**Pittsburg State University**

**Formal IT Security Language Checklist Based on Contractor’s Request for Proposal**

First and last name of person(s) completing this form:

Job title of person(s) completing this form:

What are the IT resources that are being described in this Request for Proposal:

Name of Contractor responding to this RFP:

Does the Contractor agree to Pittsburg State University’s Information Technology Security Requirements?

\_\_\_\_Yes \_\_\_\_No

If No,

1. Please summarize the Contractors comments.
2. Please share your thoughts on whether or not this response is adequate for PSU or if PSU could afford the risk associated with the Contractor’s response.

Does the contractor agree to Pittsburg State University’s Off Shore Requirements?

\_\_\_\_Yes \_\_\_\_No

If No,

1. Please summarize the Contractors comments.
2. Please share your thoughts on whether or not this response is adequate for PSU or if PSU could afford the risk associated with the Contractor’s response.

Does the contractor agree to Pittsburg State University’s ADA Requirements?

\_\_\_\_Yes \_\_\_\_No

If No,

1. Please summarize the Contractors comments.
2. Please share your thoughts on whether or not this response is adequate for PSU or if PSU could afford the risk associated with the Contractor’s response.

**Pittsburg State University**

**Formal IT Security Language to be added to Requests for Proposal**

**Information Technology Security Requirements**

The Contractor agrees to follow industry best practices, policies and protocols in regard to security. The Contractor must submit their SOC report annually to the University’s Information Technology Security Officer. The Contractor will comply with all laws and regulations applicable to the use and provision of the services and products. This includes “K.S.A 50-7a02. Security breach; requirements.”  Prompt notification will be made to the State of Kansas when any security breach occurs.

Furthermore, the Contractor agrees to policy requirements established by the Kansas Information Technology Executive Council. Policy requirements can be found at:

<https://ebit.ks.gov/itec/resources/policies/itec-policy-7230>

<https://ebit.ks.gov/docs/default-source/itec/itec-7230a.pdf?sfvrsn=f3990f07_0>

**Off Shore Requirements**

Bidders shall disclose in their bid response the location where the contracted services will be performed and whether or not any of the work necessary to provide the contracted services will be performed at a site outside the United States. If, during the term of the contract, the Contractor or subcontractor moves work previously performed in the United States to a location outside of the United States, the Contractor shall immediately notify the Pittsburg State University Purchasing Office in writing, indicating the new location and the percentage of work relocated.

**ADA Requirements**

Anti-Discrimination Clause: The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or

age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total $5,000 or less during the fiscal year of such agency.