fax: Service by which faxes can be sent and received via the internet.

## Digital Fax: Service by which faxes can be sent and received via the internet.

# **Procurement Approach**.

DSHS awarded this contract to Contractor for the provision of an agency-wide, cloud-based, e-fax service based on Contractor’s designation as the Apparently Successful Bidder for its response to DSHS RFP 2523-873.

# **Incorporated by Reference**. DSHS incorporates by reference the following:

## DSHS RFP 2523-873

## Contractor’s response to DSHS RFP 2523-873

# **Period of Performance**.

## **Initial Term.** Notwithstanding the dates set forth on page 1, the Contract Term shall be for an initial three (3) year period commencing on the Effective Date (the “Initial Term”).

## **Contract Renewal Term**. Upon expiration of the Initial Term, DSHS may at its option and Contractor’s acceptance renew the Services and Sublicensed Software Subscriptions for up to three successive one-year terms (each a “Renewal Term” and collectively with the Initial Term, the “Term”), in which case the Parties shall either reissue this Contract or execute an amendment extending the term of this Contract, subject to mutual agreement on fees applicable to extended term(s) which may increase annually in an amount that is no greater than 5% of the fees payable during the Initial Term.

## DSHS retains the option to terminate services early as stated in the General Terms and Conditions.

# **Purpose**.

The purpose of this Contract is to establish the terms and conditions under which a digital fax service provider will provide DSHS with a cloud-based fax solutions at an enterprise level. It addresses service delivery, security, performance, and support.

# **Statement of Work**. The Contractor shall provide the services, staff, products, and otherwise do all things necessary for or incidental to the performance of work, as set for the below:

## Platform Subscription

### The Contractor shall provide DSHS a scalable cloud based digital faxing subscription to facilitate sending and receiving faxes digitally through the internet from multiple new and existing phone numbers. The subscription shall include access to a web portal for DSHS staff and administrators to monitor, interface with, and manage the digital faxes.

### The Contractor shall host the cloud based digital faxing subscription on the Contractor’s platform.

## Configuration and Porting

### The Contractor shall work with DSHS to determine how best to configure their platform to meet DSHS requirements in mutual coordination with DSHS project staff.

### The contractor shall port existing DSHS fax numbers and/or supply new phone numbers to include toll lines and DIDs.

## Training

### The contractor shall provide training materials on the operation and administration of the, portal, and any hardware, including a User’s Guide, FAQ, and recordings of any live training sessions.

## Hardware

### The contractor shall provide DIDs or ATA hardware adapters, or other hardware necessary for operation. Each DID or adapter shall have a call through test verifying the inbound and outbound operation.

## Service Implementation and Timing

### The Contractor shall develop a digital fax implementation plan and timelines within 10 business days of this Contract start date, for review and approval by the DSHS point of contact named in section 6.j., including milestones and go live dates.

### The Contractor shall hold a project kickoff meeting within the 15 business days of the Contract start date, to include DSHS project managers and technical implementation staff.

#### DSHS shall provide names of project kickoff attendees within 10 business days of Contract start date.

#### Meeting shall be held virtually at a mutually agreeable day and time.

#### The contractor shall email the meeting invasion to attendees at least 3 days prior to the meeting date.

#### Digital fax implementation plan and timelines shall be reviewed during the kick off meeting.

### The Contractor shall set up the DSHS account with roles and permissions based on DSHS requests and identified DSHS staff access.

### The Contractor shall perform testing of the new digital fax service for DSHS and provide DSHS the testing results. The Contractor shall perform Quality Assurance testing internally on all platforms.

## Digital Fax Service Requirements

### Contractor’s FOIP solution will employ protocols such as T.30 or T.38 or as proposed by the vendor and accepted by DSHS.

### Contractor shall allow users to create fax folders, fax to printers, fax to email, fax to fax machines, fax to mobile devices, and fax securely on the Contractor’s platform. The Contractor shall have reporting capabilities as described in Section 6.G below.

### The Contractor shall manage a fax routing design through the Contractor’s platform, and using basic telephony routing paths designed in collaboration and approved by DSHS.

### The Contractor shall utilize Sfax® (a registered trademark owned by CONSENSUS CLOUD SOLUTIONS, LLC) software, or a similar software or application with the same functionality, to support securely receiving, sending, viewing, annotating, and signing documents from various devices such as computer, the internet, mobile phones and tablets.

### The Contractor shall provide the ability to send large faxes in excess of 1000 pages at one time.

### The contractor shall implement and maintain security measures that will satisfy the following requirements:

#### Faxes must be encrypted using an AES-256 and TLS 1.2T. (or a more recent equivalent as approved by DSHS) bit encryption protocol that is updated regularly to be compliant with **all** of the following laws, regulations, policies and standards:

##### WaTech Policy SEC-08-02-S, as amended

##### HIPPA – Health Insurance Portability and Accountability Act

##### PHIPA – Canadian Personal Health Information Protection Act

##### **(PCI DSS) Payment Card Industry Data Security Standard**

##### NIST 800-53, Revision 4 and later revisions as they are published

##### **The Gramm-Leach-Bliley Act of 1999 (GLBA)**

##### **Title 21 of the Code of Federal Regulations (21 CFR Part 11) Electronic Records**

#### Prior to service commencement, Contractor shall provide DSHS reports detailing the Contractor’s solution’s compliance with the requirements of SOC1 (An internal controls report); and SOC 3 (A condensed report providing assurances about on organization's controls).

### Contractor shall support encryption with multiple layers of encryption, including AES-256- bit encryption and TLS 1.2T.

### Contractor shall automatically archive all faxes sent or received and track each transmission with unique identifiers.

### The contractor shall supported multiple file formats including minimum of PDF and TIFF formats, or other standard formats as proposed and approved by DSHS.

### The Contractor shall provide for retention of faxes for up to six years. Protection, deletion, storage and security capabilities shall meet DSHS retention standards.

## Digital Fax Reporting and Dashboards

### The Contractor shall provide customized dashboards and reporting for transmission, daily use, Number of inbound and outbound pages, and transmission errors.

### The contractor shall provide the ability to submit service tickets within the web portal

### The Contractor shall provide the following data on the Call Data Report (CDR) for Audits, or Investigations and must include up to 6 months of information showing

#### Fax Outbound number

#### Fax Inbound number

#### Inbound Calls

#### Outbound Calls

#### Date Calls made

#### Time Calls made

#### Sent

#### Received

#### Transmission time

#### Duration of the calls made

#### Completion of the calls.

#### Number of pages or Number of pages

#### Cover Page or no Cover Page

### The Contractor shall provide the data from the dashboard to DSHS for other use, in either a CSV or Excel file format.

### The Contractor shall not share DSHS reports, dashboards, or data with any 3rd parties.

## Digital Fax Service Performance Expectations

### **Support Generally, Telephone Support, and Tracking**

#### Contractor shall provide support for DSHS’s live productive use of the Cloud Services set forth on the Contract. Support shall include using commercially reasonable efforts to repair or provide a workaround for all reproduceable Program Errors. Support shall also include providing Upgrades (for Cloud Services).

#### Contractor shall provide telephone and portal issue support to assist DSHS with the use of the Cloud Services and to assist with issue resolution during the Term of this Agreement. Contractor shall respond to any request for support from DSHS in accordance with the timeline in Section (c) below, provided that DSHS has notified Contractor of Level 1 and/or Level 2 issues by calling the Contractor support team. The portal issue support will be available 24 hours a day and telephone support will be available during the hours posted by the Contractor.

#### Contractor shall maintain a log of all technical consultation requests in a tracking system and assign a unique number to each DSHS request. That unique number shall be provided to DSHS for reference and communication purposes. Contractor shall assign one of three priority levels to each consultation or support request:

##### Contractor shall provide Level 1 Support which pertains to the most severe issues such as a Program Error involving a situation where all features and functions of the Cloud Services are unavailable and no practical alternate mode of operation is available. Contractor shall use commercially reasonable efforts to answer or return Level 1 calls within four (4) hours. DSHS shall call the Contractor support team to designate the request to be a critical request, at which point the Contractor shall engage its support services.

##### Contractor shall provide Level 2 Support which occurs when certain features and functionality are not available, and no practical alternate mode of operation is available. Level 2 requests will be assigned to the next available programmer. Contractor will use commercially reasonable efforts to answer or return DSHS’s calls seeking Level 2 Services within an average of one (1) business day.

##### Contractor shall provide Level 3 Support will receive the normal next-in-line priority assignment. Level 3 requests will be worked on in the order in which they are received.

### The Contractor shall inform DSHS of any planned service maintenance before the service, to allow DSHS to adjust workflows to minimize impact to operations.

#### The Contractor shall ensure no service maintenance impacts any ability to send or receive fax transmissions, nor breaks the DSHS account setup and services.

#### Credits to Client for Deficits in Solution Availability. Notwithstanding anything in this Contract to the contrary, if Contractor fails to meet Availability Guarantee during any quarter of this Contract, and DSHS has made all required payments under the Contract for the applicable quarterly period and is otherwise eligible for such fee credit (as described in Exhibit C, Section 5(d)), DSHS shall be entitled to a fee credit (as also described in Exhibit C, Attachment 1, Sections 5(d)). Upon written request by DSHS, Contractor will issue such applicable credit amount set forth in the table below in the next applicable invoice. If the failure to meet the Availability Guarantee occurs during more than one quarter, a credit shall be due thereafter for each quarter in which the Availability Guarantee is not met.

|  |  |  |
| --- | --- | --- |
| **Availability in Percentages**  **And Hours of Unscheduled**  **Downtime Annually** | **Corresponding Hours of Unscheduled Downtime per Quarter** | **Credit Amount (Percentage of**  **one-fourth of the annual**  **Recurring Support Services Fees and Hosting Fees)** |
| 99.9% or higher | **Fewer than 2 Hours**  **& 10 Min** | **NO CREDIT DUE** |
| **99.75 to 99.89%** | **2 Hours & 11 Min to**  **5 Hours & 29 Min** | **5%** |
| **99.5 to 99.74%** | **5 Hours & 41 Min to**  **10 Hours & 58 Min** | **7.5%** |
| **Less than 99.5%** | **11 hours or more** | **10%** |

#### Failure to Meet Availability Goals. If the Availability of the Licensed Software falls below 99.5% two (2) or more quarters in a 12-month period, and if DSHS is current on all fees, DSHS may request by written notice, and the Contractor shall agree upon receipt of such request, that the Contractor’s President or the President’s designee will meet with DSHS’s Chief Information Officer or comparable executive at DSHS’s requested location within ten (10) business days of such request with the sole purpose of resolving issues relating to such failure.

#### The contractor shall provide details for a service level agreement as attached in exhibit TBD.

## Public Disclosure Requirements – The Contractor shall forward all public disclosure requests received by the vendor, related to the services under this contract, to the DSHS point of contact listed below. Contractor shall support DSHS when DSHS receives a public disclosure request or other official requests including, but is not limited to, running usage reports or other analysis not available on the contractors web portal.

## Points of Contact for this Contract

### The DSHS points of contact for this contract are:

TBD, DSHS Contract manager

[DSHS@dshs.wa.gov](mailto:DSHS@dshs.wa.gov) or 360-000-000

### The Contractor’s points of contact for this contract are:

TBD

# **Scalable Rates**

[Note to Bidder] Due to the variable DSHS business needs and timing, DSHS requires a solution that can fit several different levels of use, as seen in the table below. DSHS is requesting that Bidders provide per page rates based upon the tiered usage stated below, and billable to DSHS based on actual monthly usage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Solution Elements** | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| Local numbers (ported) | 100-300 | 300 – 400 | 400 - 850 | 850 – 1,200 |
| Web portal logins | 10-50 | 51 to 1,000 | 1,001 to 5,000 | 5,001 to 10,000 |
| Inbound pages per month | 1-100 | 101 to 5,000 | 5,001 to 8,000 | 8,001 to 12,000 |
| Outbound pages per month | 1-500 | 501 to 1,000 | 1,001 to 5,000 | 5,001 to 10,000 |
| ATA hardware adapters | 1-100 | 101 to 200 | 201 to 500 | 501 to 1,000 |

# **Data Sharing**.

## Description of Data to be Shared / Data Licensing Statements

### The *Exhibit B - Data Use Licensing Statement* attached to this Contract sets forth the following requirements for this agreement:

#### Identification of the purpose and authority for sharing;

#### Identification of transmission method and frequency;

#### Identification of the users or classes of users who will have access; and

#### Identification of the file layout, including description and data classification.

### There must be at least one Data Use Licensing Statement attached to this Contract, but more than one Data Use Licensing Statement may be included or incorporated into this Contract at different times. Each Data Use Licensing Statement is incorporated into this Contract by using the same Exhibit reference letter (B) and then further marking it with sequential identifying numbers (B1, B2, B3).

#### Access to Data shall be limited to staff whose duties specifically require access to such Data in the performance of their assigned duties. Prior to making Data available to its staff, Data Recipient shall notify all such staff of the Use and Disclosure requirements. Data recipient shall provide appropriate privacy and confidentiality training and ensure users read and sign *Exhibit D - ESA Non Disclosure of Confidential Information Agreement – Non Employee (DSHS Form* 03-374D) annually. Signed 03-374D forms will be submitted to the Data Provider upon request.

#### Contractor’s Data Recipient Point of Contact. The Data Recipient Point of Contact for follow-up information shall be:

|  |  |
| --- | --- |
| Name and Title | TBD |
| Address | TBD |
| Telephone | TBD |
| Email | TBD |

## Data Use Limitations

### Data disclosed or exchanged under this agreement is not permitted to be linked to other data Limitations on Use of Data.

### Subject to the Terms and Conditions of this Contract, DSHS hereby grants Data Recipient a limited permissible use license for the access and Permissible Use of Data defined in the Data Use Licensing Statement(s). This grant of access shall not be deemed as providing Data Recipient with ownership rights to the Data. The Data being shared/accessed is owned and belongs to DSHS.

### This Contract does not constitute a release of the Data for the Data Recipient’s discretionary use. Data Recipient must use the Data received or accessed under this Contract only to carry out the purpose and justification of this Contract as set out in the Data Use Licensing Statement(s). Any analysis, use, or reporting that is not within the Purpose of this Contract is not permitted without DSHS prior written consent.

### This Contract does not constitute a release for Data Recipient to share the Data with any third parties, including Subcontractors, even if for authorized use(s) under this Contract, without the third party release being approved by DSHS and identified in the Data Use Licensing Statement(s).

### Derivative Data Product Review and Release Process. All reports derived from Data shared under this Contract, produced by Data Recipient that are created with the intention of being published for or shared with external customers (Data Product(s)) must be sent to the DSHS Contract Manager listed on page one (1) of this Contract for review of usability, data sensitivity, data accuracy, completeness, and consistency with DSHS standards prior to disclosure. Data Recipient shall not release any Data Product(s) without prior written approval from DSHS.

### Data recipient and users must comply and adhere to all provisions of *Exhibit A - Data Security Requirements Exhibit* attached.

### Any disclosure of Data contrary to this Contract is unauthorized and is subject to penalties identified in law.

## Limitations on Storage of Data

Data will not be stored on or transferred to portable devices or media by the Data Recipient unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the required protections as specified in *Exhibit A -Data Security Requirements Exhibit*.

## Certification of Disposal of Confidential Information

Any Confidential Information shall be disposed of as outlined in *Exhibit A - Data Security Requirements Exhibit* and *Exhibit C - Certification of Disposal of Confidential Information* shall be completed to verify the disposal.

## Data Classification.

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer (OCIO) and included in OCIO Standard No. 141.10.

The Category of the data being transmitted will vary between u The Data that is the subject of this Contract is classified as indicated below. :

☒ Category 1 – Public Information

Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure but does need integrity and availability protection controls.

☒ Category 2 – Sensitive Information

Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

☒ Category 3 – Confidential Information

Confidential information is information that is specifically protected from release or disclosure by law. It may include but is not limited to:

Personal Information about individuals, regardless of how that information is obtained;

Information concerning employee personnel records;

Information regarding IT infrastructure and security of computer and telecommunications systems;

☒ Category 4 – Confidential Information Requiring Special Handling

Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which:

Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements;

Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

## Notifications

The compromise or potential compromise of Confidential Information must be reported to the DSHS Privacy Officer (dshsprivacyofficer@dshs.wa.gov), and to the other party’s Principle Contact, or their successor, within one (1) business day of discovery. The notifying party must also take actions to mitigate the risk of loss and comply with any notifications or other requirements imposed by law.

# **Contractor Performance and Monitoring**

## The Contractor, the DSHS Contract Manager, and the DSHS subject matter experts, shall at a minimum meet once every other week during the initial rollout of the solution and set up phase.

### The Contractor and DSHS shall establish mutually agreeable monitoring plans, based on the resulting solution, and the risk factors identified with the service and final contract.

### When DSHS and the Contractor mutually agree the set up phase is concluded and the system in normal use, meetings shall move to once a quarter or as needed, to discuss Contractor’s performance and project status.

## If DSHS identifies performance concerns, performance deficiencies, or identifies Contractor’s failures in providing the services, DSHS shall provide a written notice to the Contractor outlining DSHS concerns and/or the Contractor’s failures to comply with the requirements of this Contract, along with a resolution process and required corrective action timelines.

### The Contractor shall perform a root-cause analysis to identify the reason for DSHS concerns and/or the Contractor’s failures, within the action timelines provided by DSHS.

### The Contractor shall provide a written response to DSHS by the action timelines provided by DSHS, to include proposed corrective actions.

### DSHS has final acceptance of the Contractor’s proposed corrective actions, and/or pursuing further remedies outlined in this Contract’s General Terms and Conditions.

## DSHS reserves the right to add or modify this Performance section through a Contract Amendment as needed during the life of this Contract.

# **Contract Service Changes**.

## If DSHS submits a written request to remove or add services up to the maximum described in section 7 the Contractor shall promptly review the written request, and determine if the request can be done under the current contracted services and costs.

### If yes, DSHS shall submit a Contract Amendment to the Contractor that includes the changed or added service or requirement, or deliverable.

### If no, the Contractor shall provide a quote within 10 days for the level of effort for the requested change.

#### DSHS shall have up to 10 days to review the quote and determine whether to go forward with the requested change.

#### DSHS and the Contractor shall negotiate in good faith.

## If DSHS accepts the Contractor’s quote, DSHS shall submit a Contract Amendment to the Contractor that includes the changed or added service or requirement, and cost.

## Neither party is obligated to change the contract’s scope, services, requirements, or any other aspect of this Contract unless both parties agree to the proposed changes.

## The Contractor shall continue to remain responsible for the unchanged services and deliverables in this Contract.

# **Consideration**. Total consideration payable to Contractor for satisfactory performance of the work under this Contract is up to a maximum of **TBD** (for 3 DSHS fiscal years and includes total combined tax of TBD) for all services, and shall be based on the following mutually agreed upon rates billed monthly for actual services, by the Contractor at the end of each month.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Solution Elements** | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| Local numbers (ported) | 100-300  Cost TBD | 300 – 400  Cost TBD | 400 - 850  Cost TBD | 850 – 1,200  Cost TBD |
| Web portal logins | 10-50  Cost TBD | Up to 1,000  Cost TBD | Up to 5,000  Cost TBD | Up to 10,000  Cost TBD |
| Inbound pages per page | 1-100  Cost TBD | Up to 5,000  Cost TBD | Up to 8,000  Cost TBD | Up to 12,000  Cost TBD |
| Outbound pages per page | 1-500  Cost TBD | Up to 1,000  Cost TBD | Up to 5,000  Cost TBD | Up to 10,000  Cost TBD |
| ATA hardware adapters | 1-100  Cost TBD | Up to 200  Cost TBD | Up to 500  Cost TBD | Up to 1,000  Cost TBD |
| One Time Costs TBD |  | | | |

# **Billing and Payment**.

## Invoice System. The Contractor shall submit invoices to the DSHS contract contact named on Page 1 of this contract. Consideration for services rendered shall be payable upon receipt of properly completed invoices which shall be submitted not more often than monthly. The invoices shall describe and document to DSHS’ satisfaction a description of the work performed, activities accomplished, the progress of the project, and itemized fees per phone number.

## Payment. Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and acceptance of the properly completed invoices. Payment shall be sent to the Contractor contact listed on page 1 of this Contract, unless otherwise mutually agreed upon. DSHS may, at its sole discretion, withhold payment claimed by Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

# **Insurance**

The Contractor shall obtain and maintain for the duration of the Contract, at Contractor’s expense, the following insurance coverages, and comply with the following insurance requirements.

## General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance or Business Liability Insurance, no less comprehensive than coverage under Insurance Service Offices, Inc. (ISO) form CG 00-01, including coverage for bodily injury, property damage, and contractual liability. The amount of coverage shall be no less than $2,000,000 per occurrence and $4,000,000 General Aggregate. The policy shall include liability arising out of the parties’ performance under this Contract, including but not limited to premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, Department of Social & Health Services (DSHS), its elected and appointed officials, agents, and employees of the state, shall be named as additional insureds.

## In lieu of general liability insurance mentioned in Subsection a. above, if the Contractor is a sole proprietor with less than three contracts, the contractor may choose one of the following three general liability policies, but only if attached to a professional liability policy. If selected the policy shall be maintained for the life of the contract:

Supplemental Liability Insurance, including coverage for bodily injury and property damage that will cover the contractor wherever the service is performed with minimum limits of $2,000,000 per occurrence; and $4,000,000 General Aggregate. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds;

or

Workplace Liability Insurance, including coverage for bodily injury and property damage that provides coverage wherever the service is performed with minimum limits of $2,000,000 per occurrence; and $4,000,000 General Aggregate. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds:

or

Premises Liability Insurance if services are provided only at their recognized place of business, including coverage for bodily injury, property damage with minimum limits of $2,000,000 per occurrence; and $4,000,000 General Aggregate. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds.

## Workers’ Compensation

The Contractor shall comply with all applicable Workers’ Compensation, occupational disease, and occupational health and safety laws and regulations. The State of Washington and DSHS shall not be held responsible for claims filed for Workers’ Compensation under Title 51 RCW by the Contractor or its employees under such laws and regulations.

## Employees and Volunteers

Insurance required of the Contractor under the Contract shall include coverage for the acts and omissions of the Contractor’s employees and volunteers. In addition, the Contractor shall ensure that all employees and volunteers who use vehicles to transport clients or deliver services have personal automobile insurance and current driver’s licenses.

## Subcontractors

The Contractor shall ensure that all subcontractors have and maintain insurance with the same types and limits of coverage as required of the Contractor under the Contract. Failure of Subcontractors to comply with the insurance requirements in this Contract does not limit the Contractor’s liability or responsibility.

## Separation of Insureds

All insurance policies shall include coverage for cross liability and contain a “Separation of Insureds” provision.

## Insurers

The Contractor shall obtain insurance from insurance companies identified as an admitted insurer/carrier in the State of Washington, with a current Best’s Reports’ rating of A-, Class VII, or better.

## Evidence of Coverage

The Contractor shall, upon request by DSHS, submit a copy of the Certificate of Insurance, policy, and additional insured endorsement for each coverage required of the Contractor under this Contract. The Certificate of Insurance shall identify the Washington State Department of Social and Health Services as the Certificate Holder. A duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Contract, shall execute each Certificate of Insurance.

The Contractor shall maintain copies of Certificates of Insurance, policies, and additional insured endorsements for each subcontractor as evidence that each subcontractor maintains insurance as required by the Contract.

## Material Changes

The insurer shall give the DSHS point of contact listed on page one of this Contract 45 days advance written notice of cancellation or non-renewal of any insurance policy required under this Contract. If cancellation is due to non-payment of premium, the insurer shall give DSHS 10 days advance written notice of cancellation. Failure to provide notice as required may result in termination of the Contract.

## Waiver of Subrogation

## Contractor waives all rights of subrogation against DSHS for the recovery of damages to the extent such damages are or would be covered by insurance required under the Contract. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies whether or not DSHS receives the waiver of subrogation endorsement from the insurer.

## Coverage Limits

By requiring insurance, the State of Washington and DSHS do not represent that the coverage and limits required in this Contract will be adequate to protect the Contractor. Such coverage and limits shall not limit the Contractor’s liability in excess of the required coverage and limits, and shall not limit the Contractor’s liability under the indemnities and reimbursements granted to the State and DSHS in this Contract.

## Primary Coverage

All Contractor’s insurance provided in compliance with this Contract shall be primary and shall not seek contribution from insurance or self-insurance programs afforded to or maintained by the State. Insurance or self-insurance programs afforded to or maintained by the State shall be in excess of, and shall not contribute with, insurance required of the Contractor and Subcontractors under this Contract.

## Waiver

The Contractor waives all rights, claims and causes of action against the State of Washington and DSHS for the recovery of damages to the extent said damages are covered by insurance maintained by Contractor.

## Liability Cap

Any limitation of liability or liability cap set forth in this Contract shall not preclude DSHS from claiming under any insurance maintained by the Contractor pursuant to this Contract, up to the policy limits.

## Business Automobile Liability Insurance

The Contractor shall maintain a Business Automobile Policy on all vehicles used to transport clients, including vehicles hired by the Contractor or owned by the Contractor’s employees, volunteers or others, with the following minimum limits: $1,000,000 per accident combined single limit. The Contractor’s carrier shall provide DSHS with a waiver of subrogation or name DSHS as an additional insured.

## Professional Liability (errors & omissions)

## The Contractor shall maintain insurance of at least $1,000,000 per occurrence, $2,000,000 General Aggregate for malpractice or errors and omissions coverage against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use, and damages because of negligent acts, errors, and omissions in any way related to this contract.

## Technology Professional Liability (errors and omissions)

## The Contractor shall maintain Technology Professional Liability (errors and omissions) insurance, to include coverage of claims involving infringement of intellectual property. This shall include but is not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, network security, regulatory defense (including fines and penalties), and notification costs. The coverage limits must be at least $1,000,000 per covered claim without sublimit, and $2,000,000 annual aggregate.

## Crime and Employee Dishonesty

## The Contractor shall maintain Employee Dishonesty and (when applicable) Inside/Outside Money and Securities coverages for property owned by the State of Washington in the care, custody, and control of Contractor, to include electronic theft and fraud protection. The coverage limits must be at least $1,000,000 per covered claim without sublimit, $2,000,000 annual aggregate.

## Cyber Risk Liability Insurance

## The Contractor shall maintain coverage for Cyber Risk Liability, including information theft, computer and data loss replacement or restoration, release of private information, alteration of electronic information, notification costs, credit monitoring, forensic investigation, cyber extortion, regulatory defense (including fines and penalties), network security, and liability to third parties from failure(s) of contractor to handle, manage, store, and control personally identifiable information belonging to others. The policy must include full prior acts coverage. The coverage limits must be at least $1,000,000 per covered claim without sublimit, $2,000,000 annual aggregate.

**Exhibit A – Data Security Requirements**

**1. Definitions**. The words and phrases listed below, as used in this Exhibit, shall each have the following definitions:

a. “AES” means the Advanced Encryption Standard, a specification of Federal Information Processing Standards Publications for the encryption of electronic data issued by the National Institute of Standards and Technology (<https://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.197-upd1.pdf>).

b. “Authorized Users(s)” means an individual or individuals with a business need to access DSHS Confidential Information, and who has or have been authorized to do so.

c. “Business Associate Agreement” means an agreement between DSHS and a contractor who is receiving Data covered under the Privacy and Security Rules of the Health Insurance Portability and Accountability Act of 1996. The agreement establishes permitted and required uses and disclosures of protected health information (PHI) in accordance with HIPAA requirements and provides obligations for business associates to safeguard the information.

d. “Category 4 Data” is data that is confidential and requires special handling due to statutes or regulations that require especially strict protection of the data and from which especially serious consequences may arise in the event of any compromise of such data. Data classified as Category 4 includes but is not limited to data protected by: the Health Insurance Portability and Accountability Act (HIPAA), Pub. L. 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH), 45 CFR Parts 160 and 164; the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99; Internal Revenue Service Publication 1075 (https://www.irs.gov/pub/irs-pdf/p1075.pdf); Substance Abuse and Mental Health Services Administration regulations on Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2; and/or Criminal Justice Information Services, 28 CFR Part 20.

e. “Cloud” means data storage on servers hosted by an entity other than the Contractor and on a network outside the control of the Contractor. Physical storage of data in the cloud typically spans multiple servers and often multiple locations. Cloud storage can be divided between consumer grade storage for personal files and enterprise grade for companies and governmental entities. Examples of consumer grade storage would include iTunes, Dropbox, Box.com, and many other entities. Enterprise cloud vendors include Microsoft Azure, Amazon Web Services, and Rackspace.

f. “Encrypt” means to encode Confidential Information into a format that can only be read by those possessing a “key”; a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits for symmetric keys, or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.

g. “FedRAMP” means the Federal Risk and Authorization Management Program (see www.fedramp.gov), which is an assessment and authorization process that federal government agencies have been directed to use to ensure security is in place when accessing Cloud computing products and services.

h. “Hardened Password” means a string of at least eight characters containing at least three of the following four character classes: Uppercase alphabetic, lowercase alphabetic, numeral, and special characters such as an asterisk, ampersand, or exclamation point.

i. “Mobile Device” means a computing device, typically smaller than a notebook, which runs a mobile operating system, such as iOS, Android, or Windows Phone. Mobile Devices include smart phones, most tablets, and other form factors.

j. “Multi-factor Authentication” means controlling access to computers and other IT resources by requiring two or more pieces of evidence that the user is who they claim to be. These pieces of evidence consist of something the user knows, such as a password or PIN; something the user has such as a key card, smart card, or physical token; and something the user is, a biometric identifier such as a fingerprint, facial scan, or retinal scan. “PIN” means a personal identification number, a series of numbers which act as a password for a device. Since PINs are typically only four to six characters, PINs are usually used in conjunction with another factor of authentication, such as a fingerprint.

k. “Portable Device” means any computing device with a small form factor, designed to be transported from place to place. Portable devices are primarily battery powered devices with base computing resources in the form of a processor, memory, storage, and network access. Examples include, but are not limited to, mobile phones, tablets, and laptops. Mobile Device is a subset of Portable Device.

l. “Portable Media” means any machine readable media that may routinely be stored or moved independently of computing devices. Examples include magnetic tapes, optical discs (CDs or DVDs), flash memory (thumb drive) devices, external hard drives, and internal hard drives that have been removed from a computing device.

m. “Secure Area” means an area to which only authorized representatives of the entity possessing the Confidential Information have access, and access is controlled through use of a key, card key, combination lock, or comparable mechanism. Secure Areas may include buildings, rooms or locked storage containers (such as a filing cabinet or desk drawer) within a room, as long as access to the Confidential Information is not available to unauthorized personnel. In otherwise Secure Areas, such as an office with restricted access, the Data must be secured in such a way as to prevent access by non-authorized staff such as janitorial or facility security staff, when authorized Contractor staff are not present to ensure that non-authorized staff cannot access it.

n. “Trusted Network” means a network operated and maintained by the Contractor, which includes security controls sufficient to protect DSHS Data on that network. Controls would include a firewall between any other networks, access control lists on networking devices such as routers and switches, and other such mechanisms which protect the confidentiality, integrity, and availability of the Data.

o. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.

**2. Authority**. The security requirements described in this document reflect the applicable requirements of policies and standards of the Washington Technology Services Agency ([https://watech.wa.gov/policies?combine=&field\_categories\_target\_id=80&field\_type\_target\_id=All](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwatech.wa.gov%2Fpolicies%3Fcombine%3D%26field_categories_target_id%3D80%26field_type_target_id%3DAll&data=05%7C02%7CDSHSContractConsultants%40dshs.wa.gov%7C56e9e2fe82814c84a65708dd3ca00105%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638733380086595283%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=isvLOtSJo3qlSsnqqtsMaBxei2VnOeIUsXid%2BzMrVXw%3D&reserved=0)), and of the DSHS Information Security Policy and Standards Manual.  Reference material related to these requirements can be found here: <https://www.dshs.wa.gov/ffa/keeping-dshs-client-information-private-and-secure>, which is a site developed by the DSHS Information Security Office and hosted by DSHS Central Contracts and Legal Services.

**3. Administrative Controls.** The Contractor must have the following controls in place:

a. A documented security policy governing the secure use of its computer network and systems, and which defines sanctions that may be applied to Contractor staff for violating that policy.

b. If the Data shared under this agreement is classified as Category 4, the Contractor must be aware of and compliant with the applicable legal or regulatory requirements for that Category 4 Data.

c. If Confidential Information shared under this agreement is classified as Category 4, the Contractor must have a documented risk assessment for the system(s) housing the Category 4 Data.

**4. Authorization, Authentication, and Access.** In order to ensure that access to the Data is limited to authorized staff, the Contractor must:

a. Have documented policies and procedures governing access to systems with the shared Data.

b. Restrict access through administrative, physical, and technical controls to authorized staff.

c. Ensure that user accounts are unique and that any given user account logon ID and password combination is known only to the one employee to whom that account is assigned. For purposes of non-repudiation, it must always be possible to determine which employee performed a given action on a system housing the Data based solely on the logon ID used to perform the action.

d. Ensure that only authorized users are capable of accessing the Data.

e. Ensure that an employee’s access to the Data is removed immediately:

(1) Upon suspected compromise of the user credentials.

(2) When their employment, or the contract under which the Data is made available to them, is terminated.

(3) When they no longer need access to the Data to fulfill the requirements of the contract.

f. Have a process to periodically review and verify that only authorized users have access to systems containing DSHS Confidential Information.

g. When accessing the Data from within the Contractor’s network (the Data stays within the Contractor’s network at all times), enforce password and logon requirements for users within the Contractor’s network, including:

(1) A minimum length of 8 characters, and containing at least three of the following character classes: uppercase letters, lowercase letters, numerals, and special characters such as an asterisk, ampersand, or exclamation point.

(2) That a password does not contain a user’s name, logon ID, or any form of their full name.

(3) That a password does not consist of a single dictionary word. A password may be formed as a passphrase which consists of multiple dictionary words.

(4) That passwords are significantly different from the previous four passwords. Passwords that increment by simply adding a number are not considered significantly different.

h. When accessing Confidential Information from an external location (the Data will traverse the Internet or otherwise travel outside the Contractor’s network), mitigate risk and enforce password and logon requirements for users by employing measures including:

(1) Ensuring mitigations applied to the system don’t allow end-user modification.

(2) Not allowing the use of dial-up connections.

(3) Using industry standard protocols and solutions for remote access. Examples would include RADIUS and Citrix.

(4) Encrypting all remote access traffic from the external workstation to Trusted Network or to a component within the Trusted Network. The traffic must be encrypted at all times while traversing any network, including the Internet, which is not a Trusted Network.

(5) Ensuring that the remote access system prompts for re-authentication or performs automated session termination after no more than 30 minutes of inactivity.

(6) Ensuring use of Multi-factor Authentication to connect from the external end point to the internal end point.

i. Passwords or PIN codes may meet a lesser standard if used in conjunction with another authentication mechanism, such as a biometric (fingerprint, face recognition, iris scan) or token (software, hardware, smart card, etc.) in that case:

(1) The PIN or password must be at least 5 letters or numbers when used in conjunction with at least one other authentication factor

(2) Must not be comprised of all the same letter or number (11111, 22222, aaaaa, would not be acceptable)

(3) Must not contain a “run” of three or more consecutive numbers (12398, 98743 would not be acceptable)

j. If the contract specifically allows for the storage of Confidential Information on a Mobile Device, passcodes used on the device must:

(1) Be a minimum of six alphanumeric characters.

(2) Contain at least three unique character classes (upper case, lower case, letter, number).

(3) Not contain more than a three consecutive character run. Passcodes consisting of 12345, or abcd12 would not be acceptable.

k. Render the device unusable after a maximum of 10 failed logon attempts.

**5. Protection of Data**. The Contractor agrees to store Data on one or more of the following media and protect the Data as described:

a. **Hard disk drives**. For Data stored on local workstation hard disks, access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.

b. **Network server disks**. For Data stored on hard disks mounted on network servers and made available through shared folders, access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secure Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data, as outlined below in Section 8 Data Disposition, may be deferred until the disks are retired, replaced, or otherwise taken out of the Secure Area.

c. **Optical discs (CDs or DVDs) in local workstation optical disc drives**. Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secure Area. When not in use for the contracted purpose, such discs must be Stored in a Secure Area. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers**. Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secure Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

e. **Paper documents**. Any paper records must be protected by storing the records in a Secure Area which is only accessible to authorized personnel. When not in use, such records must be stored in a Secure Area.

f. **Remote Access**. Access to and use of the Data over the State Governmental Network (SGN) or Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Contractor’s staff. Contractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Contractor, and whenever an Authorized User’s duties change such that the Authorized User no longer requires access to perform work for this Contract.

g. **Data storage on portable devices or media**.

(1) Except where otherwise specified herein, DSHS Data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:

(a) Encrypt the Data.

(b) Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.

(c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.

(d) Apply administrative and physical security controls to Portable Devices and Portable Media by:

i. Keeping them in a Secure Area when not in use,

ii. Using check-in/check-out procedures when they are shared, and

iii. Taking frequent inventories.

(2) When being transported outside of a Secure Area, Portable Devices and Portable Media with DSHS Confidential Information must be under the physical control of Contractor staff with authorization to access the Data, even if the Data is encrypted.

h. **Data stored for backup purposes**.

(1) DSHS Confidential Information may be stored on Portable Media as part of a Contractor’s existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements below in Section 8 *Data Disposition*.

(2) Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor’s existing, documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements below in Section 8 *Data Disposition*.

i. **Cloud storage**. DSHS Confidential Information requires protections equal to or greater than those specified elsewhere within this exhibit. Cloud storage of Data is problematic as neither DSHS nor the Contractor has control of the environment in which the Data is stored. For this reason:

(1) DSHS Data will not be stored in any consumer grade Cloud solution, unless all of the following conditions are met:

(a) Contractor has written procedures in place governing use of the Cloud storage and Contractor attests in writing that all such procedures will be uniformly followed.

(b) The Data will be Encrypted while within the Contractor network.

(c) The Data will remain Encrypted during transmission to the Cloud.

(d) The Data will remain Encrypted at all times while residing within the Cloud storage solution.

(e) The Contractor will possess a decryption key for the Data, and the decryption key will be possessed only by the Contractor and/or DSHS.

(f) The Data will not be downloaded to non-authorized systems, meaning systems that are not on either the DSHS or Contractor networks.

(g) The Data will not be decrypted until downloaded onto a computer within the control of an Authorized User and within either the DSHS or Contractor’s network.

(2) Data will not be stored on an Enterprise Cloud storage solution unless either:

(a) The Cloud storage provider is treated as any other Sub-Contractor, and agrees in writing to all of the requirements within this exhibit; or,

(b) The Cloud storage solution used is FedRAMP certified.

(3) If the Data includes protected health information covered by the Health Insurance Portability and Accountability Act (HIPAA), the Cloud provider must sign a Business Associate Agreement prior to Data being stored in their Cloud solution.

**6. System Protection**. To prevent compromise of systems which contain DSHS Data or through which that Data passes:

a. Systems containing DSHS Data must have all security patches or hotfixes applied within 3 months of being made available.

b. The Contractor will have a method of ensuring that the requisite patches and hotfixes have been applied within the required timeframes.

c. Systems containing DSHS Data shall have an Anti-Malware application, if available, installed.

d. Anti-Malware software shall be kept up to date. The product, its anti-virus engine, and any malware database the system uses, will be no more than one update behind current.

**7. Data Segregation**.

a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Contractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.

(1) DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS Data. And/or,

(2) DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,

(3) DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,

(4) DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.

(5) When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.

b. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

**8. Data Disposition**. When the contracted work has been completed or when the Data is no longer needed, except as noted above in Section 5.b, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

|  |  |
| --- | --- |
| **Data stored on:** | **Will be destroyed by:** |
| Server or workstation hard disks, or  Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs | Using a “wipe” utility which will overwrite the Data at least three (3) times using either random or single character data, or  Degaussing sufficiently to ensure that the Data cannot be reconstructed, or  Physically destroying the disk |
|  |  |
| Paper documents with sensitive or Confidential Information | Recycling through a contracted firm, provided the contract with the recycler assures that the confidentiality of Data will be protected. |
|  |  |
| Paper documents containing Confidential Information requiring special handling (e.g. protected health information) | On-site shredding, pulping, or incineration |
|  |  |
| Optical discs (e.g. CDs or DVDs) | Incineration, shredding, or completely defacing the readable surface with a coarse abrasive |
|  |  |
| Magnetic tape | Degaussing, incinerating or crosscut shredding |

**9. Notification of Compromise or Potential Compromise**. The compromise or potential compromise of DSHS shared Data must be reported to the DSHS Contact designated in the Contract within one (1) business day of discovery. If no DSHS Contact is designated in the Contract, then the notification must be reported to the DSHS Privacy Officer at dshsprivacyofficer@dshs.wa.gov. Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

**10. Data shared with Subcontractors**. If DSHS Data provided under this Contract is to be shared with a subcontractor, the Contract with the subcontractor must include all of the data security provisions within this Contract and within any amendments, attachments, or exhibits within this Contract. If the Contractor cannot protect the Data as articulated within this Contract, then the contract with the sub-Contractor must be submitted to the DSHS Contact specified for this contract for review and approval.

**Exhibit B: Data Use Licensing Statement**

# **Background**: The Department of Social Health Services (DSHS) –and its staff will use Digital Fax SaaS to send, receive, and store encrypted digital faxes.

# **Justification and Authority for Data Sharing**:

Pursuant to the general powers and responsibilities established in RCW 43.20A, DSHS must routinely engage in the exchange of documents across DSHS units and facilities, with clients, with contractors and subcontractors, and with other state agencies.  While email and file sharing technology enables DSHS to exchange information in many types of formats, not all communications lend themselves to those methodologies, and not all communicants are able to interact with DSHS representatives through such means.

Maintaining the ability to transmit facsimiles of documents is crucial to DSHS operations and provision of services to the Washingtonians who are served by DSHS programs.  Traditional facsimile transmission methods (primarily using phone lines to transmit data) are being phased out and will soon be unavailable to DSHS.

In order to ensure documents that may contain sensitive or private data are properly transmitted through cloud facsimile services, Contractor must obtain, transmit, and retain encrypted data files on its computer systems.  Contractor is not permitted to use the data it obtains, transmits or retains other than for the purposes of providing e-fax services to DSHS and fulfilling the functions related to the provision of such services to DSHS, as outlined in the Contract.

# **Purpose / Use / Description of Data**:

## Purpose of Data Sharing

## DSHS creates data in the course of its regular business administering social services, employment support programs, safety programs and court-ordered behavioral health programs. These activities require communication via fax with business partners as well as the clients it supports. The Contractor will provide for the transmission of the data as part of a digital fax service that uses the internet to send and receive faxes. Other than for testing and diagnostic purposes, the Contractor will have access to the data only in encrypted form while in transit as well as encrypted data stored on its platform. Diagnostics and testing may only be performed on faxes containing only Category 1 data.

## Use of Data

## Contractor is permitted to route incoming e-faxes as directed by the e-fax user, store encrypted e-faxes on its platform in encrypted form as required by the provisions of this Contract, and to provide reports and other information when requested, as required by the Contract. Contractor will not use the data for any other purpose other than for testing and diagnostics, and such activities must be done with fax documents containing only Category 1 data.

## Data Description – Other than sender and routing information (including sender’s and recipient’s identity, phone numbers, contact information), which will be entered by the user and may remain unencrypted, and general fax information such as number of pages and general topic, the content of faxed documents (Fax Data) will include information of varying levels of sensitivity ranging from public data (Category 1) to highly sensitive Protected Health Information (Category 4).

Regardless of the sensitivity level of the Fax Data, no data will be given to Contractor in readable form other than public data being used for testing and diagnostic purposes.

All Fax Data, regardless of Category or content will be encrypted using protocols that meet the highest standard applicable to any Fax Data. The Fax Data will remain in encrypted form, and Contractor will not have the ability to de-encrypt it, until purged from Contractor’s systems. There is no set format for the contents of the encrypted Fax Data, which will essentially be converted to an encrypted image file prior to transmission to Contractor.

## Data will be sent as part of the fax transmission, including cover sheets as well as fax content. Data may include sender name, sender contact, sender fax number, recipient name, recipient contact name, recipient fax number, fax subject; number of pages being faxed; fax message contents.

## Fax Data – This refers to the transmission of data, often in the form of documents, over the internet or telephone line using a fax machine, modem, scanner, printer, computer or using a cloud service. Data may include HIPAA Data or Individually identifiable health information, administrative data, behavioral data, pharmaceutical data, clinical data, and financial data,

# **Roles for individual using the digital fax services**:

## DSHS staff and the staff of its contractors may create and receive fax content.

## Contractor’ staff will manage the transmission and storage of faxes.

## DSHS will receive faxes from DSHS clients, other state agencies or governmental entities, and the public.

**Exhibit C – Non DSHS Employee Non-Disclosure Agreement**

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**Exhibit C – Non DSHS Employee Non-Disclosure Agreement**

**Exhibit D**

**Certification of Disposal of Confidential Information**

|  |  |
| --- | --- |
| NAME OF DATA RECIPIENT: | DSHS CONTRACT #: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Data Recipient) herby certifies that the data described below, received as a part of the data provided in accordance with the contract listed above have been disposed of.

Data Recipient certifies that you have returned or destroyed all identified confidential information received from DSHS, or created, maintained, or received by you on behalf of DSHS. Data Recipient certifies that you did not retain any copies of this confidential information.

Description of Information

Date of Destruction or Return:

Method(s) of disposal:

Disposed by:

|  |  |  |
| --- | --- | --- |
| Signature | | Date |
| Printed Name: |  | |
| Title: |  | |