EXHIBIT A

ARIZONA STATE UNIVERSITY SUPPLEMENTAL TERMS AND CONDITIONS

To the extent any provisions of the foregoing contract with the Arizona Board of Regents, a body corporate, for and on behalf of Arizona State University (ASU) conflict with any of the provisions of this Exhibit, the provisions of this Exhibit will control. References to this Contract include the foregoing contract and this Exhibit. All provisions of this Contract that anticipate performance after the termination of this Contract, and all provisions necessary or appropriate to interpret and enforce such provisions, will survive termination of this Contract. Use this paragraph when this is being attached as an Exhibit to a contract.

1. **Nondiscrimination.** The parties will comply with all applicable state and federal laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act. If applicable, the parties will abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Federal law requires in all contracts (including the boldface type).

2. **Conflict of Interest.** If within 3 years after the execution of this Contract, Entity hires as an employee or agent any ASU representative who was significantly involved in negotiating, securing, drafting, or creating this Contract, then ASU may cancel this Contract as provided in Arizona Revised Statutes (ARS) § 38-511. Notice is also given of ARS §§ 41-2517 and 41-753. State law requires in all contracts.

3. **Arbitration in Superior Court.** As required by ARS § 12-1518, the parties agree to make use of arbitration in disputes that are subject to mandatory arbitration pursuant to ARS § 12-133. State law requires in all contracts. This is merely a notice provision.

4. **Dispute Resolution.** If a dispute arises under this Contract, the parties will exhaust all applicable administrative remedies provided for under Arizona Board of Regents Policy 3-809. Required in procurement contracts.

5. **Records.** To the extent required by ARS § 35-214, the non-ASU parties to this Contract (jointly and severally, Entity) will retain all records relating to this Contract. Entity will make those records available at all reasonable times for inspection and audit by ASU or the Auditor General of the State of Arizona during the term of this Contract and for a period of five years after the completion of this Contract. The records will be provided at Arizona State University, Tempe, Arizona, or another location designated by ASU on reasonable notice to Entity. Required in all contracts. Note that delivery of records may be electronic.

6. **Failure of Legislature to Appropriate.** In accordance with ARS § 35-154, if ASU’s performance under this Contract depends on the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then ASU may provide written notice of this to Entity and cancel this Contract without further obligation of ASU. Appropriation is a legislative act and is beyond the control of ASU. Required in (virtually) all contracts – OGC must approve exceptions.

7. **Weapons, Explosive Devices and Fireworks.** ASU prohibits the use, possession, display or storage of any weapon, explosive device or fireworks on all land and buildings owned, leased, or under the control of ASU or its affiliated or related entities, in all ASU residential facilities (whether managed by ASU or another entity), in all ASU vehicles, and at all ASU or ASU affiliate sponsored events and activities, except as provided in ARS § 12-781, or unless written permission is given by the Chief of the ASU Police Department or a designated representative.

OGC 8.31.16
Notification by Entity to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees or licensees of Entity (Entity Notification Parties) of this policy is a condition and requirement of this Contract. Entity further agrees to enforce this contractual requirement against all Entity Notification Parties. ASU’s policy may be accessed at: www.asu.edu/aad/manuals/pdp/pdp201-05.html. Required when Entity’s employees and affiliates may come onto an ASU campus or property.

8. Confidentiality. ASU is a public institution and, as such, is subject to ARS §§ 39-121 through 39-127 regarding public records. Accordingly, any provision regarding confidentiality is limited to the extent necessary to comply with Arizona law. Required when contract includes confidentiality language that binds ASU.

9. Indemnification and Liability Limitations. ASU is a public institution and, as such, any indemnification, liability limitation, releases, or hold harmless provision in this Contract will be limited as required by Arizona law, including without limitation Article 9, Sections 5 and 7 of the Arizona Constitution and ARS §§ 35-154 and 41-621. Therefore, ASU’s liability under any claim for indemnification in this Contract is limited to claims for property damage, personal injury, or death to the extent caused by acts or omissions of ASU. Required when ASU is being asked to indemnify or agree to a limitation of liability.

10. Indemnification by Entity. Entity will indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities, and its and their officials, agents and employees (collectively, Indemnitee) for, from, and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation, and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property to the extent caused, or alleged to be caused, by (i) the negligence, acts or omissions of Entity, or any of its owners, officers, directors, members, managers, agents, employees, contractors or subcontractors (the Entity Parties); (ii) a breach of this Contract; or (iii) failure to comply with any applicable law. Entity will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Indemnification provisions are required by State Risk, and should not be revised without OGC or Risk Management approval.

11. Responsibility. Each party will be responsible for the negligence, acts and omissions of its employees and contractors when acting under such party’s direction and supervision. Notwithstanding the terms of this Contract or any other document or agreement: (i) other than for employees and contractors acting under ASU’s direction and supervision, ASU is not responsible for any actions of any third parties, including its students; and (ii) no person may bind ASU unless they are an authorized signatory of ASU, as set forth in PUR-202, which is at www.asu.edu/counsel/manual/signatureauthority.html. Use first sentence in all contracts. Use second sentence in all software contracts; it is optional in other contracts.

12. Advertising, Publicity, Names and Marks. Entity will not do any of the following, without, in each case, ASU’s prior written consent: (i) use any names, service marks, trademarks, trade names, logos, or other identifying names, domain names, or identifying marks of ASU (ASU Marks), for any reason including online, advertising, or promotional purposes; (ii) issue a press release or public statement regarding this Contract; or (iii) represent or imply any ASU endorsement or support of any product or service in any public or private communication. Any permitted use of any ASU Marks must comply with ASU’s requirements, including using the ® indication of a registered trademark where applicable. Required when Entity might use ASU Marks or issue press releases.

13. Student Educational Records. Student educational records are protected by the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA). Entity will comply with FERPA and will not access or make any disclosures of student educational records to third parties without prior notice to and consent from ASU or as otherwise provided by law. If this Contract contains a scope of work or other provision that requires or permits Entity to access or release any student records, then, for purposes of this Contract only, ASU designates Entity as a “school official” for ASU under FERPA, as that term is used in FERPA and its implementing regulations. In addition, any access or disclosures of student educational records made by Entity or any Entity Parties must
comply with ASU’s definition of legitimate educational purpose, which definition can be found at: SSM 107-01: Release of Student Information (http://www.asu.edu/aad/manuals/ssm/ssm107-01.html). If Entity violates the terms of this section, Entity will immediately provide notice of the violation to ASU. Entire paragraph required when Entity will have access to student records. If Entity will have no access to student records, only the first sentence is needed.

14. **Title IX Obligation.** Title IX protects individuals from discrimination based on sex, including sexual harassment. ASU fosters a learning and working environment that is built on respect and free of sexual harassment. ASU’s Title IX Guidance is available at www.asu.edu/titleIX/Vendors-and-an-Environment-of-Respect.pdf. Entity will: (i) comply with ASU’s Title IX Guidance; (ii) provide ASU’s Title IX Guidance to any Entity Parties who may reasonably be expected to interact with ASU students and employees, in person or online; and (iii) ensure that all Entity Parties comply with ASU’s Title IX Guidance. Required when Entity Parties will interact with ASU students or employees, either in person or online.

15. **Authorized Presence Requirements.** As required by ARS § 41-4401, ASU is prohibited from awarding a contract to any contractor or subcontractor that fails to comply with ARS § 23-214(A) (verification of employee eligibility through the e-verify program). Entity warrants that it and its subcontractors comply fully with all applicable federal immigration laws and regulations that relate to their employees and their compliance with ARS § 23-214(A). A breach of this warranty will be a material breach of this Contract that is subject to penalties up to and including termination of this Contract. ASU retains the legal right to inspect the papers of any contractor or subcontractor employee who works hereunder to ensure that the contractor or subcontractor is complying with the above warranty. Required in procurement contracts.

16. **Tobacco-Free University.** ASU is tobacco-free. For details visit www.asu.edu/tobaccofree. Required when Entity Parties may come onto an ASU campus.

17. **Intellectual Property Ownership.** All Intellectual Property that Entity or any of the Entity Parties make, conceive, discover, develop or create, either solely or jointly with any other person or persons including ASU, for or at the request of ASU in connection with this Contract (Contract IP), will be owned by ASU. Where applicable, all copyrightable works will be considered “Work Made for Hire” under the U.S. Copyright Act, 17 U.S.C. § 101, et seq. To the extent that any Contract IP is not considered work made for hire for ASU (or if ownership of all rights therein does not otherwise vest exclusively in ASU), Entity hereby irrevocably assigns, and will cause its employees, contractors, subcontractors and agents to so assign, without further consideration, to ASU all right, title and interest to all Contract IP. Intellectual Property means all ASU Data, any and all inventions, designs, original works of authorship, formulas, processes, compositions, programs, databases, data, technologies, discoveries, ideas, writings, improvements, procedures, techniques, know-how, and all patent, trademark, service mark, trade secret, copyright and other intellectual property rights (and goodwill) relating to the foregoing. Entity will make full and prompt disclosure of the Contract IP to ASU. During and after the term, Entity will, and will cause the Entity Parties, as and when requested by ASU, to do such acts, and sign such instruments to vest in ASU the entire right, title and interest to the Contract IP, and to enable ASU to prepare, file, and prosecute applications for, and to obtain patents and/or copyrights on, the Contract IP, and, at ASU’s expense, to cooperate with ASU in the protection and/or defense of the Contract IP. Required whenever Entity may create any IP (including any written materials) for ASU under the contract.

Alternate language if Entity is not creating any Intellectual Property for or at the request of ASU:

**Intellectual Property Ownership.** Neither Entity nor any Entity Parties will make, conceive, discover, develop or create, either solely or jointly with any other person or persons including ASU, any Intellectual Property for or at the request of ASU in connection with this Contract (Contract IP). However, to the extent any Contract IP is created, it will be owned by ASU and Entity hereby irrevocably assigns, and will cause all Entity Parties to so assign, without further consideration, to ASU all right, title and interest to all Contract IP. Intellectual Property means any and all ASU Data, inventions, designs, original works of authorship, formulas, processes, compositions, programs,
databases, data, technologies, discoveries, ideas, writings, improvements, procedures, techniques, know-how, and all patent, trademark, service mark, trade secret, copyright and other intellectual property rights (and goodwill) relating to the foregoing. Entity will make full and prompt disclosure of the Contract IP to ASU.

18. **Entity’s Intellectual Property Ownership Rights.** Entity will retain ownership of its pre-existing Intellectual Property, including any of its pre-existing Intellectual Property that may be incorporated into the Contract IP, provided that Entity informs ASU in writing before incorporating any pre-existing Intellectual Property into any Contract IP. Entity hereby grants to ASU a perpetual, irrevocable, royalty-free, worldwide right and license (with the right to sublicense), to freely use, make, have made, reproduce, disseminate, display, perform, and create derivative works based on such pre-existing Intellectual Property as may be incorporated into the Contract IP or otherwise provided to ASU in the course of performing under this Contract. Use when para 17 (not the alternative) above is included.

19. **Data Use, Ownership, and Privacy.** As between the parties, ASU will own, or retain all of its rights in, all data and information that ASU provides to Entity, as well as all data and information managed by Entity on behalf of ASU, including all output, reports, analyses, and other materials relating to, derived from, or generated pursuant to this Contract, even if generated by Entity, as well as all data obtained or extracted through ASU’s or Entity’s use of such data or information (collectively, ASU Data). ASU Data also includes all data and information provided directly to Entity by ASU students and employees, and includes personal data, metadata, and user content. ASU Data will be ASU’s Intellectual Property and Entity will treat it as ASU’s confidential and proprietary information. Entity will not use, access, disclose, or license, or provide to third parties, any ASU Data, except: (i) to the extent necessary to fulfill Entity’s obligations to ASU hereunder; or (ii) as authorized in writing by ASU. Without limiting the generality of the foregoing, Entity will not use any ASU Data, whether or not aggregated or de-identified, for product development, marketing, profiling, benchmarking, or product demonstrations, without, in each case, ASU’s prior written consent. Entity will not, directly or indirectly: (x) attempt to re-identify or de-aggregate de-identified or aggregated information; or (y) transfer de-identified and aggregated information to any party unless that party agrees not to attempt re-identification or de-aggregation. For ASU Data to be considered de-identified, all direct and indirect personal identifiers must be removed, including names, ID numbers, dates of birth, demographic information, location information, and school information. Upon request by ASU, Entity will deliver, destroy, and/or make available to ASU, any or all ASU Data.

Notwithstanding the foregoing, if this Contract contains a scope of work or other provision that requires or allows Entity to provide aggregated and de-identified data to Entity’s customers, then Entity may provide such information solely to the extent allowed in this Contract, and only if such data is aggregated with similar data of other customers of Entity (i.e. is not identified as ASU, ABOR, or Arizona-specific). First two paragraphs are required when Entity receives, has access to, stores, or analyzes ASU Data. Must use if para 20, Info Sec is used. Add 3rd paragraph when contract requires or allows Entity to provide aggregated and deidentified data to Entity’s customers.

20. **Information Security.** All systems containing ASU Data must be designed, managed, and operated in accordance with information security best practices and in compliance with all applicable federal and state laws, regulations and policies. To diminish information security threats, Entity will (either directly or through its third party service providers) meet the following requirements:

(a) **Access Control.** Control access to ASU’s resources, including sensitive ASU Data, limiting access to legitimate business need based on an individual’s job-related assignment. Entity will, or will cause the system administrator to, approve and track access to ensure proper usage and accountability, and Entity will make such information available to ASU for review, upon ASU’s request.

(b) **Incident Reporting.** Report information security incidents immediately to ASU (including those that involve information disclosure incidents, unauthorized disclosure of ASU Data, network intrusions, successful virus attacks, unauthorized access or modifications, and threats and vulnerabilities).

(c) **Off Shore.** Direct services under this Contract will be performed within the borders of the United States. Any
services that are described in this Contract that directly serve ASU and may involve access to secure or sensitive ASU Data or personal client data or development or modification of software for ASU will be performed within the borders of the United States. Unless stated otherwise in this Contract, this requirement does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of this Contract. This provision applies to work performed by subcontractors at all tiers and to all ASU Data.

**d)** **Patch Management.** Carry out updates and patch management for all systems and devices in a timely manner and to the satisfaction of ASU. Updates and patch management must be deployed using an auditable process that can be reviewed by ASU upon ASU’s request.

**e)** **Encryption.** All systems and devices that store, process or transmit sensitive ASU Data must use an industry standard encryption protocol for data in transit and at rest.

**f)** **Notifications.** Notify ASU immediately if Entity receives any kind of subpoena for or involving ASU Data, if any third-party requests ASU Data, or if Entity has a change in the location or transmission of ASU Data. All notifications to ASU required in this Information Security paragraph will be sent to ASU Information Security at Infosec@asu.edu, in addition to any other notice addresses in this Contract.

The above language goes in all contracts whenever the Contract meets at least one of these criteria

1. ASU is purchasing or leasing software, or processing a software renewal,
2. Entity is creating any code for ASU,
3. Entity receives, stores, or analyzes ASU Data (including if the data is not online), or
4. Entity is hosting, or managing by infrastructure outside of ASU, including in the cloud, ASU Data. ALSO the following language must be included when the Contract is for Item(s) 1-4 above as indicated.

**g)** **Security Reviews.** Complete SOC2 Type II or substantially equivalent reviews in accordance with industry standards, which reviews are subject to review by ASU upon ASU’s request. Currently, no more than two reviews per year are required. Item 4

**h)** **Scanning and Penetration Tests.** Perform periodic scans, including penetration tests, for unauthorized applications, services, code and system vulnerabilities on the networks and systems included in this Contract at regular intervals in accordance with industry standards and best practices. Entity must correct weaknesses within a reasonable period of time, and Entity must provide proof of testing to ASU upon ASU’s request. Item 3 and/or 4

**i)** **ASU Rights.** ASU reserves the right (either directly or through third party service providers) to scan and/or penetration test any purchased and/or leased software regardless of where it resides. Items 1, 2, and/or 4

**j)** **Secure Development.** Use secure development and coding standards including secure change management procedures in accordance with industry standards. Perform penetration testing and/or scanning prior to releasing new software versions. Entity will provide internal standards and procedures to ASU for review upon ASU request. Items 1, 2 and/or 4

Any changes to this Info. Security paragraph must be approved by an ASU Info. Security officer or director.

21. **Background Checks.** To ensure the safety and security of ASU, Entity will, at Entity’s expense, conduct reference checks, background checks, and fingerprinting (Screenings) on all persons employed or contracted by Entity to perform work under this Contract. The necessity, frequency, type, and adequacy of the Screenings will be determined by the type of work each person will be performing under this Contract. Entity will conduct Screenings on each person, as would be required if ASU were hiring the person, within 90 days prior to that person commencing work under this Contract. The minimum Screening requirements are set forth in ASU ACD 126 at http://www.asu.edu/aad/manuals/acd/acd126.html and ARS § 15-1649. During the term of this Contract, Entity will exclude from any direct participation in Entity’s performance under this Contract, any dishonest, unethical, unreasonably dangerous, or otherwise unqualified person. Entity will maintain as part of the records Entity is required to maintain hereunder, all Screening information and all documentation relating to work performance for each employee or contractor who performs work hereunder. Entity will abide by all applicable laws, rules and regulations including the Fair Credit Reporting act and/or any equal opportunity laws, rules, regulations or ordinances. Required whenever Entity will be handling tasks for which Screenings are required under ACD 126 and/or ARS 15-1649.
22. **Payment Card Industry Data Security Standard.** For e-commerce business and/or payment card transactions, Entity will comply with the requirements and terms of the rules of all applicable payment card industry associations or organizations, as amended from time to time (PCI Security Standards), and be solely responsible for security and maintaining confidentiality of payment card transactions processed by means of electronic commerce up to the point of receipt of such transactions by a qualified financial institution.

Entity will, at all times during the term of this Contract, be in compliance with the then current standard for Payment Card Industry Data Security Standard (PCI DSS), Payment Application Data Security Standard (PA-DSS) for software, and PIN Transaction Security (PCI PTS) for hardware. Entity will provide attestation of compliance to ASU annually by delivering to ASU current copies of the following: (i) Entity’s “Attestation of Compliance for Onsite Assessments – Service Providers;” (ii) an attestation that all ASU locations are being processed and secured in the same manner as those in Entity’s “PCI Report on Compliance;” and (iii) a copy of Entity’s PCI Report on Compliance cover letter. Entity will notify ASU immediately if Entity becomes non-compliant, and of the occurrence of any security incidents (including information disclosure incidents, network intrusions, successful virus attacks, unauthorized access or modifications, and threats and vulnerabilities).

Entity’s services must include the following:
(a) Entity maintains its own network operating on its own dedicated infrastructure. Entity’s network includes a firewall that (i) includes access control rules that separate Entity’s PCI network from ASU, and (ii) restricts any communication between Entity’s network devices and ASU systems.
(b) Entity treats the ASU network as an untrusted network and no unencrypted cardholder data traverses or otherwise is stored on ASU’s network, and ASU has no ability to decrypt cardholder data.
(c) All devices must be SRED (secure reading and exchange of data), EMV (Europay, MasterCard and VISA) and PTS POI compliant. Use when Entity is processing credit and debit card transactions on behalf of ASU.

23. **Americans with Disabilities Act and Rehabilitation Act.** Entity will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act of 1973, and all applicable federal regulations. All electronic and information technology and products and services to be used by ASU faculty/staff, students, program participants, or other ASU constituencies must be compliant with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973, as amended from time to time. Compliance means that a disabled person can acquire the same information, engage in the same interactions, and enjoy the same services as a nondisabled person, in an equally effective and integrated manner, with substantially equivalent ease of use. Required in all contracts for electronic and information technology and products and services to be used by employees, students, program participants, or other ASU constituencies.

24. **Warranties.** Entity warrants to ASU that: (i) all of the Contract services will be performed in a professional and workmanlike manner and in conformity with industry standards by persons reasonably suited by skill, training and experience for the type of services they are assigned to perform; (ii) Entity will comply, and will be responsible for ensuring Entity Parties comply, with all applicable federal, state and local laws in the performance of this Contract; (iii) Entity owns or has sufficient rights in all goods and services to be delivered by Entity, and the goods and services delivered by Entity will not infringe upon or violate any Intellectual Property of any third parties; (iv) any code or software developed or delivered by Entity under this Contract will not contain any viruses, worms, Trojan Horses, or other disabling devices or code; and (v) in addition to any implied warranties, all goods and services delivered by Entity will conform to the specifications and descriptions created therefor. The first two warranties go in all contracts. Use iii, iv, and v as applicable when Entity is developing or delivering code or software or intellectual property (or both) for ASU.

25. **No Boycott of Israel.** As required by ARS § 35-393.01, Entity certifies it is not currently engaged in a boycott of Israel and will not engage in a boycott of Israel during the term of this Contract. Required in contracts to acquire or dispose of services, supplies, information technology, and construction.
26. **Insurance Requirements.** Required by State Risk, with the modifications described below. Without limiting any liabilities or any other obligation of Entity, Entity will purchase and maintain (and cause its subcontractors to purchase and maintain), until all of their obligations have been discharged, including any warranty periods under this Contract, or are satisfied, insurance against claims for injury to persons or damage to property that may arise from or in connection with the performance of the work hereunder by Entity, its agents, representatives, employees or subcontractors.

These insurance requirements are minimum requirements for this Contract and in no way limit any indemnity covenants in this Contract. ASU does not warrant that these minimum limits are sufficient to protect Entity from liabilities that might arise out of the performance of the work under this Contract by Entity, its agents, representatives, employees, or subcontractors.

A. **Minimum Scope and Limits of Insurance:** Entity will provide coverage with limits of liability not less than those stated below:

1. **Commercial General Liability – Occurrence Form.** Policy will include bodily injury, property damage, personal injury, and broad form contractual liability coverage.
   - General Aggregate $2,000,000
   - Products – Completed Operations Aggregate $1,000,000
   - Personal and Advertising Injury $1,000,000
   - Blanket Contractual Liability – Written and Oral $1,000,000
   - Fire Legal Liability $50,000
   - Each Occurrence $1,000,000
   a. Policy will be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Entity.”
   b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Entity.

2. **Automobile Liability.** Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract. **Required when Entity will be driving on ASU campus on ASU business.**
   - Combined Single Limit (CSL) $1,000,000
   a. Policy will be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Entity, involving vehicles owned, leased, hired, or borrowed by Entity.”
   b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Entity.
   c. Policy will contain a severability of interest provision.

3. **Worker’s Compensation and Employers’ Liability.** Statutory limits, as amended from time to time, and in each case no less than the amounts specified below:

   Workers Compensation Employers Liability
Each Accident $1,000,000  
Disease – Each Employee $1,000,000  
Disease – Policy Limit $1,000,000  
a. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Entity.
b. This requirement will not apply to: Separately, EACH contractor or subcontractor exempt under ARS § 23-901, AND when such contractor or subcontractor signs the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Technology/Network Errors and Omissions Insurance. Default is to include technology/network errors and omissions. If there is no need for para. 20 re Info Security, and the Contract does not otherwise address technology, then this may be replaced with para. 26 A 5 when applicable.

- Each Claim $2,000,000  
- Annual Aggregate $4,000,000  
a. This insurance will cover Entity’s liability for acts, errors and omissions arising out of Entity’s operations or services, including loss arising from unauthorized access or use that results in identity theft or fraud.
b. Coverage will include the following:
  - Hostile action or a threat of hostile action with the intent to affect, alter, copy, corrupt, destroy, disrupt, damage, or provide unauthorized access/unauthorized use of a computer system including exposing or publicizing confidential electronic data or causing electronic data to be inaccessible;
  - Computer viruses, Trojan horses, worms and other type of malicious or damaging code;
  - Dishonest, fraudulent, malicious, or criminal use of a computer system by a person, whether identified or not, and whether acting alone or in collusion with other persons, to affect, alter, copy corrupt, delete, disrupt, or destroy a computer system or obtain financial benefit for any party or to steal or take electronic data;
  - Denial of service for which the insured is responsible that results in the degradation of or loss of access to internet or network activities or normal use of a computer system;
  - Loss of service for which the insured is responsible that results in the inability of a third party, who is authorized to do so, to gain access to a computer system and conduct normal internet or network activities;
  - Access to a computer system or computer system resources by an unauthorized person or an authorized person in an unauthorized manner;
  - Loss or disclosure of confidential information no matter how it occurs;
  - Systems analysis;
  - Software Design;
  - Systems programming;
  - Data processing;
  - Systems integration;
  - Outsourcing including outsourcing development and design;
  - Systems design, consulting, development and modification;
  - Training services relating to computer software or hardware;
  - Management, repair and maintenance of computer products, networks and systems;
  - Marketing, selling, servicing, distributing, installing and maintaining computer hardware or software; and
  - Data entry, modification, verification, maintenance, storage, retrieval or preparation of data output.
c. If the liability insurance required by this Contract is written on a claims-made basis, Entity warrants that any retroactive date under the policy will precede the effective date of this contract, and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning at
the time work under this Contract is completed.
d. Policy will cover professional misconduct or lack of ordinary skill for those positions defined in the scope of work of this Contract.

5. **Professional Liability (Errors and Omissions Liability).** Use only if Entity is licensed, registered or certified (i.e., accountants, appraisers, engineers/architects, etc.), and para. 20 re Info Sec is not included.

   - Each Claim $1,000,000
   - Annual Aggregate $2,000,000

a. If the professional liability insurance required by this Contract is written on a claims-made basis, Entity warrants that any retroactive date under the policy will precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for 2 years beginning at the time work under this Contract is completed.
b. Policy will cover professional misconduct or lack of ordinary skill for those positions defined in the scope of work of this Contract.

B. **Additional Insurance Requirements:** All policies will include, or be endorsed to include, the following provisions (blanket endorsements are not acceptable):

1. The State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, wherever additional insured status is required such additional insured will be covered to the full limits of liability purchased by Entity, even if those limits of liability are in excess of those required by this Contract.

2. Entity’s insurance coverage will be primary insurance with respect to all other available sources.

3. Coverage provided by Entity will not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **Notice of Cancellation; Material Changes:** Changes to the insurance policies described above, which changes are material to compliance with this Contract, will require 30 days prior written notice to ASU; however, 10 days prior written notice is required prior to cancellation due to non-payment of premiums. Notices required in this Section must be sent directly to Director of Risk Management, Arizona State University, PO Box 876512, Tempe, AZ, 85287-6512 and will be sent by United States certified mail, return receipt requested.

D. **Acceptability of Insurers:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an “A.M. Best” rating of not less than A- VII. ASU in no way warrants that the above required minimum insurer rating is sufficient to protect Entity from potential insurer insolvency.

E. **Verification of Coverage:** Entity will furnish ASU with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by ASU before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
All certificates required by this Section must be sent to Director of Risk Management, Arizona State University, PO Box 876512, Tempe, AZ, 85287-6512. ASU’s project or purchase order number and project description will be noted on each certificate of insurance. The State of Arizona and ASU each reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

F. **Subcontractors:** Entity’s certificate(s) will include all subcontractors as insureds under its policies or Entity will furnish to ASU separate certificates and endorsements for each subcontractor. All coverages for subcontractors will be subject to the minimum requirements identified above.

G. **Approval.** These insurance requirements are the standard insurance requirements of ASU. Any modification or variation from the insurance requirements in this Contract will require the approval of the Arizona Department of Administration Risk Management Section.

27. **Notices.** All notices and communications required or permitted under this Contract will be in writing and will be given by personal delivery against receipt (including private courier service such as Federal Express), or certified United States Mail, return receipt requested. All notices and communications will be sent to the addresses set forth below or to such other address as the parties may specify in the same manner:

To ASU:
(department name)
PO Box (department box number) Tempe, AZ 85287
Attn: (name of title – no individual names)

With a copy to:
Purchasing and Business Services use in procurement contracts; if not procurement use the appropriate department
PO Box 875212 Tempe, AZ 85287-5212
Attn: Chief Procurement Officer or if not procurement, title of department business officer

To Entity:
(name) (address)
(city, state, zip)

Notices, if delivered, and if provided in the manner set forth above, will be deemed to have been given and received on the date of actual receipt or upon the date receipt was refused. Any notice to be given by any party may be given by legal counsel for such party. **Goes in all contracts that lack an adequate notice provision.**

28. **Termination.** ASU may terminate this Contract with or without cause upon 30 days written notice to Entity. If this Contract is terminated pursuant to this section, ASU will have no further obligations other than payment for services rendered, goods received, and expenses incurred, and Entity will refund to ASU all prepaid amounts for goods or services not delivered or rendered. The term of this Contract will not exceed 5 years. **Use unless otherwise agreed in the contract; a term longer than 5 years requires approval of CFO or GC.**

29. **Leased Employees.** Entity will determine and inform ASU if any leased employees are retired members of the Arizona State Retirement System prior to the leased employee performing any work under this Contract. **Required when Entity is providing temporary staff.**
30. **Foreign Corrupt Practices Act/UK Bribery Act/Local Anti-corruption Law Compliance.** Entity warrants that it is familiar with the U.S. laws prohibiting corruption and bribery under the U.S. Foreign Corrupt Practices Act and the United Kingdom laws prohibiting corruption and bribery under the UK Bribery Act. In connection with Entity’s work under this Contract, Entity will not offer or provide money or anything of value to any governmental official or employee or any candidate for political office in order to influence their actions or decisions, to obtain or retain business arrangements, or to secure favorable treatment in violation of the Foreign Corrupt Practices Act, the UK Bribery Act, or any other local anti-corruption law, either directly or indirectly. Any breach of the U.S. Foreign Corrupt Practices Act, the UK Bribery Act, or other local anti-corruption law, will be a material breach of this Contract. Required when Entity is a foreign person or entity, or when the contract calls for services to be performed outside the U.S.

31. **Export Controls.** Interactions between U.S. nationals and non-U.S. nationals may be subject to U.S. laws and regulations controlling the transfer or sharing of information or technical data, computer software, laboratory prototypes and other commodities (Technology), as defined and restricted by the U.S. Export Administration Regulations, U.S. International Traffic in Arms Regulations, and through the sanctions and embargoes established through the Office of Foreign Assets Control (collectively, the Export Control Laws). None of the work undertaken pursuant to this Contract will require either party to take or fail to take any action that would cause a violation of any of the Export Control Laws. If any of the work to be undertaken pursuant to this Contract requires, in ASU’s sole judgment and discretion, a license or other authorization from any agency or authority of the U.S. government and/or any written assurances that the party receiving any Technology will not re-export, transfer, or otherwise share such Technology to or with certain other foreign nationals or destinations without the prior approval of the U.S. Government, no such work will be required unless and until the appropriate license or written assurance is obtained. The parties will cooperate with each other to facilitate compliance with any applicable requirements of the Export Control Laws. Required when Entity is a foreign person or entity.

32. **Assignment.** Entity may not transfer or assign this Contract or any of Entity’s rights or obligations hereunder, either directly or indirectly, or by operation of law, without ASU’s prior written consent, and any attempt to the contrary shall be void. Use if assignment is not addressed, or to replace any provision that allows Entity to assign without ASU consent.

33. **Governing Law and Venue.** This Contract will be governed by the laws of the State of Arizona without regard to any conflicts of laws principles. ASU’s obligations hereunder are subject to the regulations/policies of the Arizona Board of Regents. Any proceeding arising out of or relating to this Contract will be conducted in Maricopa County, Arizona. Each party consents to such jurisdiction, and waives any objection it may now or hereafter have to venue or to convenience of forum. Use in all contracts.

THE ARIZONA BOARD OF REGENTS,  ENTITY:
a body corporate, for and on behalf of  ________________________________
ARIZONA STATE UNIVERSITY  ________________________________

By: ________________________________  By: ________________________________
Print Name: ________________________________  Print Name: ________________________________
Title: ________________________________  Title: ________________________________
Date Signed: ________________________________  Date Signed: ________________________________