

Contract #: 372-S1511
Index Code: 530500

CONTRACT ROUTING SHEET

Date Prepared: 1/5/15 to Counsel 2-24/15

Need Date: 2/11/15 HW

PROCESSING DEPARTMENT:

Department: HHSA/Social Services

Dept. Contact: Heather Longo

Phone #: Ext. 7373

Department: _____

Head Signature: 
Don Ashton, M.P.A., Director

CONTRACTOR:

Name: Equifax Information Services LLC

Address: 1550 Peachtree Street, NW
Atlanta, GA 30309

Phone: _____

CONTRACTING DEPARTMENT: HHSA/Social Services


Service Requested: Foster Youth Credit Reports

Contract Term: Upon execution; perpetual one-year terms Contract/Grant Value: 500.00

Compliance with Human Resources requirements? N/A x Yes _____ No _____

Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: X Disapproved: _____ Date: 2/24/15 By: 

Approved: _____ Disapproved: _____ Date: _____ By: _____

I concur w/ ITS suggestions re Agcy policies/proced.

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: _____ Disapproved: _____ Date: 2/17/15 By: 

Approved: _____ Disapproved: _____ Date: _____ By: _____

Nothing for Risk

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

NOTE: Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Counsel. This also applies to any other contract that requires approval from another department.

Departments: Information Technologies

Approved: X Disapproved: _____ Date: 2/19/15 By: 

Approved: _____ Disapproved: _____ Date: _____ By: _____

SEE ATTACHED

Please contact Heather Longo x7373 with questions or for contract packet pick-up. Thank you!

 1/25/15
CFO Review Date

 1/29/15
Program Manager II, Administration and Contracts Date

1/6/15
1/17/15

Equifax

Exhibit A:

2(h) – use of “handheld wireless communication device” is prohibited.

Department policy should clearly state that Equifax data should not be accessed via smartphone or tablets

2(i) – Equifax information cannot be stored on non-company assets (laptops, CDs, USB drives, etc.)

This should to be addressed via department policy and user awareness

data will not be saved or downloaded.

2(j)(k) – Equifax data must be encrypted when stored or transmitted. Minimum: AES 128-bit or 3DES168-bit

✓ **IT action: Verify that encryption is properly implemented**

2(p: iii) – passwords must be changed every 90 days

✓ **IT action: amend user policies as necessary**