

RUSH

Contract #: 327-F1511
Index Code: 531011


CONTRACT ROUTING SHEET

1 of 2

Date Prepared: 01-08-2015

Need Date: Please Rush

PROCESSING DEPARTMENT:

Department: HSA
Dept. Contact: Zhana Mc Cullough
Phone #: 7154
Department
Head Signature: 
Don Ashton, M.P.A., Director

CONTRACTOR:

Name: CA Dept. of Community Services
Address: 2389 Gateway Oaks Dr., Suite 100
Sacramento, CA 95833
Phone: _____

CONTRACTING DEPARTMENT: HSA/Community Services


Service Requested: 2015 Funding Agreement for the Low-Income Home Energy Assistance Program (LIHEAP)

Contract Term: 01/01/2015 - 01/31/16 Contract/Grant Value: 2,121,529

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

Compliance verified by: N/A - Incoming Funding

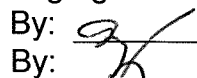
COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: X Disapproved: _____ Date: 1/12/15 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

EL DORADO COUNTY COUNSEL
2015 JAN - 8 PM 4:57

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

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

Approved: X Disapproved: _____ Date: 1/13/15 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

Please provide insurance documents. See Parts I&II, page 14.

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.

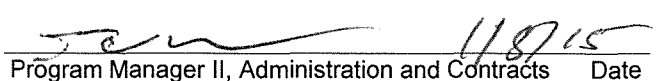
Departments: Information Technologies

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

The Contract Routing Sheet with I.T.'s approval is attached.


CFO Review

1/8/15
Date


Program Manager II, Administration and Contracts Date

1/6/15

1/8/15

15-0086 A 1 of 3

15 JAN 13 AM 8:10

INFORMATION SERVICES DEPT.

Contract #: 327-F1511
Index Code: 531011

2 of 2

CONTRACT ROUTING SHEET

Date Prepared: 12-01-2014

Need Date: Please Rush

PROCESSING DEPARTMENT:

Department: HHS
Dept. Contact: Zhana Mc Cullough
Phone #: 7154
Department
Head Signature: Don Ashton, M.P.A., Director

CONTRACTOR:

Name: CA Dept. of Community Services
Address: 2389 Gateway Oaks Dr., Suite 100
Sacramento, CA 95833
Phone:

CONTRACTING DEPARTMENT: HHS/Community Services

Service Requested: 2015 Revenue Agreement for Low-Income Home Energy Assistance Program (LIHEAP)

Contract Term: 01/01/2015 - 01/31/16 Contract/Grant Value: 2,121,529

Compliance with Human Resources requirements? N/A Yes No

Compliance verified by:

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

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

EU DOGRADO COUNTY COUNSEL
2015 JAN -8 PM 4: 57

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

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

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

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Departments: Information Technologies

Approved: [check] Disapproved: Date: 12/17/2014 By: Jan Hengry
Approved: Disapproved: Date: By:

See attached comments.



County of El Dorado

Information Technologies

Jon Henry
Program Manager

Address: 360 Fair Lane
Placerville, CA 95667
Voice (530) 621-5452

MEMORANDUM

Date: December 17, 2014

Subject: Contract Review, Contract #327-F1511

Information Technologies reviewed the subject contract, and the following items are noted:

4.5 System Security Requirements, Paragraph H: Audit Trail Responsibilities (Page 18)

Information Technologies will enable logging to record the requisite data, but HHSA staff are responsible for auditing the logs.

4.5 System Security Requirements, Paragraph I: Data Sharing Responsibilities (Page 19)

Information Technologies must be made aware of any such second party organizations by HHSA before data sharing is initiated.

Article 6—Reporting Policies and Procedures, Paragraph A 6 (Page 55)

The paragraph specifies a 60 day timeframe for implementing system changes with regard to CORE and EARS reporting. If Information Technologies support is required for such implementations, HHSA must notify Information Technologies as soon as possible after receiving the revised specifications.

Subpart E—Certifications and Assurances, Section 11.1, Paragraph A 11 (page 117)

This section requires compliance with a number of Federal and State regulations. The listed item, Management Memo 08-11, requires a number of safeguards. The following are notable items from that document that may require HHSA action:

- All users (contractors, employees, managers) must be trained in privacy and security policies prior to being allowed access to the agency's data.
- All authorized users must sign an acknowledgement at least once a year that they have received training and are aware of their responsibilities to protect private information.
- Sensitive or personal data on mobile devices or any other media or device must be encrypted.
- SSNs should not be used as personal identifiers or authentication credentials.

Management Memo 08-11 also mandates responsibilities for the contracted agency (HHSA) regarding notification of persons affected by security breaches and disclosure of personal information.

"The commitment of the Information Technologies staff is to deliver creative, practical solutions and services in support of the current and future technological needs of El Dorado County."