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Participating Addendum
for
Cloud and Software Solutions
between
State of Wisconsin –505ENT-M27-NASPOCLOUD-03
and
Insight Public Sector, Inc.

This Participating Addendum is entered into by State of Wisconsin ("Participating Entity") and the following Contractor (each a "Party" and collectively the "Parties") for the purpose of participating in NASPO ValuePoint Master Agreement Number LS5002, executed by Contractor and Utah ("Lead State") for Cloud and Software Solutions ("Master Agreement"):

Insight Public Sector ("Contractor")
2701 E. Insight Way
Chandler, AZ 85286

I. PARTICIPATING ADDENDUM CONTACTS.

Contractor's contact for this Participating Addendum is:

Brittany Dunaway
Sr. Manager, SLED Contract Compliance
SLEDContracts@insight.com
480-366-7029

Participating Entity's contact for this Participating Addendum is:

Sandra Barg
IS Comp Services Specialist
Sandra.Barg1@wisconsin.gov
608-266-1558

II. TERM.

This Participating Addendum is effective as of the date of the last signature below or **September 16, 2026**, whichever is later, and will terminate upon termination of the Master Agreement on **September 15, 2036**, unless the Participating Addendum is terminated sooner in accordance with the terms set forth herein.

III. PARTICIPATION AND USAGE.

This Participating Addendum may be used by all state agencies, institutions of higher education, cities, counties, districts, and other political subdivisions of the state, and nonprofit organizations within the state if authorized herein and by law. Participating Entity has sole authority to determine which entities are eligible to use this Participating Addendum. State agencies need to contact the contract manager to use this Participating Addendum. If Contractor becomes aware that an entity's use of this Participating Addendum is not authorized, Contractor will notify NASPO ValuePoint to initiate outreach to the appropriate parties.

IV. ACCESS TO CLOUD SOLUTIONS SERVICES REQUIRES STATE CIO APPROVAL.

Unless otherwise stipulated in this Participating Addendum, specific services accessed through the NASPO ValuePoint cooperative Master Agreements for Cloud Solutions by state executive branch agencies are subject to the authority and prior approval of the State Chief Information Officer's Office. The State Chief Information Officer means the individual designated by the state Governor within the Executive Branch with enterprise-wide responsibilities for leadership and management of information technology resources of a state.

V. GOVERNING LAW.

The construction and effect of this Participating Addendum and any Orders placed hereunder will be governed by, and construed in accordance with, Participating Entity's laws.

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VI. SCOPE.

Except as otherwise stated herein, this Participating Addendum incorporates the scope, pricing, terms, and conditions of the Master Agreement and the rights and obligations set forth therein as applied to Contractor and Participating Entity and Purchasing Entities.

a. **Products.** All products available through the Master Agreement may be offered and sold by Contractor to Purchasing Entities.

b. **Services.** All services available through the Master Agreement may be offered and sold by Contractor to Purchasing Entities.

c. **Contractor Partners**. All subcontractors, dealers, distributors, resellers, and other partners identified on Contractor's NASPO ValuePoint webpage as authorized to provide Products and Services to Participating Entity may provide Products and Services to users of this Participating Addendum. Contractor will ensure that the participation of Contractor's subcontractors, dealers, distributors, resellers, and other partners is in accordance with the terms and conditions set forth in the Master Agreement and in this Participating Addendum. Use of fulfillment partners requires prior approval by the State.

Any amendment to the Master Agreement shall be deemed incorporated into this Participating Addendum unless the amendment is rejected by Participating Entity in writing to Contractor within ten (10) calendar days of the amendment's effective date and is documented thereafter via written amendment hereto.

Any conflict between this Participating Addendum and the Master Agreement will be resolved in favor of the Participating Addendum. The terms of this Participating Addendum, including those modifying or adding to the terms of the Master Agreement, apply only to the Parties and shall have no effect on Contractor's participating addenda with other participating entities or Contractor's Master Agreement with the Lead State.

VII. ORDERS.

Purchasing Entities may place orders under this Participating Addendum by referencing the Participating Addendum Number on an Order. Any new purchase requires that the purchasing entity enter into an Engagement Addendum (EA) prior to placing the order. A copy of the Engagement Addendum shall be provided to the Participating Entity contact. See Attachment A and F for additional information and the EA template. Each Order placed under this Participating Addendum is subject to the pricing and terms set forth herein, and in the Master Agreement, including applicable discounts, reporting requirements, and payment of administrative fees to NASPO ValuePoint and Participating Entity, if applicable.

VIII. PARTICIPATING ENTITY REPORTING REQUIREMENTS

Contractor shall submit a monthly State of Wisconsin gross sales report to the Participating State contact person listed in Section 1 and to DOAITContractUsageReporting@wisconsin.gov (or as amended), in accordance with the following schedule:

Month Ending	Report Due
January 31	**February 28**
February 28	**March 31**
March 31	**April 30**
April 30	**May 31**
May 31	**June 30**
June 30	**July 31**
July 31	**August 31**
August 31	**September 30**
September 30	**October 31**
October 31	**November 30**
November 30	**December 31**
December 31	**January 31**

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The State shall provide a format for the monthly report to be used for this function. The monthly report shall be subtotaled by each Participating Entity. The monthly report shall also include any adjustments from prior periods. However, the Contractor agrees to provide additional reports if requested to the State of Wisconsin in a format and frequency as mutually agreed by both parties.

IX. **FEDERAL FUNDING REQUIREMENTS**.

Orders funded with federal funds may have additional contractual requirements or certifications that must be satisfied at the time the Order is placed or upon delivery. When applicable, a Purchasing Entity will identify in the Order any alternative or additional requirements related to the use of federal funds. By accepting the Order, Contractor agrees to comply with the requirements set forth therein.

X. INFORMATION TECHNOLOGY STANDARDS.

See attached Exhibit B- State of Wisconsin Security Rider. Additional standards and GovRAMP language will be handled at the Engagement Addendum level (Attachment F- Engagement Addendum Template) for each purchase.

GOVRAMP requirements will be outlined in the corresponding Engagement Addendum (EA) for each purchase.

XI. ATTACHMENTS.

This Participating Addendum includes the following attachments:

- **a.** Attachment A – Participating Entity Modifications and Additions to MA
- **b.** Attachment B – State of Wisconsin Security Rider
- **c.** Attachment C – Software Terms and Conditions
- **d.** Attachment D – Cooperative Purchase Agreement
- **e.** Attachment E – Reporting Template
- **f.** Attachment F – Engagement Addendum Template
- **g.** Attachment G – Acceptable Use Policy

XII. ORDER OF PRECEDENCE

In the event of any inconsistency between the documents or pursuant to this agreement, inconsistency shall be resolved in the following order of precedence:

1. Engagement Addendum
2. Participating Addendum
    a. Attachment B – Security Rider
    b. Attachment A – State Additional Terms
    c. Attachment C – Software terms
    d. Attachment G
3. Defer to MA Order of precedence starting with line number III.1.2

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XIII. NOTICE.
Any notice required herein shall be sent to the following:

For Contractor:

Brittany Dunaway
Sr. Manager, SLED Contract Compliance
SLEDContracts@insight.com
480-366-7029

For Participating Entity:

Sandra Barg
IS Comp Services Specialist
Sandra.Barg1@wisconsin.gov
608-266-1558

XIV. **SUBMISSION OF PARTICIPATING ADDENDUM TO NASPO VALUEPOINT**.
Upon execution, Contractor shall promptly email a copy of this Participating Addendum and any amendments hereto to NASPO ValuePoint at pa@naspovaluepoint.org. The Parties acknowledge and agree that the Participating Addendum, as amended, may be published on the NASPO ValuePoint website.

SIGNATURE

The undersigned for each Party represents and warrants that this Participating Addendum is a valid and legal agreement binding on the Party and enforceable in accordance with the Participating Addendum's terms and that the undersigned is duly authorized and has legal capacity to execute and deliver this Participating Addendum and bind the Party hereto.

IN WITNESS WHEREOF, the Parties have executed this Participating Addendum.

CONTRACTOR:

scott friedlander (Oct 2, 2026 15:15:17 EDT)

Signature

Scott Friedlander

Printed Name

President

Title

10/2/2026

Date

PARTICIPATING ENTITY:

DocuSigned by:
Cheryl Edgington
...E70A1ADB406453...

Signature

Cheryl Edgington

Printed Name

Bureau Director

Title

10/12/2026 | 2:58 PM CDT

Date

PARTICIPATING ENTITY CIO:

Signed by:
Trina Zanow
...B57E0EC77402...

Signature

Trina Zanow

Printed Name

CIO - Div of Ent Tech Admin

Title

10/8/2026 | 11:14 AM CDT

Date

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PA - ADA Template Insight Final - Insight

Final Audit Report 2026-10-02

Created:	2026-10-02
By:	AMANDA LUEDY (AMANDA.LUEDY@INSIGHT.COM)
Status:	Signed
Transaction ID:	CBJCHBCAABAALSPKJsdVRFpsWH4Bmv-SAx0J6uMHSP3N

"PA - ADA Template Insight Final - Insight" History

Document created by AMANDA LUEDY (AMANDA.LUEDY@INSIGHT.COM)
2026-10-02 - 6:57:28 PM GMT- IP address: 20.125.67.140

Document emailed to scott friedlander (scott.friedlander@insight.com) for signature
2026-10-02 - 6:58:32 PM GMT

Email viewed by scott friedlander (scott.friedlander@insight.com)
2026-10-02 - 7:00:55 PM GMT- IP address: 184.193.200.128

Document e-signed by scott friedlander (scott.friedlander@insight.com)
Signature Date: 2026-10-02 - 7:15:17 PM GMT - Time Source: server- IP address: 174.219.238.174 - Signature Appearance Selected: MOBILE_DRAW

Agreement completed.
2026-10-02 - 7:15:17 PM GMT

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ATTACHMENT A - PARTICIPATING ENTITY MODIFICATIONS OR ADDITIONS TO THE MASTER AGREEMENT

Additional State of WI Terms and Conditions

1. **DEFINITIONS.** Words and terms shall be given their ordinary and usual meanings. Unless negotiated otherwise by the parties, where capitalized, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter.

   "Acceptance" means a manifestation of assent by the State to the terms, Services, Deliverables or other items offered by the Contractor under the Contract after Inspection by the State.

   "Agency" or "State Agency" means an office, department, agency, institution of higher education, association, society or other body in the State of Wisconsin government created or authorized to be created by the State Constitution or any law, which is entitled to expend moneys appropriated by law, including the legislature and the courts, but not including an authority, as defined in Wis. Stat. s. 16.70(2).

   "Business Day" means any day on which the Contracting Agency is open for business.

   "Confidential Information" means all tangible and intangible information and materials being disclosed in connection with this Contract, in any form or medium without regard to whether the information is owned by the State or by a third party, which satisfies at least one of the following criteria: (i) Personally Identifiable Information; (ii) Proprietary Information; (iii) non-public information related to the State's employees, customers, technology (including data bases, data processing and communications networking systems), schematics, specifications, and all information or materials derived therefrom or based thereon; or (iv) information expressly designated as confidential in writing by the State. Confidential Information includes all information that is restricted or prohibited from disclosure by state or federal law.

   "Contracted Personnel" means a Contractor's employees or other personnel (including officers, agents and Subcontractors) provided by the Contractor specifically to render Services under this Participating Addendum.

   "Day" means calendar day unless otherwise specified in this Participating Addendum.

   "Default" means the omission or failure to perform a contractual duty or provide Deliverables or render Services as contractually required.

   "Deliverables" means all project materials, including Goods, software licenses, data, and documentation created during the rendering of Services hereunder. Deliverables shall be the property of the State of Wisconsin unless otherwise specified in the Contract.

   "**Goods"** means articles of trade or items of merchandise, supplies, raw materials, or finished products, and may also include incidental or related services as the situation may require.

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"Inspection" means an examination of Deliverables or Services provided under this Contract in order to determine their fitness for use.

"Key Personnel" means specifically identified Contracted Personnel that play a lead and critical role in rendering Services during the Contract term.

"Personally Identifiable Information" means an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if that element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual's Social Security number; (b) the individual's driver's license number or state identification number; (c) the number of the individual's financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account; (d) the individual's DNA profile; or (e) the individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation, and any other information protected by state or federal law.

"Proprietary Information" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

a. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

b. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

"Properly-submitted Invoice" is one that is submitted in accordance with instructions contained on the State's Purchase Order, includes a reference to the proper Purchase Order number, and is submitted to the proper address for processing.

"Purchase Order" means the State's standard document of a purchase of Deliverables and Services.

"Services" means all work performed, and labor, actions, recommendations, plans, research, customizations, modifications, documentation, and maintenance and support provided by the Contractor necessary to fulfill that which the Contractor is obligated to accomplish under this Contract.

"SOW" means Statement of Work.

"State" means the State of Wisconsin.

"Subcontract" means an agreement, written or oral between the Contractor and any other party to fulfill the requirements and performance obligations of this Participating Addendum.

"Subcontractor" Includes contractors, manufacturers, distributors, suppliers, or consultants, at any tier, that are under the direct or indirect control or responsibility of Contractor, including a person or entity that is, or will be, providing Product or Products and Services pursuant to this Master Agreement.

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"Work Center" means a charitable organization or nonprofit institution which is licensed under s. 104.07 and incorporated in this State or a unit of county government which is operated for the purpose of carrying out a program of rehabilitation for severely handicapped individuals and for providing the individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature, and which is engaged in the production of materials, supplies or equipment or the performance of contractual services in connection with which not less than 75% of the total hours of direct labor are performed by severely handicapped individuals.

2. **APPLICABLE LAW.** This Participating Addendum shall be governed by the laws of the State of Wisconsin. Venue for any action brought under this Participating Addendum shall lie in Madison, Dane County, Wisconsin.

3. **TERMINATION FOR CAUSE.** The State may terminate this Participating Addendum after providing the Contractor with thirty (30) Days' written notice of the Contractor's right to cure a failure of the Contractor to perform under the terms of this Participating Addendum.

   The Contractor may terminate this Participating Addendum after providing the State with thirty (30) Days' written notice of the State's right to cure a failure of the State to perform under the terms of this Participating Addendum.

4. **TERMINATION FOR CONVENIENCE.** The State may terminate this Participating Addemdum at any time, without cause, by providing a written notice to the other party at least sixty (60) Days in advance of the intended date of termination.

   Contractor may terminate this Participating Addendum at any time, without cause, by providing a written notice to the other party at least one hundred and eighty (180) Days in advance of the intended date of termination.

   Except as provided for in an applicable Engagement Addendum, in the event of a termination for convenience, the Contractor shall be entitled to receive compensation for any completed or partially completed Services rendered or Deliverables provided under the Participating Addendum. Compensation for partially completed Services shall be no more than the percentage of completion of the Services requested, as determined by the State in its sole discretion, multiplied by the corresponding payment for completion of such Services as set forth in the Participating Addendum. Alternatively, at the sole discretion of the State, the Contractor may be compensated for the actual Service hours provided. The State shall be entitled to a refund for Deliverables or Services paid for but not received or rendered, such refund to be paid within 30 Days of written notice to the Contractor requesting the refund.

5. **CONTRACT CANCELLATION:**

   (a) The State reserves the right to cancel this Participating Addendum in whole or in part without penalty, and without prior notice, if the Contractor:

   - Files a petition in bankruptcy, becomes insolvent, or otherwise takes action to dissolve as a legal entity
   - Makes an assignment for the benefit of creditors
   - Fails to maintain and keep in force all required insurance, permits and licenses as provided in this Participating Addendum;

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- Fails to maintain the confidentiality of the State's information that is considered to be Confidential Information, or
- Performs in a manner that threatens the health or safety of a State employee, citizen, or customer.

(b) The State reserves the right to cancel this Participating Addendum in whole or in part without penalty, with 30 Days' notice, if the Contractor:

- Fails to follow the sales and use tax certification requirements of s. 77.66 of the Wisconsin Statutes;
- Incurs a delinquent Wisconsin tax liability;
- Fails to submit a non-discrimination or affirmative action plan as required herein.
- Fails to follow the non-discrimination or affirmative action requirements of subch. II, Chapter 111 of the Wisconsin Statutes (Wisconsin's Fair Employment Law); or
- Becomes a state or federally debarred contractor.

(c) The State reserves the right to cancel this Participating Addendum in whole or in part without prior notice, penalty or liability, in accordance with the terms of no. 10, "Non-Appropriation."

6. **POST CONTRACT OBLIGATIONS.** Upon the termination of this Participating Addendum for any reason, or upon Participating Addendum expiration, each party shall be released from all obligations to the other party arising after the date of termination or expiration, except for those that by their terms survive such termination or expiration.

7. **CONTRACTOR COMPLIANCE AND RESPONSIBILITY FOR ACTIONS.** The Contractor shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations that are in effect during the term of this Participating Addendum that may affect the Contractor's work or obligations hereunder.

   The Contractor shall be solely responsible for its actions and those of its agents, employees, or Subcontractors. Neither the Contractor nor any of the foregoing parties has authority to act or speak on behalf of the State.

8. **DELAY AND REMEDY.** If the Contractor fails to remedy any delay or other problem in its performance of its Participating Addendum obligations after receiving reasonable notice from the State to do so, the Contractor shall reimburse the State for all reasonable costs incurred as a direct consequence of the Contractor's delay, action, or inaction. In case of failure to deliver Deliverables or Services in accordance with this Participating Addendum, the State, upon written notice to the Contractor, may procure such Deliverables or Services from other sources as necessary, and the Contractor shall be responsible for the additional cost, including the cost of re-procurement, purchase price and administrative fees. This remedy shall be in addition to any other legal remedies available to the State

9. **WORK CENTER CRITERIA.** The Contractor shall implement processes that allow Agencies to satisfy the State's obligation to purchase goods and services produced by Work Centers certified under the State's Work Center Law, §16.752, Wis. Stat. The Contractor shall not

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include goods provided by Work Centers in its catalog for Agencies and block the sale of comparable items to Agencies.

10. NON-APPROPRIATION. The State reserves the right to cancel this Participating Addendum in whole or in part without any penalty or liability whatsoever due to non-appropriation of funds or non-receipt of funds from the Legislature or federal government.

11. CONTRACTOR'S INSURANCE RESPONSIBILITY. The Contractor shall maintain the following insurance coverage:

- Worker's compensation insurance, as required under Chapter 102 of the Wisconsin Statutes, for all of the Contractor's employees and Contracted Personnel engaged in the work performed under this Participating Addendum;
- Motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the terms of this Participating Addendum, with a minimum coverage of one million dollars ($1,000,000) per occurrence combined single limit for automobile liability and property damage.
- Certificate of Insurance, showing up-to-date coverage, shall be on file in the Contracting Agency before the Participating Addendum may commence. (if applicable)

The State reserves the right to require higher or lower insurance limits, where warranted.

12. NONDISCRIMINATION AND AFFIRMATIVE ACTION. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

12.1. Contracts estimated to be over fifty thousand dollars ($50,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than fifty (50) employees. Within fifteen (15) working Days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

12.2. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

12.3. Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

12.4. Pursuant to s. 16.75(10p), Wis. Stats., contractor agrees it is not, and will not for the duration of the contract, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the

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right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued $100,000 or over.

12.5. Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

13. STATE PAYMENT OFFSETS FOR CONTRACTOR'S DELINQUENCY. The State shall offset payments made to the Contractor under this Participating Addendum in an amount necessary to satisfy a certified or verifiable delinquent payment owed to the State, or to any state or local unit of government. The State also reserves the right to cancel this Contract as provided in Section 5, Contract Cancellation, if the delinquency is not satisfied by the offset or other means during the term of the Contract.

14. CONTRACTOR INDEMNIFICATION. Contractor shall hold the State harmless and shall defend and indemnify the State, its Agencies, officers and employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees, for personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officers, employees or Subcontractors.

15. CONFIDENTIAL INFORMATION.

(a) <u>Disclosures.</u>

In connection with the Contractor's performance hereunder, it may be necessary for the State to disclose to the Contractor Confidential Information. The Contractor shall not use such information for any purpose other than the limited purposes set forth in this Participating Addendum, and all related and necessary actions taken in fulfillment of the obligations thereunder. The Contractor shall hold all such information in confidence, and shall not disclose such information to any persons other than its directors, officers, employees, and agents who have a business-related need to have access to such information in furtherance of the limited purposes of this Participating Addendum and who have been apprised of, and agree to maintain, the confidential nature of such information in accordance with the terms of this Contract.

Contractor shall institute and maintain such security procedures as are commercially reasonable to maintain the confidentiality of such information while in its possession or control, including transportation, whether physically or electronically.

Contractor shall ensure that all indications of confidentiality contained on or included in any item of such information shall be reproduced by Contractor on any reproduction, modification, or translation of such Confidential Information. If requested by the State, Contractor shall make a reasonable effort to add a proprietary notice or indication of confidentiality to any tangible materials within its possession that contain such information of the State, as directed.

The Contractor shall maintain all such information for a period of six (6) years from the date of termination of this Participating Addendum, and shall thereafter return or destroy said information as directed by the State.

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(b) Equitable Relief; Indemnification in Event of Contractor Breach.

Indemnification: In the event of a breach of this Section by Contractor, Contractor shall indemnify, defend and hold harmless the State of Wisconsin and any of its officers, employees, or agents from any claims arising from the acts or omissions of the Contractor, and its Subcontractors, employees and agents including, but not limited to, disallowances or penalties from federal oversight agencies, and any court costs, expenses, and reasonable attorney fees, incurred by the State in the enforcement of this Section and, with respect to Personally Identifiable Information, the costs of monitoring the credit of all persons whose Personally Identifiable Information was disclosed.

Equitable Relief: The Contractor acknowledges and agrees that the unauthorized use, disclosure, or loss of Confidential Information may cause immediate and irreparable injury to the individuals whose information is disclosed and to the State, which injury will not be compensable by money damages and for which there is not an adequate remedy available at law. Accordingly, the parties specifically agree that the State, on its own behalf or on behalf of the affected individuals, may seek injunctive or other equitable relief to prevent or curtail any such breach, threatened or actual, without posting security and without prejudice to such other rights as may be available under this Contract or under applicable law.

16. **INTELLECTUAL PROPERTY INFRINGEMENT AND LABOR STANDARDS.** The Contractor guarantees that any items provided to the State hereunder were manufactured or produced in accordance with applicable state and federal labor laws, and that the sale or use of said items shall not infringe any United States patent, copyright, or other intellectual property rights of others. The Contractor shall at its own expense indemnify, defend and hold the State harmless from any claims brought against the State for any alleged patent, copyright or other intellectual property right infringement due to the sale or use of such items, provided that the Contractor is promptly notified of such suit, and is given all related documents. The Contractor shall pay all costs, damages, and profits recoverable in any such infringement lawsuit.

17. **SECURITY OF PREMISES, EQUIPMENT, DATA AND PERSONNEL.** During the performance of Services under this Participating Addendum, the Contractor may have access to the personnel, premises, equipment, and other property, including data files, information, or materials (collectively referred to as "data") belonging to the State. The Contractor shall preserve the safety, security, and the integrity of the personnel, premises, equipment, data and other property of the State, in accordance with the instruction of the State. Contractor shall ensure personnel with access to the State's IT Resources comply with the State's Acceptable Technology Use, Access and Security Policy.

    The Contractor shall be responsible for damage to the State's equipment, workplace, and its contents, or for the loss of data, when such damage or loss is caused by the Contractor, Contracted Personnel, or Subcontractors, and shall reimburse the State accordingly upon demand. This remedy shall be in addition to any other remedies available to the State by law or in equity.

18. **RENDERING OF SERVICES.** The Contractor shall render Services with all due skill, care, and diligence, in accordance with accepted industry practices and legal requirements, and to the State's satisfaction; the State's decision in that regard shall be final and conclusive. The State may inspect, observe and examine the performance of the Services rendered on the State's

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premises at any time. The State may inspect, observe and examine the performance of Contractor's Services at reasonable times, without notice, at any other premises.

If the State notifies the Contractor that any part of the Services rendered are inadequate or in any way differ from the Participating Addendum requirements for any reason other than as a result of the State's Default or negligence, the Contractor shall at its own expense re-schedule and perform the work correctly within such reasonable time as the State specifies. This remedy shall be in addition to any other remedies available to the State by law or in equity.

19. CONTRACTOR PERSONNEL.

(a) Identification. If requested by the State, the Contractor shall provide a list of the names and addresses of all Contractor's employees, Contracted Personnel, or Subcontractor's employees who may at any time require admission to the State's premises in connection with the rendering of Services, specifying each such person's connection to the Contractor, the role the person is to take in the performance of the Participating Addendum, and other particulars as the State may require.
The State reserves the right to refuse to admit to the State's premises any person employed or contracted by the Contractor whose admission, in the sole opinion of the State, would be undesirable.

(b) Right to Approve Changes of Contracted Personnel. The State shall have the absolute right to approve or disapprove a proposed change of Key or Contracted Personnel. The Contractor shall provide to the State, in each instance a resume of the proposed substitute and an opportunity to interview that person prior to giving its approval or disapproval. The State shall not unreasonably withhold this approval.

(c) Contracted Personnel Removal. The State may direct the Contractor to remove or reassign Key or Contracted Personnel at the State's discretion; however, the State's right to do so does not implicate the State as a party to any of the Contractor's obligations in the Participating Addendum. The State may request that a Contracted Personnel be replaced within ten (10) Business Days from such removal.

(d) Identification of Contracted Personnel. The Contractor shall furnish each Contracted Personnel with a means of identifying themselves as agents, Subcontractors, or employees of the Contractor assigned to perform Services under the Participating Addendum, and furnish the State with security credentials on these Contracted Personnel, if requested.

(e) Background or Criminal History Investigation. Prior to the commencement of any Services under this Participating Addendum, the State may request a background or criminal history investigation of Contracted Personnel, and Subcontractor's employees, who will be providing Services to the State under the Participating Addendum. If any of the stated personnel providing Services to the State under this Participating Addendum is not acceptable to the State in its sole opinion as a result of the background or criminal history investigation, the State may either request immediate replacement of the person, or immediately terminate this Participating Addendum and any related Service Agreement.

20. RISK OF LOSS. The Contractor shall bear all risks of loss, injury or destruction of the Deliverables ordered herein that occur prior to delivery. Such loss, injury or destruction shall not release the Contractor from any obligation hereunder.

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21. LIENS, CLAIMS AND ENCUMBRANCES. The Contractor warrants and represents that all Deliverables ordered hereunder are free and clear of all liens, claims or encumbrances of any kind.

22. WARRANTY OF ITEMS OFFERED. Deliverables and Services rendered shall be strictly in accordance with the order placed and may not deviate in any way from the terms, conditions or specifications of this Participating Addendum, without the prior written approval of the State. With respect to software, cloud, or subscription Products provided under the NASPO Master Agreement, warranties shall include those expressly provided in the NASPO Master Agreement

The Contractor warrants that the Deliverables provided shall conform to the specifications in this Participating Addendum, are fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect, Deliverables offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. Items shall be equal in quality and performance to the standards indicated herein. Deliverables delivered that do not conform to the Participating Addendum terms, conditions, and specifications may be rejected and returned at the Contractor's expense. The Contractor shall assign to the State its right to recover under any warranties applicable to the Deliverables offered. [Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired.]

23. RECEIPT OF GOODS. The State's receipt of Deliverables upon delivery is for the sole purpose of identification. Such identification shall not be construed as Acceptance of the Deliverables if they do not conform to contractual requirements. If there are any apparent defects in the Deliverables at the time of delivery, the State shall promptly notify the Contractor of its rejection of said Deliverables. Without limiting any other rights, the State, at its option, may require the Contractor to:

23.1. Repair or replace any or all of the defective and rejected Deliverables at Contractor's expense,
23.2. Refund the price of any or all of the defective and rejected Deliverables, and
23.3. Accept the return of any or all of the defective and rejected Deliverables.

If rejected, the Goods shall remain the property of the Contractor.

24. PERFORMANCE. Services rendered under this Participating Addendum shall be performed in a timely, professional and diligent manner by qualified and efficient personnel and in conformity with the strictest quality standards mandated or recommended by all generally recognized organizations establishing quality standards for the type of Services to be rendered hereunder. The Contractor shall be solely responsible for controlling the manner and means by which it and its Contracted Personnel or its Subcontractors render Services, and the Contractor shall observe, abide by, and perform all of its obligations in accordance with all legal requirements and State or Agency work rules.

Without limiting the foregoing, the Contractor shall control the manner and means of the Services rendered so as to do so in a reasonably safe manner and in compliance with all applicable codes, regulations and requirements imposed or enforced by any government agencies, including all applicable requirements of the Occupational Safety and Health Administration (OSHA) and all safety codes and procedures mandated or recommended by insurance underwriting organizations and all generally recognized organizations establishing safety standards, including without limitation the National Fire Protection Association.

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Notwithstanding the foregoing, any stricter standard provided in plans, specifications or other documents incorporated as part of this Participating Addendum shall govern.

25. **SPECIFICATIONS.** The apparent silence of the State's specifications as to any detail, or the apparent omission of a detailed description concerning any matter, shall be regarded as meaning that only the best commercial practice shall be followed and only material and workmanship of the first quality may be used. Upon any notice of noncompliance provided by the State, Contractor shall supply proof of compliance with the specifications. Contractor shall provide written notice of its intent to deliver alternate or substitute Services or Deliverables. Alternate or substitute Services or Deliverables may be accepted or rejected in the sole discretion of the State; and any such alternates or substitutes shall be accompanied by Contractor's certification and evidence satisfactory to the State that the function, characteristics, performance and endurance shall be equal or superior to the original Services or Deliverables specified.

26. **REMOVAL OF PROHIBITED FOREIGN PRODUCTS STANDARD.** Pursuant to Governor Evers' Executive Order #184, the Removal of Prohibited Foreign Products Standard is intended to provide standardization on the removal of prohibited foreign products and technologies from State of Wisconsin IT Systems. Therefore, Contractors providing Goods and Services under this Participating Addendum are prohibited from using the vendors and/or software identified in the Division of Enterprise Technology (DET) IT Security Standards Handbook 290 Removal of Prohibited Foreign Products Standard. Contractors must act as a Prime Contractor who will ensure the Subcontractors, and third parties meet the State of Wisconsin standards throughout the Participating Addendum term.

27. **TRANSITION SERVICES.** Upon cancellation, termination, or expiration of this Participating Addendum for any reason, the Contractor shall provide such reasonable cooperation, assistance and Services, and shall assist the State in the migration of the State's production operations to the State's control or to the control of an alternative contractor upon written notice to the Contractor at least thirty (30) Business Days prior to termination or cancellation, and subject to the terms and conditions set forth herein. This Participating Addendum shall automatically be extended by the number of Days that training or continued Services are necessary to be performed in order to complete the transition. The Contractor's Services required to complete the transition after the notice set forth herein shall be within this Participating Addendum's scope and shall not be the subject of any change order.

28. **INDEPENDENT CONTRACTOR.** The Contractor shall act as an independent contractor in rendering any and all Services under this Participating Addendum and, except as otherwise outlined herein, shall maintain complete control over its employees, Contracted Personnel, and Subcontractors, if any.

29. **COOPERATION WITH OTHER CONTRACTORS.** In the event that the State enters into a contract with another contractor for additional Services, the Contractor shall ensure that Contracted Personnel fully cooperate with such other contractor. Contracted Personnel shall not commit any act that interferes with the rendering of Services by any other contractor or by the State. Contracted Personnel shall cooperate with State personnel, hardware manufacture representatives, system software suppliers, and communications systems suppliers in the provision of Services to the State.

30. **STATE EMPLOYEES.** The Contractor may not contract with or employ a State employee or an individual retained as a full-time contractor by the State during the term of this Participating Addendum.

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31. **ANTITRUST ASSIGNMENT.** By entering into this Participating Addendum, the Contractor conveys, sells, assigns and transfers to the State all rights, title and interest in and to all causes of action, claims and demands of whatever nature it may now have or hereafter acquire under the antitrust laws of the United States and the State, relating specifically to that proportionate amount of the particular Deliverables or Services purchased or acquired by the State under this Participating Addendum.

32. **REFUND OF CREDITS.** Within sixty (60) Days of the State's request, the Contractor shall pay to the State any credits resulting from an order that the State determines cannot be applied to future invoices.

33. **OWNERSHIP RIGHTS.** Unless an ownership interest is granted or reserved in this Participating Addendum, a State Purchase Order issued under this Participating Addendum shall allow the State unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation that is designed or developed and delivered to the State as part of the performance of the Participating Addendum.

34. **PROMPT PAYMENT.** The State shall pay the Contractor's Properly-submitted Invoices within thirty (30) Days of receipt, provided that the Deliverables or Services to be provided to the State have been delivered, rendered, or installed, and accepted as specified in the solicitation document, Statement of Work (SOW) or this Participating Addendum.

    If the State fails to pay a Properly-submitted Invoice within thirty (30) Days of receipt, it shall pay a late payment penalty as provided in §16.528, Wis. Stats. However, if the State declares a good faith dispute in regard to an invoice pursuant to §16.528 (3)(e), Wis. Stats., it may pay any undisputed portion of said invoice, and will be exempt from the prompt payment requirement for the disputed portion.

35. **PROMPT PAYMENT TO SUBCONTRACTORS***.* Any money, other than retainage, paid to the Contractor shall be disbursed to subcontractors within ten (10) days after receipt of the money in accordance with the terms of the subcontract; provided that the subcontractor has met all the terms and conditions of the subcontract and there are no bona fide disputes.

36. **STATE TAX EXEMPTION.** The State is exempt from payment of Wisconsin sales or use tax on all purchases.

37. **PROMOTIONAL ADVERTISING AND NEWS RELEASES.** Reference to or use of the State of Wisconsin, the Great Seal of the State, the Wisconsin Coat of Arms, any Agency or other subunits of the State government, or any State official or employee, for commercial promotion is strictly prohibited. News releases or release of broadcast e-mails pertaining to this Participating Addendum shall not be made without prior written approval of the State.

38. **NOTICE AND CHANGE OF CONTACT INFORMATION.** Any notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery or three (3) Business Days after mailing by postal service, certified or registered mail-receipt requested.

    In the event the Contractor moves or updates contact information, the Contractor shall inform the State of such changes in writing within ten (10) Business Days. The State shall not be held responsible for payments on Purchase Orders delayed due to the Contractor's failure to provide such notice

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39. **RECORDS, RECORDKEEPING AND RECORD RETENTION.** Pursuant to §19.36 (3) of the Wisconsin Statutes, all records of the Contractor that are produced or collected under this Participating Addendum are subject to disclosure pursuant to a public records request. The Contractor shall establish and maintain adequate records of all documentation developed or compiled and expenditures incurred under this Participating Addendum. All expenditure records shall be kept in accordance with Generally Accepted Accounting Procedures (GAAP). All procedures shall be in accordance with federal, State and local laws or ordinances. The Contractor, following final payment, shall retain all records produced or collected under this Participating Addendum for six (6) years.

40. **EXAMINATION OF RECORDS.** The State shall at any time during normal business hours, upon reasonable notice, have access to and the right to examine, audit, excerpt, transcribe, and copy, on Contractor's premises, any of the Contractor's records and computer data storage media involving transactions directly pertinent to this Contract. If the material is on computer data storage media, the Contractor shall provide copies of the data storage media or a computer printout of such if the State so requests. Any charges for copies of books, documents, papers, records, computer data storage media or computer printouts provided by the Contractor shall not exceed the actual cost to the Contractor. This provision shall survive the termination, cancellation, or expiration of this Participating Addendum.

41. **BREACH NOT WAIVER.** A failure to exercise any right, or a delay in exercising any right, power or remedy hereunder on the part of either party shall not operate as a waiver thereof. Any express waiver shall be in writing and shall not affect any event or Default other than the event or Default specified in such waiver. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The making of any payment to the Contractor under this Contract shall not constitute a waiver of Default, evidence of proper Contractor performance, or Acceptance of any defective item or work furnished by the Contractor.

42. **ASSIGNMENT OF CONTRACT.** The Contractor shall provide prior written notice to the State before assigning this Participating Addendum to another party. The State reserves the right to withhold approval of any such assignment. The terms and conditions of this Participating Addendum as well as any rights obligations and liabilities associated with such shall survive any and all assignments, mergers, or acquisitions by a third party until cancelled in writing by both parties.

43. **SEVERABILITY.** If any provision of this Participating Addendum is found by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Participating Addendum shall remain valid and in full force and effect. The invalid provision shall be replaced by a valid provision that comes closest in intent to the invalid provision.

44. **CONTRACT DISPUTE RESOLUTION.** In the event of any dispute or disagreement between the parties under this Participating Addendum, whether with respect to the interpretation of any provision of this Participating Addendum, or with respect to the performance of either party hereto, each party shall appoint a representative to meet for the purpose of endeavoring to resolve such dispute or negotiate for an adjustment to such provision. No legal action of any kind, except for the seeking of equitable relief in the case of the public's health, safety or welfare, may begin in regard to the dispute until this dispute resolution procedure has been elevated to the Contractor's highest executive authority and the equivalent executive authority within the Contracting Agency, and either of the representatives in good faith concludes, after a

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good faith attempt to resolve the dispute, that amicable resolution through continued negotiation of the matter at issue does not appear likely.

(a) No Termination or Suspension of Services: If any problem or dispute arises between the parties, in no event nor for any reason and unless and until authorized by a court of competent jurisdiction, shall Contractor interrupt the performance of the Services or any other obligation hereunder, disable any equipment used in the Services, or perform any other action that prevents, slows down, or reduces in any way the performance of the Services or the State's ability to conduct its business.

45. NO GUARANTEE OF QUANTITY. The State may obtain related Deliverables and Services from other sources during the term of this Participating Addendum. The State makes no express or implied warranties whatsoever that any particular quantity or dollar amount of Deliverables or Services will be procured through this Participating Addendum.

46. TERMINATION OF PURCHASE ORDER. The State may terminate a specific Purchase Order issued under this Participating Addendum if it determines that the Contractor is unable to render the Services or provide the Deliverables required in a timely manner, in order to meet the business needs of the State.

47. FORCE MAJEURE. Neither party shall be in Default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

48. TIME IS OF THE ESSENCE. Timely provision of Services or Deliverables required under this Contract shall be of the essence of the Participating Addenudm, including the provision of Services or Deliverables within the time agreed or on a date specified.

49. NO AGENCY RELATIONSHIP. The Contractor shall not take any action, or make any omission, that may imply, or cause others reasonably to infer that the Contractor is acting as the State's agent in any matter or in any way not expressly authorized by this Participating Addendum.

50. DISCLOSURE. If a state public official (as defined in §19.42 (14) of the Wisconsin Statutes) or an organization in which a state public official holds at least a 10% interest is or becomes a party to this Agreement, it shall be voidable by the State unless appropriate disclosure is made to the State of Wisconsin Government Accountability Board, 212 East Washington Avenue, Madison, Wisconsin 53703 (Telephone 608-266-8005).

51. CLOUD BROKERAGE REVIEW

51.1. Provider shall agree to develop and maintain security practices that meet the State of Wisconsin standards as outlined in the Division of Enterprise Technology (DET) IT Security Policy Handbook. Providers shall act as a Prime Contractor who will ensure the Subcontractors, and third parties meet the State of Wisconsin standards throughout the Contract term.

51.2. After a quote but prior to Contract execution, awarded Providers shall agree to provide a list of all Subcontractors and third parties providing Products and Services

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under the Contract. Provider shall act as a Prime Contractor who will ensure the Subcontractors, and third parties meet the terms of the Participating Addendum throughout the Participating Addendum term.

51.3. Providers shall agree to participate in the DET Cloud Brokerage Review (CBR) process, after a quote, and cooperate with regular monitoring of security practices of all Subcontractors and third parties for SaaS, IaaS, and PaaS services via SOC2 Type II reports (system and organization controls), FedRAMP certification or periodic assessments, service level agreements, and other security reviews.

51.4. After a quote but prior to Contract execution, awarded Providers, Subcontractors, and third parties shall complete the Vendor Cloud Solution Information Form (DOA-10816) and pass the DET Cloud Brokerage Review process for SaaS, IaaS, and PaaS services. Per Wisconsin State Statute 16.971(2)(a) the State must conduct a Cloud Brokerage Review (CBR) to assess the compatibility, integrability, and security and privacy controls of proposed cloud solutions, this includes, but is not limited to, any vendor or third-party software used by Providers to provide services or store State Data. The State uses the National Institute of Standards and Technology's (NIST) definition of Cloud Computing found in Special Publication 800-145. It is highly preferred that potential Contractors provide a current SOC2 Type II report (within 15 months of auditor signature) or a FedRAMP certification packet.

51.5. Two months prior to the contract renewal date, the Awarded Providers shall provide an updated Vendor Cloud Solution Information Form (DOA-10816) as required by the DET Cloud Brokerage Review (CBR) process. CBR forms and related documentation may be emailed to the doahelpdesk@wisconsin.gov or [INSERT AGENCY EMAIL ADDRESS OR CONTACT INFORMATION]. The correspondence shall include the [CONTRACT TITLE] as well as the [SOLICITATION NUMBER OR CONTRACT NUMBER] associated with the updated documentation.

51.6. Awarded Providers may request completion of a non-disclosure agreement (NDA) after a quote and prior to sharing proprietary, sensitive information as part of the DET Cloud Brokerage Review process.

52. WEB CONTENT ACCESSIBILITY GUIDELINES. Beginning April 26, 2027, the State shall ensure the web content and mobile apps the State provides or makes available, directly or through contractual, licensing, or other arrangements, complies with 28 CFR 35.200(a) – (b)(1) https://www.ada.gov/assets/pdfs/web-rule.pdf.

52.1. Where required pursuant to 28 CFR Part 35 Subpart H, Contractor shall comply with the Americans with Disabilities Act (ADA) in a manner consistent with the W3C Web Content Accessibility Guidelines (WCAG), version 2.1 ("WCAG 2.1"), at conformance levels A and AA for all Commodities and Services provided under the Contract.

52.2. If during the term of the Participating Addendum, the Contractor fails to maintain compliance with WCAG 2.1 A and AA, or the State of Wisconsin identifies an accessibility barrier in the Commodity or Service that renders it inaccessible or unusable to people with disabilities under the State's employment-related obligations from title 1 of the ADA,

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the State of Wisconsin shall notify the Contractor of non-compliance. If conformance is not reached within 30 Days of the Contractor receiving the notification of non-compliance the Contractor and the State of Wisconsin shall meet and mutually agree upon an appropriate timeline for resolution of the accessibility barrier(s). Should Contractor: (i) fail to acknowledge receipt of the notification within 30 Days of receipt, or (ii) fail to materially resolve the accessibility barrier(s) within the agreed-upon timeline, Contractor agrees to indemnify and hold harmless the State of Wisconsin from any claims arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements throughout the Participating Addendum term may be grounds for cancellation of the Participating Addendum by the State of Wisconsin.

52.3. The State of Wisconsin may also require the Contractor to provide an Accessibility Conformance Report (ACR) or Voluntary Product Accessibility Template (VPAT) upon request to demonstrate compliance with this requirement.

53. HIGH-RISK CONTRACTS. Pursuant to Wis. Stat. 16.973(13), The Contractor is required to submit, via the Contracting Agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the Participating Addendum price. The Department of Administration shall be authorized to review the original Contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original Participating Addendum and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the Contracting Agency in negotiations regarding any change to the original Participating Addendum price.

54. OTHER DOCUMENTS. The parties to this Participating Addendum understand and agree that standard forms or templates may be used for various purposes, including but not limited to, purchase orders, invoices, quotes, 'Website Terms and/or Conditions' or 'click to accept' agreement(s), some of which may contain boilerplate or standard terms and conditions ("Other Documents"). However, any use of Other Documents are not a part of this Contract and are deemed to be for administrative convenience only and the terms therein are of no effect, have no force of law and do not modify the terms of this Participating Addendum.

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ATTACHMENT B – STATE OF WISCONSIN SECURITY RIDER

The terms and conditions of the State of Wisconsin Security Rider (hereinafter "Rider") shall apply to all Products or Services provided under the Master Contract **505ENT-M27-NASPOCLOUD-03**, unless otherwise agreed to by the parties. This Rider shall apply to all environments (e.g., cloud-SaaS, IaaS, PaaS, AI, on-premises, and hybrid); all computing elements performed, provided, occupied, or utilized; and any access to State resources related to the delivery of Products or Services under the Master Contract.

In the event of a conflict between the terms of this Rider, the Master Contract or any other Service Level Agreements (SLA) or agreements between the State and Contractor, this Rider shall control.

1 Definitions

1.1 **"Agency" or "State Agency"** means an office, department, agency, institution of higher education, association, society, or other body in State of Wisconsin government created or authorized to be created by the State Constitution or any law, which is entitled to expend moneys appropriated by law, including the legislature and the courts, but not including an authority, as defined in Wis. Stat. § 16.70(2).

1.2 **"Artificial Intelligence" or "AI"** means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. (Source: NIST SP800-218A). Artificial Intelligence (AI) applies advanced analysis and logic-based techniques, including machine learning (ML), to interpret events, support and automate decisions, and take actions. (Source: Gartner Glossary)

1.3 **"Authorization"** means the official decision by management, typically an Authorizing Official (AO), to permit an information system to operate after implementing appropriate security controls and accepting the associated risk to organizational operations and assets.

a) **"Authorization to Operate" or "ATO"** means a formal management decision by a State Agency to authorize an information system to operate and to explicitly accept the risk to Agency operations, assets, individuals, and the State that results from its use

b) **"Authorization to Use" or "ATU"** means a formal management decision by a State Agency to approve the use of an information system that has an existing Authorization. An ATU acknowledges that the Agency has reviewed the associated security authorization package or attestation, accepted the system's risk posture, and authorized its use to support the Agency's mission and business purposes.

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1.4 **"Authorized User"** means any appropriately provisioned individual with a requirement to access an information system.

1.5 **"Baseline" or "Security Control Baselines"** means the minimum set of security and privacy controls, as defined by the National Institute of Standards and Technology (NIST) in NIST Special Publication 800-53, Revision 5 and NIST Special Publication 800-53B, that are required for information systems categorized as Moderate Impact under Federal Information Processing Standard (FIPS) 199. These controls provide protection where the loss of confidentiality, integrity, or availability could reasonably be expected to have a serious adverse effect on operations, assets, individuals, or the State.

For cloud-based systems, the baseline includes the FedRAMP Moderate Security Control Baseline, which incorporates the NIST Moderate controls plus additional FedRAMP-defined control enhancements, parameters, and continuous monitoring requirements necessary to safeguard Controlled Unclassified Information (CUI) and other federal or State Data hosted in cloud environments.

1.6 **"Breach"** means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where: a person other than an Authorized User accesses or potentially accesses Personally Identifiable Information; or an Authorized User accesses Personally Identifiable Information for an unauthorized purpose. The determination of whether a Breach has occurred is within the sole discretion of the State.

1.7 **"Confidential Data"** means any type of data that presents a high or moderate degree of risk if released, disclosed, modified, or deleted without authorization from the State. There is a high degree of risk when unauthorized release or disclosure is contrary to a legally mandated confidentiality requirement. There is a moderate risk when an Agency has discretion under the law to release data, particularly when the release must be made only according to Agency policy or procedure. Confidential Data includes, but is not limited to:

a) Personally Identifiable Information; and

b) Individually Identifiable Health Information; and

c) Federal Tax Information (FTI) under IRS Publication 1075 and bank or other financial account numbers; and

d) Criminal Justice Information under the Federal Bureau of Investigation's Criminal Justice Information Services Security Policy and the Law Enforcement Automated Data System (LEADS) Policy, substance use disorder records under 42 C.F.R. Part 2, and crime victim information; and

e) Certain information not associated with individuals such as State building specifications, security and infrastructure records, and trade secrets; and

f) Information covered by the Children's Online Privacy Act and Federal Educational Rights and Privacy Act, and other information concerning minors, such as child critical incident records and other juvenile records.

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1.8 **"Continuous Monitoring" or "CM"** means maintaining ongoing awareness of information security, vulnerabilities, and threats to support organizational risk management decisions.

1.9 **"Contractor"** means the person or entity who is required to provide Products or Services to the State pursuant to the Master Contract.

1.10 **"Encrypt" or "Encryption"** means encryption that complies with NIST's Federal Information Processing Standard 140-3 as demonstrated by a valid FIPS certificate number (or 140-2 until retirement per NIST transition guidance) and configured to use approved modes and algorithms, unless otherwise approved by the State CISO or designee in writing.

1.11 **"Individually Identifiable Health Information"** means information covered by the Health Insurance Portability and Accountability Act (HIPAA), including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual. Individually Identifiable Health Information also includes patient health care records and other protected health information as defined by Wis. Stat. §§ 146.81 and 146.816.

1.12 **"Infrastructure as a Service (IaaS)"** means the capability provided to the State to provision processing, storage, networks, and other fundamental computing resources where the State can deploy and run arbitrary software, which can include operating systems and applications. In IaaS environments, the State does not manage or control the underlying cloud infrastructure, but the State has control over operating systems, storage, and deployed applications. The State may also have limited control of select networking components (e.g., host firewalls).

1.13 **"Large Language Model (LLM)"** means a class of language models that use deep-learning algorithms and are trained on extremely large textual datasets that can be multiple terabytes in size. LLMs can be classed into two types: generative or discriminatory. Generative LLMs are models that output text, such as the answer to a question or even writing an essay on a specific topic. They are typically unsupervised or semi-supervised learning models that predict what the response is for a given task. Discriminatory LLMs are supervised learning models that usually focus on classifying text, such as determining whether a text was made by a human or AI. (Source: NIST AI 100-3: The Language of Trustworthy AI). A LLM is a specialized type of AI trained on vast amounts of text to understand existing content and generate original content. (Source: Gartner Glossary)

1.14 **"Master Contract"** means the written agreement between the Contractor and the State covering the Products and Services to be performed.

1.15 **"Personal Data" or "Personally Identifiable Information"** means information that can be associated with a particular individual through one or more identifiers or other information or circumstances. Such information can include but is not limited to an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual's Social Security number; (b) the individual's driver's license number or State

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identification number; (c) the individual's date of birth; (d) the number of the individual's financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account; (e) the individual's DNA profile; or (f) the individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation, and any other information protected by State or federal law.

1.16 **"Platform as a Service (PaaS)"** means the capability provided to the State to deploy onto the State's cloud infrastructure or acquired applications developed by using programming languages and tools supported by the Contractor. In PaaS environments, the State does not manage or control the underlying cloud infrastructure, including network, servers, operating systems, or storage, but has control over the deployed applications and possibly application hosting environment configurations.

1.17 **"Products"** means any combination of software, hardware, facilities, and/or Services that deliver a value to a customer segment.

1.18 **"Recovery Point Objective" or "RPO"** means the point in time that data can be recovered and/or systems restored when Service is restored after an interruption. The Recovery Point Objective is expressed as a length of time between the interruption and the most proximate backup immediately preceding the interruption.

1.19 **"Recovery Time Objective" or "RTO"** means the period within which information technology services, systems, applications, and functions are to be recovered following an unplanned interruption.

1.20 **"Risk Assessment"** means an assessment that (1) documents and categorizes the systems and types of information the Contractor processes, stores, and transmits; (2) identifies threats and vulnerabilities to the system and determines the potential harm from a Breach and Security Incident; and (3) reviews supply chain risks associated with the Contractor's systems.

1.21 **"Security Incident"** means an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies. The determination of whether a Security Incident has occurred is within the sole discretion of the State.

1.22 **"Service" or "Services"** means an intangible product, including actions, recommendations, plans, research, customizations, modifications, documentation, and maintenance and support, including all related material necessary to fulfill that which the Contractor is obligated to accomplish or to provide under the Master Contract.

1.23 **"Service Level Agreement" or "SLA"** means a written agreement between the State and the Contractor that is subject to the terms and conditions in this document that unless otherwise agreed to includes but is not limited to (1) the technical service level performance promises (i.e. metrics for performance and intervals for measure), (2) description of service quality, (3) identification of roles and responsibilities, (4) security responsibilities and notice requirements, (5) how disputes are discovered and addressed, and (6) any remedies for performance failures.

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1.24 **"Software as a Service" or "SaaS"** means the capability provided to the State to use the Contractor's applications on a cloud infrastructure. The applications are owned, delivered, and managed remotely by the Contractor and accessible by the State through a thin-client interface or a program interface. The Contractor delivers software based on one set of common code and data definitions that is consumed in a one-to-many model by the State at any time on a pay-for-use basis or as a subscription based on use metrics. The State does not manage or control the underlying cloud infrastructure, including network, servers, operating systems, storage, or individual application capabilities, except for limited user-specific application configuration settings.

1.25 **"State"** means the State of Wisconsin.

1.26 **"State Data"** means all information that State officers, agents, employees, or end users upload, create, or modify pursuant to the Master Contract or this Rider, including Confidential Data, and any items or materials originated or prepared for the State under the Master Contract or this Rider. State Data also includes metadata that contains information from which State Data may be ascertainable.

1.27 **"State IT Security Policies and Standards"** means the policies and standards available at https://det.wi.gov/Pages/policies.aspx.

1.28 "**System Security Plan" or "SSP"** means a formal document that provides an overview of the security requirements for an information system and describes the security controls in place or planned for meeting those requirements. SSP should use FedRAMP or equivalent templates. SSP includes:

- system boundary; and
- system description; and
- roles and responsibilities; and
- Security categorization (FIPS 199 impact levels); and
- Implementation of each of the NIST 800-53r5 moderate baseline controls; and
- Inheritance from external providers (e.g., AWS, Azure, GCP); and
- Data flows (typically a diagram); and
- Interconnections; and
- Rules of behavior.

SSP is accompanied by a

a) "Security Assessment Report" or "SAR" means a document that details the findings of the independent security assessment conducted by a Third-Party Assessment Organization (3PAO) or equivalent.
b) "Plan of Action and Milestones" or "POA&M" means a document that details that tracks known weaknesses, vulnerabilities, or deficiencies found during the SAR, ongoing operations, or as part of continuous monitoring.
c) "Continuous Monitoring Strategy" or "ConMon" means a document that details process of maintaining ongoing awareness of security control effectiveness, vulnerabilities, and threats to support risk management decisions to ensure the system remains in compliance after Authorization.

1.29 **"Subcontractor"** includes contractors, manufacturers, distributors, suppliers, or consultants, at any tier, that are under the direct or indirect control or responsibility of Contractor, including a person or entity that is, or will be, providing Product or Products and Services pursuant to this Master Agreement.

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1.30 **"Trade Secret"** means information, including a formula, pattern, compilation, program, device, method, technique, or process to which all the following apply:

a) The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other people who can obtain economic value from its disclosure or use.

b) The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

2 Data Ownership

2.1 The State will own and retain all rights, title, and interest in the State Data related to the Products or Services provided under the Master Contract.

2.2 The Contractor shall not collect, access, or use State Data, State user accounts, AI input or output containing or created by State Data, or State search history information, except as necessary to fulfill the terms of the Master Contract; respond to Service or technical issues; or upon written permission from the State designee and shall remain the property of the State. These provisions also apply to all data or information stored or accessed by the Contractor that is the result of any processing of State Data.

2.3 The Contractor shall not acquire rights or licenses including, but not limited to, intellectual property rights or licenses, to State Data unless permitted under the terms of the Master Contract.

2.4 The Contractor shall enable and assist the State in transferring State Data at any time and disclose the necessary tools to complete the transfer. If costs are associated with the transfer, the amount will be negotiated and agreed upon by both parties before State Data is transferred.

3 Disclosing State Data to Third Parties

3.1 The Contractor shall not directly or indirectly disclose, provide, rent, sell, transfer, or otherwise provide access to State Data, State user accounts, AI input or output containing or created by State Data, or State search history information, except upon written permission from the State designee, by an order of a court of competent jurisdiction, or as provided within this Rider. If the Contractor engages in such prohibited actions, the State may invoke its cancellation rights under the Master Contract or SLA, and the procedures provided in Section 8 of this Rider.

3.2 The Contractor shall contact the State designee upon receipt of any electronic discovery, litigation holds, discovery searches, or expert testimonies related to State Data, or which in any way might reasonably require access to or disclosure of State Data. The Contractor shall not respond to subpoenas, service of process, or any other legal requests related to the State without first notifying and obtaining approval from the State designee, unless the Contractor is prohibited by law from providing such notice.

3.3 Upon the Contractor's receipt of any other request for State Data, the Contractor shall promptly notify the State designee and direct the request to the State. The Contractor shall cooperate with the State to provide the information requested to third parties.

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3.4 Except as provided within this Rider, the Contractor shall not use, copy, or disclose State Data, State user accounts, AI input or output containing or created by State Data, or State search history information, or any other information the Contractor may collect from providing Products or Services under the Master Contract, in any transaction that does not include the State, except as strictly necessary to fulfill the obligations of the Master Contract or as expressly permitted by the State designee in writing.

3.5 **No later than 30 days** of signing this Rider, the Contractor shall provide a list of all AI products, Services, or companies, third party or otherwise, that the Contractor will use or reasonably anticipates using to provide the Products or Services under the Master Contract. Annually, until the Master Contract ends or is cancelled, the Contractor shall provide an updated list in writing to the State designee. The State may prohibit the use or involvement of any AI product, Service, or company providing the Products or Services under the Master Contract to the State.

3.6 Except as provided in Section 3.5, these obligations shall survive and extend beyond the term of this Rider.

4 Data Protection

4.1 The Contractor shall not process, store, transmit, or otherwise use State data, nor provide Services for State business purposes, on any information system until such system has been formally authorized and secured in accordance with State requirements. Authorization shall be granted only after the following conditions are met:

a) Authorization to Operate (ATO): A formal decision by the State Authorizing Official to authorize the system to operate and to explicitly accept the risk associated with its use; or

b) Authorization to Use (ATU): A formal decision by the State Authorizing Official to approve the State's use of a system that already holds a valid Authorization (e.g., FedRAMP authorization, or another recognized authorization framework), based on review of the associated Authorization package and acceptance of the system's risk posture; and authorized its use to support the Agency's mission and business purposes.

4.2 The Contractor shall provide the State with all required security documentation, including the System Security Plan (SSP), Security Assessment Report (SAR), Plan of Action & Milestones (POA&M), Continuous Monitoring Strategy, and Center for Internet Security (CIS) Level 2 or higher benchmarks evidence. The Contractor shall not permit State Data to reside in, or be processed by, any system until the State has formally reviewed and accepted the system's Authorization package and security baseline compliance.

4.3 The Contractor shall implement and maintain appropriate physical, administrative, technical, and organizational security measures to safeguard against Security Incidents and Breaches. Where not defined in this Rider, such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the Contractor applies to its own data of a similar kind and shall be periodically reviewed and updated, as needed.

4.4 The Contractor shall implement and maintain security and privacy controls meeting NIST SP 800-53 Rev.5 Moderate baseline, with evidence in an SSP, SAR, POA&M, and Continuous Monitoring Strategy. The Contractor shall perform authenticated vulnerability scanning of networks, hosts, containers, and

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applications at least monthly (and after material changes), track findings in the POA&M, and meet the remediation timelines.

For cloud-based systems, the baseline includes the FedRAMP Moderate Security Control Baseline, which incorporates the NIST Moderate controls plus additional FedRAMP-defined control enhancements

4.4.1 The Contractor shall maintain a cybersecurity governance program aligned to NIST Cybersecurity Framework v2.0, including the GOVERN function. The program will define risk appetite, roles, and decision rights; maintain a risk register; track POA&M; and report quarterly metrics for maturity and risk reduction.

4.4.2 The Contractor will (a) track and remediate CISA KEV items within mandated timelines; (b) perform automated asset discovery every **7 days** and vulnerability enumeration every **14 days** for all in-scope assets; (c) enforce controls to eliminate or harden internet exposed management interfaces; and (d) maintain a public Vulnerability Disclosure Policy (VDP).

4.4.3 For any cloud service components, The Contractor will provide FedRAMP equivalent artifacts using FedRAMP templates (SSP, SAR, POA&M) and submit **monthly** continuous monitoring packages (including authenticated vulnerability scans, inventory, and POA&M updates) to the State designee in writing.

4.5 Upon identification of a potential issue with using or maintaining State-provided infrastructure, the Contractor shall identify and communicate the nature of the issue to the State designee in writing without delay, and, if feasible, outline potential remedies for the State's consideration.

4.6 The Contractor acknowledges that it may create, receive from or on behalf of the State, or have access to, information and records that are subject to data protection laws or otherwise exempt from public disclosure under State or federal laws or regulations.

4.7 The Contractor shall not use or disclose State Data except as permitted to provide the Products and Services under the Master Contract and pursuant to this Rider, as required by law, or as otherwise authorized by the State designee in writing.

4.8 The Contractor shall implement commercially reasonable non-disclosure agreements and shall limit knowledge of State Data to those personnel necessary to provide the Products or Services under the Master Contract.

4.9 The Contractor shall encrypt all Confidential Data at rest and in transit with controlled access and is FIPS validated (140-2 or -3). Any stipulation of encryption responsibilities will identify the specific roles and responsibilities of the State and the Contractor.

4.10 The Contractor shall utilize data redundancy techniques to prevent data loss. The Contractor shall perform offsite replication or backups in a secure, environmentally controlled facility.

4.11 The Contractor shall not allow Confidential Data on mobile devices, portable computing devices, or portable storage components, except as strictly necessary to provide the Products or Services under the Master Contract or SLA, or as expressly permitted by the State designee in writing.

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4.12 Where the State allows the Contractor to access Confidential Data on mobile devices, portable computing devices, or portable storage components, the Contractor shall implement security measures that address physical security and appropriate encryption, as well as a restriction on viewing Confidential Data in public or common areas.

4.13 The Contractor must maintain an accurate inventory of all devices that are allowed to access State Data and the individuals to whom they are assigned or who have access to such devices.

4.14 The Contractor must maintain and keep up-to-date antivirus and firewall software, firewall session tracking, and system password protection on any systems or devices (including mobile devices, portable computing devices, and portable storage components) that access State Data.

4.15 The Contractor must maintain and update system software patches on the systems and devices (including mobile devices, portable computing devices, and portable storage components) that access State Data.

4.16 The Contractor must maintain strong password security and multifactor authentication when accessing State Data. This will include ensuring accounts have cryptographically strong passwords and storing passwords in a hashed or encrypted format.

4.17 The Contractor shall integrate with the State's identify management process by either (a) extending the State's trust boundary into the Contractor's domain using an identity management system with role-based user authentication and Authorization and synchronizing with the State's active directory using federation or single sign-on technology; or (b) using a password sign-on for application-level security which aligns with industry standards for password strength.

4.18 The Contractor will apply industry standard frameworks (e.g., NIST security frameworks) for Application Program Interfaces (APIs), authentication, and Authorization tasks.

4.19 The Contractor is strictly prohibited from using State Data to train AI or LLMs except if permitted by the State designee in writing and if for the exclusive purpose of providing Products or Services to the State.

4.20 Where the use of AI is allowed by the State, the Contractor shall have safeguards in place to prevent State Data from being exposed to public or external information systems. This restriction extends to Subcontractors.

4.21 **No later than 30 days** after signing this Rider, the Contractor shall provide the documents outlined below to the State designee in writing. Each of these shall be updated and provided to the State designee (1) annually in writing, (2) when major changes, upgrades, or updates occur to the Products or Services provided under the Master Contract, and (3) following a Security Incident or Breach. The State and Contractor shall work to understand each other's roles and responsibilities with regards to intrusion protection.

- A System Security Plan or security process and technical architecture.
- A Risk Assessment conducted within the last 12 months prior to the execution of this Rider, the Master Contract, or the SLA, whichever is latest.

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- A business continuity and disaster recovery plan. The plan will ensure that the State's Recovery Time Objective and Recovery Point Objective are met and are consistent with the SLA, if applicable. The plan must:

1) include incident breach drills for the Contractor's employees,

2) address procedures for responses to emergencies and other business interruptions, and

3) require backing up and storing data at a location sufficiently remote from the facilities at which the Contractor maintains State Data in case of the loss of State Data at the primary site. The Contractor's backup solution in case of a loss must include plans to recover from an intentional deletion attempt by a remote attacker exploiting compromised administrator credentials.

5 Contractor Access to State Network Systems and Data

5.1 The Contractor shall maintain a robust boundary security capability that incorporates generally recognized system hardening techniques.

5.2 The Contractor shall determine which of their ports are required to support access to systems that hold State Data and shall limit their access to only these ports, disabling all others.

5.3 The Contractor's system network architecture shall separate internal systems from external information systems.

5.4 The Contractor shall use a demilitarized zone for handling public traffic, host-to-host management, Internet protocol specification for source and destination, packet filtering, and activity logging.

5.5 The Contractor shall maintain appropriate access control and Authorization policies, plans, and procedures. The Contractor must use multifactor authentication to access State network systems or Contractor network systems that store, transmit, or otherwise contain State Data.

5.6 The Contractor shall have security policies, plans, and procedures for the handling, storage, backup, access, and, if appropriate, destruction of State Data. These must be commensurate with the moderate security baselines defined in NIST Special Publication (SP) 800-53, unless provided otherwise in this Rider or agreed to by the State designee in writing.

5.7 The Contractor shall employ appropriate intrusion and attack prevention and detection capabilities. Those capabilities must track unauthorized access and attempts to access State Data, as well as attacks on the Contractor's infrastructure associated with State Data.

5.8 The Contractor shall work with the State to create and maintain event profiles to reduce false positives and rapidly detect active access.

5.9 The Contractor shall design and execute reports, **once every other week**, to identify anomalies in system logs. The Contractor shall provide the reports to the State upon the State's request.

5.10 The Contractor shall ensure logs are written to central log aggregation with 12-month online retention minimum for security logs, and with integrity controls and immutability for all servers.

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5.11 The Contractor must use encryption to protect the confidentiality and integrity of transmitted information.

6 Data Centers and Location of Data

6.1 Consistent with Wis. Stat. § 16.705(1r), the Contractor shall provide its Services under the Master Contract solely from within the United States.

6.2 The Contractor shall use data centers located in the United States and shall access data only from the United States. The Contractor shall ensure the transmission and storage of State Data at rest is at data centers located in the United States. The Contractor shall not allow its personnel to provide Services, store, or access State Data on desktops, mobile devices, or portable computing devices from Contractor's data centers while its personnel are located outside of the United States. Under the terms of the participating addendum, the State agrees to allow the Contractor to use personnel located in the Philippines solely for quoting and for processing and managing submitted client purchase orders which will be limited to an internal, back-office view of the order in the Contractors' system that will not allow any access to State Data. The Contractor shall notify the State in writing before any change in processing location or functions performed by personnel occurs.

6.3 The Contractor shall perform physical security functions including, but not limited to, 24/7 controlled access, identification badge controls, and alarm responses, at any data centers housing State Data that are under the Contractor's control.

7 Security Incidents and Breaches

7.1 The Contractor shall notify the State **within 24 hours** of a confirmed security incident. Initial notice may be provisional and shall include but not limited to the following data elements:

- Identify the current level of impact on Agency functions or Services (Functional Impact).
- Identify the type of information lost, compromised, or corrupted (Information Impact).
- Estimate the scope of time and resources needed to recover from the incident (Recoverability).
- Identify when the activity was first detected.
- Identify the number of systems, records, and users impacted.
- Identify the network location of the observed activity.
- Identify point of contact information for additional follow-up.

Important: Please refrain from adding sensitive personally identifiable information (PII) to incident submissions

7.2 The Contractor shall provide daily updates until containment and weekly until closure.

7.3 The Contractor must notify the State designee of any of the Contractor's disclosures of the Security Incident or Breach to law enforcement, news media, or any other third parties.

7.4 The Contractor must notify or assist the State designee in notifying regulatory or other governmental organizations and any affected individuals or entities the State deems appropriate or as required by federal or state law including, but not limited to, Wis. Stat § 134.98.

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7.5 The Contractor shall preserve sufficient evidence to ensure accurate Security Incident or Breach records, facilitate any investigations, and determine the extent of the Security Incident or Breach.

7.6 The Contractor shall cooperate fully with the State and, without delay, to provide a Security Incident or Breach report to the State designee. At a minimum, the report will include the following:

- The data elements involved, the extent of the State Data involved, and the identities of any affected individuals or entities.
- The persons or entities known or reasonably believed to have improperly used or disclosed State Data and/or were responsible for the Security Incident or Breach.
- Where the Contractor believes the State Data was improperly transmitted, sent, or utilized.
- The probable causes of the Security Incident or Breach.
- A proposed risk remediation and prevention plan for future Security Incidents or Breaches.
- The corrective actions the Contractor has taken or plans to take, including temporary workarounds and permanent fixes.
- Whether the Contractor believes any federal or State laws requiring notifications to individuals were triggered including, but not limited to, Wis. Stat § 134.98.

7.7 The Contractor must provide periodic follow-up reports to the State designee in writing until the Contractor's investigation of the Security Incident or Breach is complete. In the final follow-up report, the Contractor shall identify the root cause of the Security Incident or Breach.

7.8 The State may conduct an independent investigation of the Security Incident or Breach with which the Contractor shall cooperate. An independent investigation may be conducted by a State Agency or a third party acting on behalf of the State. The State may require the Contractor to cover the cost of that investigation.

7.9 In the event of a Breach of Confidential Data, the Contractor shall perform a data center audit per Section 10 of this Rider. Immediately upon completion of the data center audit, the results shall be sent from the auditor directly to the State and the Contractor. The State may additionally choose to perform a security audit per Section 9 of this Rider.

7.10 Upon request from the State, the Contractor shall provide one or more of the following corrective action steps to limit the exposure of State Data and respond to the Security Incident or Breach:

a) Credit monitoring.

b) Toll free number for impacted customers.

c) Liability of the Contractor for a certain amount (up to the level of their cyber insurance policy).

d) Participation of all Contractor employees in incident breach drills.

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e) All other deliverables the State deems necessary to remediate the Security Incident or Breach.

8 Cancellation and Suspension of Service

8.1 During any period of Service suspension, the Contractor shall not intentionally erase or otherwise dispose of State Data regardless of its format.

8.2 Upon cancellation of the Master Contract, the Contractor shall implement an orderly return of State Data in a mutually agreeable format and at a mutually agreeable time, or the Contractor shall allow the State to extract the State Data itself. Only after the State Data is returned and the State designee confirms receipt of the State Data in writing may the Contractor securely dispose of it.

8.3 The Contractor shall ensure no State Data is deleted in violation of the Wisconsin Public Records Law and the record retention requirements from the Master Contract.

8.4 Upon cancellation of the Master Contract, unless legally prohibited, the Contractor shall securely dispose of all State Data regardless of its format unless stipulated otherwise by the State designee in writing. State Data shall be permanently destroyed and shall not be recoverable, in accordance with NIST 800-88 Revision 1. Certificates of destruction shall be provided to the State designee upon completion.

8.5 The State shall be entitled to any assistance post cancellation of the Master Contract that the Contractor would generally make available with respect to the provided Products and Services.

9 Security Audits

9.1 The State may perform a security audit to review the Contractor's conformance to this Rider. A State Agency may perform this audit, or the State may contract with a third party as its authorized representative, at the State's discretion and expense. The State or its authorized representatives will have access to anything necessary to review the Contractor's compliance with this Rider or pertaining to any facts related to any claim against the Contractor that may be chargeable to the State or its property. The Contractor shall cooperate with the State and its authorized representative in performance of a security audit.

9.2 As part of the security audit, the State or its authorized representative may conduct vulnerability scans and full penetration testing. Penetration testing may be conducted internally or externally on the hardware, software, or firmware components of a system, and may test both physical and technical controls.

9.3 As part of the security audit, the State or its authorized representative may require that the Contractor provide information regarding the security and access of State Data, but not limited to, latency statistics, user access, user access IP address, user access history, and security logs. The Contractor will also provide the following information and services to the State or its authorized representative, upon its request:

a) A review on the Contractor's hardware and software assets. This may include, but is not limited to, information regarding deviations from the hardware baseline, an inventory of information types by hardware device, a software inventory compared against State purchased licenses, and the software versions and scans of the software against patches distributed and applied.

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b) A review of the Contractor's boundary defenses. This may include, but is not limited to, working with the State to support the denial of communications to and from known malicious IP addresses, ensuring that the system network architecture separates internal systems from external information systems and that multifactor authentication is used when required under this Rider, cooperating with the State's monitoring and management of devices remotely logging into the internal network, and ensuring sufficient configuration of firewall session tracking mechanisms.

c) An audit log review. This may include, but is not limited to, validating the audit log settings for hardware and software, ensuring that all systems and environments have adequate space to store logs, creating and implementing profiles of common events to reduce false positives and rapidly identify active access, configuring operating systems to log access control events, creating periodic reports of anomalies in system logs, and ensuring audit logs are written to write-only devices for all servers or a dedicated server managed at an alternative storage site.

d) A review of application software security. This may include, but is not limited to, performing a configuration review of operating system, application, and database settings; and training for software development personnel in secure code development.

e) A review of system administrator access. This may include, but is not limited to, providing an inventory of all administrative passwords (application, database, and operating system level), configuring accounts to require regular password changes, ensuring user and service level accounts have cryptographically strong passwords and that they are stored in a hashed or encrypted format, and reviewing administrative privileged functions.

f) A review of account management and access privileges. This may include providing an inventory of user IDs and passwords; updating the processes for establishing and revoking system access; disabling unnecessary, unauthorized, or dormant accounts; creating a daily report on locked out accounts and disabled accounts; ensuring users are automatically logged off after three (3) unsuccessful log-in attempts after 120 minutes and after a period of inactivity; monitoring access attempts to deactivated accounts; profiling typical account usage; and properly maintaining security profiles.

9.4 The Contractor will bear the cost and responsibility for resolving any issues that exist in the Products or Services provided to the State pursuant to the Master Contract, except if an issue exists in the resources furnished by the State (e.g., code, systems, computer hardware and software). The State may elect to work with the Contractor under mutually agreeable terms for resolution of any found issues, or the State may elect to address the issues independently of the Contractor.

9.5 Any issues found during the security audit must be resolved to the State's satisfaction. Unless the Contractor receives the State's approval, the Contractor will not proceed with Contract work until the State tests and approves the Contractor's resolution.

9.6 Results of the security audit shall be sent to the Contractor and the State, if performed by a third party, within **seven (7) business days** of completion. The results shall include a complete copy of any certifications, scans, and tests conducted.

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10 Data Center Audits

10.1 Annually, and upon request by the State in response to a Breach of Confidential Data, the Contractor shall perform and bear the cost of an independent audit of its data centers. FedRAMP ATO and Service Organization Control (SOC) 2 audit report, or an equivalent approved by the State CISO or designee in writing, shall set the minimum requirements of the audit. Upon execution of a Non-Disclosure Agreement, the Contractor shall provide the unredacted audit report to the State designee in electronic format within **seven (7) business days** of completion. The report shall include a complete copy of any certifications, scans, and tests conducted. The Contractor may only remove its Trade Secret from the un-redacted audit report before providing it to the State.

11 Support Responsibilities and Uptime Guarantee

11.1 The Contractor shall be responsible for the acquisition and operation of all hardware, software, and network support related to the Products or Services provided under the Master Contract. The Contractor shall also be responsible for the technical and professional activities required for establishing, managing, and maintaining the environments. All systems shall be available and accessible to customers and the State, except when agreed to by the State designee and Contractor in writing for maintenance downtime.

12 Subcontractor Disclosure

12.1 The Contractor shall maintain and provide to the State, a current roster of all Subcontractors and personnel with access to State systems, data, or facilities and involved in providing Products or Services pursuant to the Master Contract or the Rider. The roster shall include the Subcontractor's name, personnel's name, role, access level, and Authorization status. The Contractor shall provide the roster before the start of work and as a **monthly** update. The Contractor shall also ensure that only rostered Subcontractors and personnel are granted access.

12.2 The Subcontractors providing Products of Services to the State pursuant to the Master Contract shall be subject to the terms of this Rider. The State shall assess and manage granting access to these Subcontractors. These Subcontractors shall not be permitted to access State Data unless needed to provide Products or Services under the Master Contract.

12.3 The Contractor shall be responsible for the actions of the Subcontractors when related to providing Products or Services pursuant to the Master Contract.

13 Annual Review

13.1 The Contractor must meet with the State designee at least annually to review the requirements of this Rider and any of the Contractor's related documents, plans, policies and/or updates. These reviews will include, but are not limited to:

a) Reviewing the Contractor's list of AI Services, Products, and companies annually provided to the State per Section 3.5 of this Rider.

b) Reviewing the Contractor's SSP, risk assessment, and business continuity and disaster recovery plan annually provided to the State per Section 4.21 of this Rider.

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c) Reviewing the data center audit report annually provided to the State per Section 10 of this Rider.

d) Reviewing security training for the Contractor's personnel, based on their roles.

e) Reviewing the State IT Security Policies and Standards to ensure the Contractor's practices and this Rider align with State and industry standards with regards to the adequacy of physical and environmental controls, encryption, access controls, system administration, system maintenance, Breach/Security Incident response procedures, restrictions on prohibited foreign products, and any other measures the State deems necessary to protect its data and systems.

f) Ensuring the Contractor remains in compliance with the State's Acceptable Technology Use, Access and Security Policy for personnel with access to the State's IT resources.

13.2 The Contractor must cooperate with the State to perform an annual disaster recovery test and correct any issues detected during the test within the time mutually agreed to by the Contractor and the State designee. Should the Contractor choose to perform additional disaster recovery tests, it must notify the State designee in writing **not less than 30 days** in advance and provide the specific tasks the State must perform as part of the test. Upon the State's request, the Contractor shall provide the test's results.

14 Notification process

14.1 All notifications or other communications required under this Rider shall be provided to the contact listed below:

State designee:

To be determined by Agency at time of purchase order.

Contractor designee:

<Contact Name, Title>
<Email address>
<Phone number>

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ATTACHMENT C – Standard Software License Terms and Conditions

Unless agreed otherwise in an Engagement Addendum, these terms shall govern.

1. **Additional Terms.** No "Shrink-Wrap," "Click-Wrap" or other terms and conditions or Agreements ("Additional Terms") unilaterally provided with any products or software hereunder shall be binding on the State, even if use of such products and software requires an affirmative "acceptance" of those "additional terms" before access is permitted. All such additional terms shall be of no force or effect and shall be deemed rejected by the State in entirety.
2. **License Grant terms**
   - Software ordered shall be presumed to be Licensor's most recently released version at the time of delivery, unless an earlier version is specifically requested in writing by the State and Licensor is able to provide such version.
   - Licensor grants the State a perpetual, nonexclusive, nontransferable, and non-assignable license to the use and benefit of any product provided under this Agreement.
   - Customer shall not use any product in a service account function except where charges are a cost recovery mechanism related to Customer's internal chargeback procedures.
   - The State may (i) use products licensed under this Agreement on hardware located on DET's premises; or (ii) license products for the exclusive use and benefit of a related entity and install such product(s) on hardware and perform activities that support the State or a related entity, such as applying product authorization codes, installing updates and new releases and the like. In no event shall the State or any other entity of the State perform such services for any third party that is not a related entity.
3. **Audit.** Licensor may audit Licensee usage and compliance with the terms of this Agreement no more than once per calendar year. Upon a ninety (90) day written notice and at its sole cost and expense, Licensor may direct an accounting firm reasonably acceptable to Licensee to audit the number of licenses being used. Licensee shall have the right to reject the auditor selected by Licensor and request a replacement in its sole discretion. The scope of the audit by Licensor shall be limited to a review of Licensee's written records pertaining to the software licenses under contract. In the event Licensee desires to perform a review of Licensee's written records pertaining to the software licenses under contract onsite at Licensee's place of business, including Licensors accounting firm, such onsite audit shall be conducted during Licensee's normal business hours at the location designated by Licensee. For the avoidance of any doubt, Licensor nor its accounting firm shall be permitted direct or indirect access to Licensee's internal network or any Licensee hardware to determine the number of licenses in use by Licensee. In the event Licensee has a dispute regarding the quantity of licensed products in use as a result of Licensor's audit, the parties shall negotiate in good faith to resolve and mutually agree upon reconciliation of amounts due to Licensor, if any. Licensee shall be obligated only to purchase those unpaid licenses found to be in use in an amount not to exceed Licensee's then-existing discounted rate structure and for no other costs, fees, or penalties and per the Payment Terms of the Agreement.

   Licensor and such auditors shall abide by the confidentiality terms of this Agreement in the care of Licensee information and abide by Licensee's security regulations. In addition, a mutual non-disclosure agreement shall be presented by Licensee for signature by Licensor and Licensor's auditors, which shall not be unreasonably refused by Licensor or its auditors. If the mutual non-

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disclosure agreement is not executed by Licensor and Licensors' accounting firm within ninety (90) days from its receipt by Licensor, Licensee shall regard the request to audit as terminated.

4. **Authorized Third Parties.** The State may exercise the rights granted in this Section either directly or indirectly through the services of its own employees, independent contractors, or an outsourcing company, provided that such third parties agree (i) not to disclose or distribute any part of the Software, and (ii) maintain the confidentiality of the Software and (iii) otherwise violate Licensor' proprietary rights therein; each at no additional cost. In no event shall the State enable a third party to access the Product that is known by the State to be a competitor of Licensor at the time that access is granted by the State.

5. **Breach of Contract.** If either party (the "Defaulting Party") breaches any provision of this Agreement, which causes damage to the other Party (the "Non-defaulting Party"), the Non-defaulting Party may notify the Defaulting Party in writing and request it to rectify and correct such breach of contract; if the Defaulting Party fails to take any action satisfactory to the Non-defaulting Party to rectify and correct such breach within fifteen (15) working days upon the issuance of the written notice by the Non-defaulting Party, the Non-defaulting Party may take the actions pursuant to this Agreement or pursue other remedies in accordance with laws.

6. **Century Date Change.** The Software shall process dates and time-based calculations accurately across centuries.

7. **Compliance.** With regard to the manufacture of Software and the provision of Services, Licensor shall at all times comply with and observe all applicable federal laws, ordinances and regulations; and with applicable State, and local laws, ordinances, and regulations for the location(s) where the Software is manufactured or where Services are performed, as applicable, that are not in conflict with federal law, that are in effect during the term of this Contract.

8. **Confidential, Proprietary, and Personally Identifiable Information.** Licensor shall not use Confidential, Proprietary or Personally Identifiable Information ("Confidential Information") for any purpose other than the limited purposes set forth in a Services Supplement to this Contract, and all related and necessary actions taken in fulfillment of the obligations thereunder. The State agrees that (a) it will not disclose any Confidential Information to Licensor except that which is necessary for the limited purposes set forth in a Services Supplement; (b) prior to disclosure, it will clearly mark all Confidential Information as such; and (c) it will not disclose or transmit any Personally Identifiable Information to Licensor without providing advance written notice of such disclosure or transmission. Licensor shall hold all Confidential Information in confidence, and shall not disclose such Confidential Information to any persons other than those directors, officers, employees, and agents ("Representatives") who have a business-related need to have access to such Confidential Information in furtherance of the limited purposes described in a Services Supplement to this Contract and who have been apprised of, and agree to maintain, the confidential nature of such information in accordance with the terms of this Contract.

   Licensor shall institute and maintain such security procedures as are commercially reasonable to maintain the confidentiality of the Confidential Information while in its possession or control including transportation, whether physically or electronically.

   Licensor shall ensure that all indications of confidentiality contained on or included in any item of Confidential Information shall be reproduced by Licensor on any reproduction, modification, or translation of such Confidential Information. If requested by the State, Licensor shall make a reasonable effort to add a proprietary notice or indication of confidentiality to any tangible

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materials within its possession that contain Confidential Information of the State, as directed by the State in writing.

Licensor shall maintain all Confidential Information for a period of three (3) years from the date of termination of this Contract and shall thereafter return or destroy said Confidential Information as directed by the State in writing.

Licensor' obligations as described in this section to not apply to information which is: (1) generally available to the public; (2) released by the State without restriction; (3) independently developed or acquired by Licensor; (4) known to Licensor prior to receipt from the State; or (5) revealed pursuant to court order or process of law. Licensor will use reasonable efforts to give the State notice of such order prior to disclosure.

9. **Viruses, Disabling Devices, and Illicit Code.** Licensor represents, warrants, and covenants that the licensed software and all software upgrades shall not contain any disabling devices or Induced Inhibiting Code (IIC) (as defined below), and Licensor shall not electronically repossess programs licensed to you through remote command activation. Licensor shall use all commercially reasonable measures to screen the licensed Software to avoid introducing any virus or other destructive programming that is designed (i) to permit unauthorized access or use by third parties to the software installed on your systems, or (ii) to disable or damage your systems. Licensor shall not insert into licensed Software any code or other device that would have the effect of disabling or otherwise shutting down all or any portion of the licensed Software based on the elapsing of a period of time, exceeding an authorized number of copies, advancement to a particular date or numbers or other similar self-destruct mechanisms (sometimes referred to as "time bombs," "time locks," or "drop dead" devices) or that would permit Licensor to access the licensed software to cause such disablement or impairment (sometimes referred to as a "trap door" device). Licensor shall not invoke such code or other device at any time, including upon expiration or termination of this Contract for any reason. For the purpose of this section, a "Disabling Device" shall mean code intentionally embedded in a Program by Licensor for the sole purpose of partially or completely halting use of the Program on conditions set by Licensor. "IIC" is defined as any deliberately included application or system code that shall degrade performance, result in inaccurate data, deny accessibility, or adversely effect, in any way, programs or data or use of the system.

10. **Documents, Forms and/or Spreadsheets.** Any documents, forms, and/or spreadsheets that are generated from the utilization of the functionality of the Software can be used by the State in its normal course of business, including but not limited to the State sharing such documents with its business partners and other third parties.

11. **Infringement Indemnification.** To the best of Licensor's knowledge, the State's permitted use of the Licensed Software shall not infringe the intellectual property rights of any third party. If a third party makes a claim against the State that any information, design, specification, instruction, software, data, or material ("Material") furnished by Licensor and used by the State infringes its intellectual property rights, Licensor shall indemnify and at its own expense (including payment of attorney's fees, expert fees and court costs) defend the State against any loss, cost, damage, liability or expense from any and all third party claims that the License Software infringes any patent, copyright, trade secret or other proprietary right of a third party and shall indemnify and hold harmless the State from any amounts assessed against them in a resulting judgment or amounts to settle such claims provided that the State does the following:

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- notifies Licensor promptly in writing, not later than thirty (30) days after the State receives notice of the claim (or sooner if required by applicable law);
- gives Licensor sole control of the defense and any settlement negotiations; and
- gives Licensor the information, authority, and assistance the Provider needs to defend against or settle the claim.
- If Licensed Software is, or is likely to be, the subject of an infringement claim, or, Licensor believes or it is determined that any of the Material may have violated someone else's intellectual property rights, Licensor, at its expense, shall choose to either (i) modify the Material to be non-infringing (while substantially preserving its utility or functionality) (ii) obtain a license to allow for the State's continued use, or (iii) replace the Licensed Software with another system or components of comparable quality and functionality. If Licensor is unable to provide one of these remedies within forty-five (45) days of notice of the claim (unless such period is extended by the State), Licensor shall have the right to terminate this Contract and refund all fees paid hereunder for the Licensed Software. Licensor shall not indemnify the State if the State alters the Material or uses it outside the scope of use identified in Licensor's user documentation or if the State uses a version of the Materials which has been superseded, if the infringement claim could have been avoided by using an unaltered current version of the Material which was provided to the State provided Licensor has notified the State in writing that use of the current version would have avoided the claim. Licensor shall not indemnify the State to the extent that an infringement claim is based upon any information, design, specification, instruction, software, data, or material not furnished by Licensor. Licensor shall not indemnify the State to the extent that an infringement claim is based upon the combination of any Material with any products or services not provided by Licensor. Licensor shall not indemnify the State to the extent that an infringement claim is based upon Third Party Programs that were not a part of any product recommendation made to the State by Licensor.

12. **Notice and Change of Contact Information.** In the event either Licensor or the State moves or updates contact information, the applicable party shall inform the other party of such changes in writing within ten (10) Business Days. Any notice required or permitted to be given shall be deemed to have been given on the date of delivery or three (3) Business Days after mailing by e-mail or postal service.

13. **Right to Copy User Documentation.** The State shall have the right to make a reasonable number of copies of the User Documentation for its internal use, including, but not limited to duplication for disaster recovery purposes.

14. **Right to Merge Product.** The State shall have the right to merge the Software with, and to use it in conjunction with, other software, programs, routines, and subroutines developed or acquired by the State.

15. **Sovereign Immunity.** Nothing in this Participating Addendum shall be construed to constitute a waiver of the State's sovereign immunity under the Eleventh Amendment to the United States Constitution and Article IV, Section 27 of the Wisconsin Constitution.

16. **Third Party Software.** In the event Licensor provides any third party software to the State in connection with this Contract, the following shall apply: (1) Licensor shall specifically identify in writing all Third Party Software associated with the Software, (2) Licensor shall attach written copies of all third party license agreements applicable to the State; and (3) Licensor warrants that

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(i) it has the right to license Third Party Software licensed to the State under this Participating Addendum; (ii) to the best of Licensor' knowledge, the Third Party Software does not, and the use of the Third Party Software by the State as contemplated by this Participating Addendum, will not infringe any intellectual property rights of any third party; and (iii) unless specifically provided otherwise herein, the State shall have no obligation to pay any third party fees, royalties, or other payments for the State's use of any Third Party Software in accordance with the terms of this Participating Addendum. Licensor shall support and maintain all such Third- Party Software to the same extent as its Software.

17. **IRS Publication 1075:** If applicable, Contractor and Contracted Personnel shall adhere to the requirements of IRS Publication 1075, particularly Exhibit 7 and the Safeguarding Contract Language, including subsequent versions published by the IRS after the date of Contract execution. Contractor hereby acknowledges and agrees that specific customers or Agencies may have additional requirements as a result of IRS Publication 1075. Contractor shall comply with such agency requirements.

18. **UCITA.** The Uniform Computer Information Transactions Act does not apply to this Participating Addendum.

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State of Wisconsin
Department of Administration
Division of Enterprise Operations
DOA-3333 (R05/2015)

State Bureau of Procurement
101 East Wilson Street, 6th Floor
Post Office Box 7867
Madison, WI 53707-7867
FAX (608) 267-0600
http://vendornet.state.wi.us

Vendor Agreement

Wisconsin's Cooperative Purchasing Service

Wisconsin statutes (s. 16.73, Wis. Stats.) establish authority to allow Wisconsin municipalities to purchase from state contracts. Participating in the service gives vendors opportunities for additional sales without additional bidding. Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.). Federally recognized Indian tribes and bands in this state may participate in cooperative purchasing with the state or any municipality under ss. 66.0301(1) and (2), Wis.Stats.

Interested municipalities:

- will contact the contractor directly to place orders referencing the state agency contract number; and
- are responsible for receipt, acceptance, inspection of commodities directly from the contractor, and making payment directly to the contractor.

The State of Wisconsin is not a party to these purchases or any dispute arising from these purchases and is not liable for delivery or payment of any of these purchases.

The State of Wisconsin will determine the contractor's participation by checking a box below.

☒ MANDATORY: Bidders/Proposers must agree to furnish the commodities or services of this bid/proposal to Wisconsin municipalities. Vendors should note any special conditions below.

☐ OPTIONAL: Bidders/Proposers may or may not agree to furnish the commodities or services of this bid/proposal to Wisconsin municipalities. A vendor's decision on participating in this service has no effect on awarding this contract.

A vendor in the service may specify minimum order sizes by volume or dollar amount, additional charges beyond normal delivery areas, or other minimal changes for municipalities.

Vendor: please check one of the following boxes in response.

☒ I Agree to furnish the commodities or services of this bid/proposal to Wisconsin municipalities with any special conditions noted below.

☐ I Do Not Agree to furnish the commodities or services to Wisconsin municipalities.

Special Conditions (if applicable): N/A			
Signature scott friedlander (Sep 17, 2026 13:28:50 PDT)		Date (mm/dd/ccyy) 9/17/2026	
Name (Type or Print) Scott Friedlander		Title President	
Company Insight Public Sector, Inc.		Telephone (713) 425-4659	
Address (Street) 2701 E Insight Way	City Chandler	State AZ	ZIP + 4 85286-1930
Commodity/Service Cloud and Software Solutions		Request for Bid/Proposal Number **LS5002**	

This document can be made available in alternate formats to individuals with disabilities upon request.

Attachment D - Cooperative Purchase Agreement (1)

Final Audit Report 2026-09-17

Created:	2026-09-17
By:	AMANDA LUEDY (AMANDA.LUEDY@INSIGHT.COM)
Status:	Signed
Transaction ID:	CBJCHBCAABAArJqMokjjpy7cEfC2t0xJh9nCEQ7OcLJi

"Attachment D - Cooperative Purchase Agreement (1)" History

Document created by AMANDA LUEDY (AMANDA.LUEDY@INSIGHT.COM)
2026-09-17 - 8:25:15 PM GMT- IP address: 198.187.200.254

Document emailed to scott friedlander (scott.friedlander@insight.com) for signature
2026-09-17 - 8:25:47 PM GMT

Email viewed by scott friedlander (scott.friedlander@insight.com)
2026-09-17 - 8:26:01 PM GMT- IP address: 50.19.77.183

Document e-signed by scott friedlander (scott.friedlander@insight.com)
Signature Date: 2026-09-17 - 8:28:50 PM GMT - Time Source: server- IP address: 198.187.200.254 - Signature Appearance Selected: MOBILE_DRAW

Agreement completed.
2026-09-17 - 8:28:50 PM GMT

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Instructions: Please see Tab 2 - Standard Naming to populate the STANDARD NAMING AGENCY/CAMPUS field on the spend report provided to the state. The rest of the fields are the same as on the prior contract reporting template and can be found on Tab 3 - Report Fields.

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Agency/Campus Name	Abbreviation
Wisconsin Department of Administration	DOA
Wisconsin Board of Aging and Long Term Care	
Wisconsin Department of Agriculture, Trade and Consumer Protection	DATCP
Wisconsin Department of Children and Families	DCF
Wisconsin Department of Corrections	DOC
Wisconsin Educational Communications Board	
Wisconsin Elections Commission	
Wisconsin Department of Employee Trust Funds	ETF
Wisconsin Ethics Commission	
Wisconsin Department of Financial Institutions	DFI
Wisconsin Department of Health Services	DHS
Wisconsin Historical Society	WHS
Wisconsin Investment Board	
Wisconsin Department of Justice	DOJ
Wisconsin Legislative Audit Bureau	LAB
Wisconsin Department of Military Affairs	DMA
Wisconsin Department of Natural Resources	DNR
Wisconsin Office of the Commissioner of Insurance	OCI
Wisconsin Department of Public Instruction	DPI
Wisconsin Public Service Commission	PSC
Wisconsin Department of Revenue	DOR
Wisconsin Department of Safety and Public Services	DSPS
Wisconsin State Fair Park Board	SFP
Wisconsin Department of Tourism	
Wisconsin Department of Transportation	DOT
Wisconsin Department of Veterans Affairs	DVA
Wisconsin Department of Workforce Development	DWD
UW Systems	
UW Eau Claire	
UW Shared Services	
UW Green Bay	
UW La Crosse	
UW Madison	
UW Milwaukee	
UW Oshkosh	
UW Parkside	
UW Plateville	
UW River Falls	
UW Stevens Point	
UW Stout	
UW Superior	
UW Whitewater	

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Field Name
VENDOR
VENDOR CONTRACT NUMBER
STATE
CUSTOMER TYPE (SEGMENT)
TANDARD NAMING AGENCY/CAMPU
BILL TO NAME
BILL TO ADDRESS
BILL TO CITY
BILL TO ZIPCODE
SHIP TO NAME
SHIP TO ADDRESS
SHIP TO CITY
SHIP TO ZIPCODE
ORDER NUMBER
CUSTOMER PO NUMBER
CUSTOMER NUMBER
ORDER TYPE
PO DATE (ORDER DATE)
SHIP DATE
INVOICE DATE
INVOICE NUMBER
PRODUCT NUMBER
PRODUCT DESCRIPTION
UNSPSC
LIST PRICE/MSRP/CATALOG PRICE
NASPO ValuePoint PRICE
QUANTITY
TOTAL PRICE
NASPO ValuePoint ADMIN FEE
VAR/Reseller/Distributor
Optional

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Field Description
The awarded Contractor's name
Lead State assigned contract number (using Lead State's numbering protocol)
State postal abbreviation code (Alaska = AK, Missouri = MO, etc.)
State Gov't, Education-K12, Education-HED, Local Gov't, Medical, Other - are acceptable segments. [determined by industrial practice for each contract - uniform for each contract]
this field needs to use the names provided on the Standard Naming tab
Customer (agency) Bill to name
Customer (agency) Bill to address
Customer (agency) Bill to city
Zip code in standard 5-4 format [standard 5 digits is acceptable, formatted as a zip code]
Customer (agency) Ship to name
Customer (agency) Ship to address
Customer (agency) Ship to city
Zip code in standard 5-4 format [standard 5 digits is acceptable, formatted as a zip code]
Vendor assigned order number
Customer provided Purchase Order Number
Vendor assigned account number for the purchasing entity
Sales order, Credit/Return, Upgrade/Downgrade, etc. [determined by industrial practice for each contract - uniform for each contract]
(mm/dd/ccyy)
(mm/dd/ccyy)
(mm/dd/ccyy)
Vendor assigned Invoice Number
Product number of purchased product
Product description of purchased product
Commodity-level code based on UNSPSC code rules (8 Digits)
List Price - US Currency ($99999.999) [determined by industrial practice for each contract - uniform for each contract]
NASPO ValuePoint Price- US Currency ($99999.999)
Quantity Invoiced (99999.999)
Extended Price (unit price multiplied by the quantity invoiced) - US Currency ($999999999.999)
Administrative Fee based on Total Price - US Currency ($999999.999)
If a VAR/Reseller/Distributor, name of VAR/Reseller/Distributor and state where located
More information

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Engagement Addendum Number XXX to Participating Addendum
NASPO VALUEPOINT CLOUD AND SOFTWARE SOLUTIONS

MASTER PRICE AGREEMENT *Insert Vendor Name*
Utah Contract number: *Insert MA number here*
(hereinafter "Contractor")

And

State of Wisconsin
(hereinafter "Participating Entity")
Contract Number: 505ENT-M27-NASPOCLOUD-*XX*

A. SCOPE

This engagement addendum covers the use of the CLOUD and SOFTWARE SOLUTIONS Contract lead by the State of Utah for a specific entity/application under the cited Participating Addendum for the state in which the Participating Entity is located.

B. INDIVIDUAL CUSTOMER

The individual state agency and political subdivision executing this Engagement Addendum will be treated as if they are an Individual Customer. Except to the extent modified below, each agency and political subdivision will be responsible to follow the terms and conditions of the Master Agreement and the Participating Addendum, and they will have the same rights and responsibilities for their purchases as the Lead State has in the Master Agreement. Each agency and political subdivision will be responsible for their own charges, fees, and liabilities. Each agency and political subdivision will have the same rights to any indemnity or to recover any costs allowed in the contract for their purchases. The Contractor will apply the charges to each Purchasing Entity individually.

C. DESCRIPTION OF ENGAGEMENT

Please describe what is being purchased (e.g. software title, Software as a Service (SaaS), etc.)

Please see attached:

List relevant documents here

D. ENGAGING STATE/ENTITY MODIFICATIONS OR ADDITIONS – THESE ONLY APPLY TO THIS ENGAGEMENT ADDENDUM

a. Security Provision Select the one below that applies to this purchase.

i. GovRAMP Language

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The only acceptable GovRAMP status is Authorized, all other status do not meet the requirements for this Security Provisions section requirements.

ii. **Security Rider**

b. **High Risk Data** – *if the data involved in the purchase includes high risk data, the State of Wisconsin may add additional terms here.*

c. *Insert any other requirements specific to this purchase*

E. PRIMARY CONTACTS

Contractor: *Fill in with contractor information*

Name:
Address:
Telephone:
Email:

Participating Entity:

Name: Sandra Barg
Address: 101 East Wilson Street, Madison, WI 53702
Telephone: (608) 266-1558
Email: Sandra.Barg1@wisconsin.gov

Purchasing Entity: *Agency to fill out*

Name:
Address:
Phone:
Email:

F. SUBCONTRACTORS

The Contractor may use subcontractors; however, the Contractor will be responsible for any agreements with the subcontractors. The Purchasing Entity is not agreeing to and is not responsible for any terms and conditions with a subcontractor.

G. PRICE AGREEMENT NUMBER

All purchase orders issued by Purchasing Entities within the jurisdiction of this Engagement Addendum shall include the Participating State contract number: 505ENT-M27-NASPOCLOUD-*XX*, the Engagement Addendum number XXXX, and the Lead State price agreement number XXXXX.

This Engagement Addendum, the cited Participating Addendum and the Master

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Price Agreement number XXXXX (administrated by the State of Utah) together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Addendum and the Price Agreement, together with its exhibits, shall not be added to or incorporated into this Addendum or the Price Agreement and its exhibits, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

EXHIBIT 1 – STATEMENT OF WORK TEMPLATE

This is a placeholder. If Purchasing Entity has their own Statement of Work it can replace this section. If the Contractor is supplying the Statement of Work, please be sure to negotiate it.

A. **SUMMARY**
B. **SCOPE**
C. **ASSUMPTIONS**
D. **DEFINITIONS**
E. **TERM**
F. **LOCATION**
G. **ITEMS FURNISHED**
H. **STAFFING AND PERSONNEL**
I. **ROLES AND RESPONSIBILITIES**
J. **DELIVERABLES MANAGEMENT**
K. **ACCEPTANCE**
L. **OWNERSHIP**
M. **PROJECT SCHEDULE, COST AND PAYMENT**
N. **CHANGE MANAGEMENT**
O. **OTHER TECHNICAL/FUNCTIONAL REQUIREMENTS**
P. **SEPCIAL TERMS AND CONDITIONS**

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State of Wisconsin – Acceptable Technology Use, Access, and Security Policy

Effective Date: March 10, 2025

Docusign Envelope ID: B654D1B7-4724-84CD-8013-B50AA12AE617

INFORMATION FOR AGENCY IT: 3

Legal Authority for, and Applicability of, Policy: 3
Policy Exceptions: 3

INFORMATION FOR ALL USERS: 4

Policy Statement: 4
Scope of Policy: 4

DEFINITIONS: 5

GENERAL USAGE: 8

Regarding Non-Public Information: 9

PUBLIC RECORDS AND RECORDS RETENTION: 10

USE OF PERSONAL DEVICES AND PERSONAL ACCOUNTS: 11

TRANSCRIPTIONS AND RECORDINGS: 13

Information for Agency IT: 13
Information for Users: 13
Closed Captioning: 14

IT SECURITY: 14

Suspected Unauthorized Use/Security Incidents: 16
State Credentials/Security Credentials: 17

WORKSTATION/DEVICE USAGE: 18

PERSONAL USE OF STATE-MANAGED IT RESOURCES: 19

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Information for Users: 21

INTERNET USAGE: 23

REMOTE WORK: 24

POLICY VIOLATIONS: 25

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Information for Agency IT:

Legal Authority for, and Applicability of, Policy:

Pursuant to the legal authority and mandates set forth in Wis. Stat. §§ 16.971-16.975, the State of Wisconsin Department of Administration (DOA)'s Division of Enterprise Technology (DET), must, among other duties and responsibilities: 1) ensure that information technology (IT) services and resources are available to all executive branch agencies; 2) prescribe policies, standards, procedures, and safeguards for the security and privacy of the information and data contained within those State-managed IT Resources; and 3) ensure that all executive branch agencies develop and operate with clear guidelines. *See, e.g.,* Wis. Stat. § 16.971(2)(a); §§ 16.973(3), (4), and (5); § 16.974(3).

Accordingly, this enterprise-wide Acceptable Technology Use, Access, and Security Policy shall apply to all executive branch agencies, as defined by Wis. Stat. §§ 16.97(5m) and 16.70(4). This shall not apply to the following: Wisconsin Department of Justice, Wisconsin Department of Military Affairs, State of Wisconsin Investment Board, University of Wisconsin System Board of Regents, and the Wisconsin Technical College System Board.

Policy Exceptions:

With respect to the scope outlined in this policy, these are the minimum DET-established policies, standards, and procedures that all executive branch agencies are required to follow. Agency IT Directors are permitted to develop and implement policies, standards, procedures, or requirements for their users that are more stringent than are set forth in this enterprise policy. Agencies that do so should seek guidance and approval from agency legal counsel before developing and implementing those agency policies, standards, procedures, or requirements, to ensure compliance with any laws or standards applicable to the agency's work.

However, agencies are prohibited from developing or implementing policies, standards, procedures, or requirements that directly conflict with this enterprise policy without first requesting and receiving an exception from DET through established DET processes. Before making the request to DET for an exception, agencies are required to receive approval from their legal counsel to ensure the exception can be implemented consistently with the legal requirements applicable to an agency's work.

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Questions regarding the risk exception procedures should be directed to the agency's IT Director (through the agency's service request [SR] process or other established IT processes), or to agency legal counsel.

Information for All Users:

Policy Statement:

The State of Wisconsin uses and manages a variety of IT Resources for its operations. Those State-managed IT Resources (as defined below) include, but are not limited to, information, data, equipment, systems, platforms, applications, and facilities. Users' usage of and access to these State-managed IT Resources has significant benefits for the State's operations and for users themselves (*e.g.,* remote/hybrid work), but also can create significant risks to the State, including IT security risks, as well as other legal, operational, audit, privacy, and financial risks.

Therefore, users' use of State-managed IT Resources comes with the expectation that these resources will be used in a manner consistent with stated policies, laws, and regulations. Using State-managed IT Resources in a manner inconsistent with this policy creates liability, security, privacy, and accountability risks which compromise the services that we provide to the public.

Questions about this policy can be directed to the user's supervisor, agency Human Resources, agency IT Director (through the agency's service request [SR] process or other established IT processes), or agency legal counsel.

Scope of Policy:

The responsibilities outlined in this policy apply to all users who are granted rights to access State-managed IT Resources, including all employees and all other non-employee users who are granted rights to use or access State-managed IT Resources through a contractual relationship or other relationship with the State.

A complete listing of authorized State-managed IT Resources, information, equipment, systems, platforms, applications, and facilities is not feasible or desirable, given that technology, data, and access across the State varies and technology rapidly evolves and changes. However, this policy outlines the authorized access and uses of, and applies to, all State-managed IT Resources used in conducting State business.

This Acceptable Technology Use, Access, and Security Policy primarily pertains to policies, standards, and procedures related to State-managed IT Resources, pursuant to DET's statutory authority. However, it also may include references to work rules,

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laws/regulations, and other policies. This policy is not intended to supplant, supersede, or replace other policies; users must ensure that they abide by all relevant work rules, laws/regulations, and other policies that are stated elsewhere.

Definitions:

"*Appropriate Security Measures*" means reasonable technical, physical, and procedural controls to protect data against destruction, loss, alteration, unauthorized disclosure, and unauthorized access, whether by accident or otherwise, by employees or other authorized users including contractors. The State of Wisconsin IT Security Policy Handbook has been developed to provide a baseline of executive branch IT security policies and controls, and can be found here: DET Policies, Standards, and Procedures.

"*Artificial intelligence*" (or "AI") means any IT system or part of an IT system able to perform specific tasks that normally require human intelligence. A complete listing of all such technologies or capabilities is not feasible or desirable, but at present includes capabilities such as visual perception, speech recognition, decision-making, creation of new content, documentation and/or data, and language translation.

"*Authorization*" means the security process that an agency uses to determine a user's or service's level of access, as well as legal authority to access. Agencies have staff defined within their organization to determine the appropriate permissions, access privileges, and/or authorizations to access certain kinds of Non-Public Information (as defined below), or to perform particular actions. Users should direct all questions about authorizations, permissions, access privileges, and security processes to their supervisor, agency Human Resources, agency IT Director (through the agency's service request [SR] process), or agency legal counsel.

"*Enterprise Service Desk*" means the 24x7x365 IT support center providing users with a single point of contact for any Division of Enterprise Technology (DET)-managed or supported IT service.

"*Non-Public Information*" means any sensitive or confidential information whose use, dissemination, disclosure, or re-disclosure is protected, restricted, or prohibited from being disclosed by federal or state laws or regulations, or else should be treated confidentially or restricted pursuant to industry standards, policies, and procedures. Examples of "non-public information" include, but are not limited to, personally identifiable information ("PII"), protected health information ("PHI"), student

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educational records or information, financial records or information, social security numbers, driver's license information, federal or state tax information, trade secrets, proprietary information, or attorney-client privileged information.

"*PHI*" or "*Protected Health Information*" has the meaning given in Wis. Stat. § 146.816(1)(f) and 45 C.F.R. § 160.103.

"*PII*" or "*Personally Identifiable Information*" has the meaning given in Wis. Stat. § 19.62(5). PII can also include information that, by itself, is not identifying, but when combined with other information could identify a specific individual.

"*Record*" has the meaning given in Wis. Stat. §§ 16.61(2)(b) and 19.32(2).

"*State*" means the State of Wisconsin.

"*State Credentials*" or "Security Credentials" means a proof of identity, such as passwords, biometrics, X.509, digital certificates, key cards, and USB tokens, which control access to information systems.

"*State-managed IT Resources*" include but are not limited to:

- Any State-provided or State-managed information technology device, which may include a computer, computer monitor, fax machine, copy machine, scanner, multi-function device, printer, camera, cellular telephone, tablet, mobile hotspot, or any other State-provided electronic or mobile device which can send, receive, display, or record data, text, pictures, video, or audio through any medium.

- Any State-provided or State-managed e-mail address or other similar State credentials used to access State-managed IT Resources, software, hardware, information system, cloud computing service, social media platforms, other services connected to or hosted on the State network, or other technology provided by the State to a user, or managed by the State, for work purposes.

- The use of voice or data connectivity through any State-provided or State-managed resource, which includes but is not limited to a wired network, wireless network, mobile hotspot, cellular telephone (including voicemail and other

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similar Voice over IP [VoIP] systems), remote desktop or virtual desktop, virtual private network, or any other State-provided or State-managed service.

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General Usage:

Users of State-managed IT Resources must abide by the following general provisions while using State-managed IT Resources:

- You shall not knowingly or intentionally use State-managed IT Resources to violate any federal, state, or local laws, regulations, or policies, including the State Employee Code of Ethics.

- You shall not use State-managed IT Resources in a manner inconsistent with the terms and conditions governing their use.

- You acknowledge that State-managed IT Resources are constantly monitored by the State for cybersecurity purposes.

- You acknowledge that you have no expectation of privacy associated with the use of State-managed IT Resources. Any information you send, receive, store, or view on State-managed IT Resources is subject to management review and may be monitored, including websites visited and personal communications, both during and outside of work hours.

- You acknowledge that State-managed IT Resources are the property of the State, including all communications sent or received on behalf of the State. As discussed below, all communications sent or received by users are presumed to be public records subject to release under the Wisconsin Public Records Law.

- You may only access data, documents, correspondence, and other records and information that you have been authorized to access and that are necessary to complete your work for the State of Wisconsin.
    - Access to data, documents, correspondence, and other records and information without authorization or for any other purpose is prohibited.

- You acknowledge that all State-managed IT Resources are subject to intellectual property laws, including patents, copyrights, trademarks, and trade secrets, and shall be used in accordance with relevant laws and regulations.
    - When using State-managed IT Resources with content that may be subject to intellectual property protection (*e.g.,* photos, graphics, recordings,

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documents, and other information), you must ensure that you have the necessary permission from the owner to use it.

- You shall only communicate using State-managed IT Resources in a manner that is respectful and professional. Harassment, discriminatory conduct, hate speech, and other offensive behavior are prohibited while using State-managed IT Resources.
    - This also applies if you are using State-managed IT Resources to engage on social media, or if you are engaging on social media using a personal device or account in a way that could be attributed to the State of Wisconsin. *See* Wisconsin Human Resources Handbook Chapter 480 (Social Media Usage in State Government) and other applicable enterprise or agency social media policies.

- You are prohibited from using State-managed IT Resources to download, view, solicit, seek, display, or distribute any obscene, pornographic, offensive, or excessively violent material, unless specifically authorized to perform your work responsibilities for the State of Wisconsin.

Regarding Non-Public Information:

Users of State-managed IT Resources acknowledge that the information, data, and knowledge made available for State-related business purposes must be kept safe, and Non-Public Information must be treated as confidential or sensitive. This is necessary to preserve the integrity of State of Wisconsin operations and services.

- You are prohibited from using, disclosing, communicating, or transmitting Non-Public Information without proper authorization, including but not limited to:
    - Copying or transferring Non-Public Information to any form of removable media (*e.g.,* external hard drives, flash drives) without proper authorization.
    - Revealing Non-Public Information on newsgroups, forums, mailing lists, websites, chat rooms, or other similar public/semi-public forums.
    - Accessing or disclosing Non-Public information for any purpose not related to State business, or for any other non-authorized purpose.

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- You shall utilize appropriate security measures for all authorized uses, disclosures, communications, transmissions, copies, or transfers of Non-Public Information.
    - You shall immediately contact your agency IT help desk or the Enterprise Service Desk, as soon as you become aware of any suspected or actual unauthorized use, disclosure, communication, transmission, copy, or transfer of Non-Public Information, including the loss or theft of removable media (*e.g.,* external hard drives, flash drives) which may contain Non-Public Information.
    - You must provide this notification even if the unauthorized use or disclosure was inadvertent or accidental. This will allow the agency to determine whether it needs to initiate any legally required mitigation or notification actions, pursuant to each agency's incident response plan. *See* DET's Standard 170 Incident Response Standard.

- You acknowledge that shared files, groups of files, or folders must have proper security configurations, encryptions, and permissions/access rights to comply with legal and regulatory requirements related to Non-Public Information.

- You should avoid disclosing Non-Public Information over text and other non-encrypted or non-secure messaging platforms. Doing so not only creates public records that must be retained and produced, if requested, but may also create unnecessary security and privacy risks.

Public Records and Records Retention:

A comprehensive description of users' public records and records retention obligations is outside the scope of this policy. However, users should assume that any records and other electronic content on State-managed IT Resources (*and* content on personal devices) that are created or being kept in connection with the official purpose or function of the agency are "records" that: 1) should be evaluated by the agency's legal counsel before disclosure to the public, pursuant to the agency's normal public records request processes; and 2) should be retained for the time periods set forth in the applicable General Records Retention Schedule (GRS) or agency-specific Records Retention/Disposition Authorization (RDA).

Users should follow these general records guidelines, in addition to any agency-specific policies or guidelines, to assist in ensuring compliance with public records and

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records retention responsibilities and obligations while using State-managed IT Resources:

- The definition of "record" includes but is not limited to electronic records (*e.g.,* emails, Teams chats, text messages), content on virtual platforms (both during meetings and outside of meetings), data, social media content, voicemails, and audio/video recordings, generative AI output, etc., that are created or being kept in connection with State business.
    - If you are using State-managed IT Resources to engage on social media, or if you are engaging on social media using a *personal* device or *personal* account in a way that could be attributed to the State of Wisconsin, you must abide by Wisconsin Human Resources Handbook Chapter 480 (Social Media Usage in State Government) and other applicable enterprise or agency social media policies.

- In addition to applicable records retention schedules, other laws and circumstances may require some records to be retained for longer, such as when a public records request has been made for a record, or if the record pertains to a complaint, investigation, or ongoing litigation.
    - Those retention timeframes may extend beyond the user's period of employment or contractual or other connection with the State.
    - Therefore, before deleting any records, users should consult their supervisor, agency legal counsel, or agency records officer.

Questions about these affirmative records responsibilities, duties, and obligations can be directed to the user's supervisor, agency records officer, or agency legal counsel.

Use of Personal Devices and Personal Accounts:

Users should also follow these general guidelines, in addition to any agency-specific guidelines, to assist in ensuring compliance with public records and records retention responsibilities and obligations:

- You acknowledge that all work-related records (including but not limited to data, communications, pictures, audio, video, or other information) housed on personal *devices* and on personal *accounts* are considered records and are subject to disclosure under the Wisconsin Public Records Law. Such records must also be retained, maintained, and safeguarded per relevant records retention schedules.

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  - You are encouraged to always use State-managed IT Resources, including State email, Teams, and text messaging on State-issued mobile devices to conduct State business. Doing so will help ensure proper records retention on State-managed IT systems and help protect State-managed IT Resources, information, and data through proper security practices.

- The use of personal *accounts* (*e.g.,* Gmail for emails, personal text messaging *accounts*, and other similar instant messaging-type *accounts* like WhatsApp, etc.) for State business is strongly discouraged. You should not use personal *accounts* to conduct State business, except in very limited circumstances where it is not possible to use State-managed IT Resources.
  - If you use a personal account to conduct State business and create any records using that personal account, you are responsible both for the proper retention of such records, and for making such records available if requested by the public, as well as compliance with any other legal requirements and enterprise or agency policies applicable to the records.
  - With respect to certain types of Non-Public Information (*e.g.,* PII, PHI), the use of personal accounts may also violate other aspects of this policy, other applicable laws or regulations, or enterprise or agency policies. In most instances, users should not use personal accounts to transmit or store Non-Public Information.

- When using personal *devices* or personal *accounts* to conduct State business, you must also ensure that all other security and usage requirements are being met. This includes but is not limited to:
  - Logging into State accounts using State Credentials.
  - Utilizing a secure VPN connection to access State-managed IT Resources when not connected to a State network (*e.g.,* when not connected by state ethernet or Wi-Fi, but when using public or non-secure Wi-Fi).
  - Enabling multi-factor authentication to access Non-Public Information on non-State-issued devices or non-State-managed IT Resources.
  - Not conducting any State business on personal devices or personal accounts using prohibited vendors and technologies, pursuant to DET Standard 290 Removal of Prohibited Foreign Products Standard.
  - Ensuring that any other agency or enterprise policies are followed when using personal devices (*e.g.,* agency Bring Your Own Device policies).

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Transcriptions and Recordings:

Information for Agency IT:

Regarding transcriptions and recordings, a comprehensive enterprise-wide policy is neither feasible nor desirable. Each State-managed IT Resource may have its own functionality regarding whether a transcription and/or recording can be made from audio, video, or both (*e.g.,* virtual meetings). Each agency may also have its own needs, policies, and legal requirements regarding permissible uses of transcription and recording functionality. Some transcription and recording functionality may also be enabled by default. Moreover, some State-managed IT Resources may require transcriptions or recordings to be enabled in order to access AI-enabled functionality (*e.g.,* meeting summaries), including AI-enabled functionality that is not yet widely available or not yet in use enterprise-wide. Therefore, agencies are responsible for creating their own policies regarding transcriptions and recordings, and must abide by all relevant DET policies, standards, and procedures if transcription/recording functionality is enabled.

Agency policies must follow all applicable laws, regulations, standards, and procedures to ensure that such recordings or transmissions are not prohibited by law, do not contain Non-Public Information, and do not use Non-Public Information to train a large language model (LLM) contained within AI-enabled technology.

Information for Users:

When deciding whether to transcribe or record a meeting or conversation, users should follow these general guidelines, in addition to any agency-specific guidelines, to assist in ensuring compliance with any applicable laws, regulations, policies, and other requirements related to transcriptions and recordings:

- Unless there is an agency policy expressly permitting such recordings or transcriptions, *and* a business need to record/transcribe, you are strongly discouraged from recording or transcribing any conversations or meetings that occur in audio or video messaging applications, including but not limited to Teams and audio recorders on electronic devices.
    - Transcriptions often contain errors and may not accurately reflect the communication made by the caller or the meeting participant(s).
    - Video and audio recordings are also expensive to retain.

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- Before recording or transcribing a meeting or conversation, you must obtain authorization from your supervisor, and you must also notify all attendees or participants that the meeting or conversation is being recorded or transcribed.

- If you have received authorization to record or transcribe meetings, and if such transcriptions or recordings are permissible by agency policy, you must retain the audio/video recording and/or the transcription securely for the relevant records retention period mandated by law.
    - Transcriptions and recordings are distinct records, and both must be retained under relevant records retention periods.
    - Other records created from a transcription and/or recording (*e.g.,* meeting minutes, interview summaries) are also records, and distinct from the transcription/recording. Both should be retained under relevant records retention periods.
    - Transcriptions and recordings are subject to disclosure under the public records law and may be released to the public, if requested.

Users should direct any questions about transcriptions and recordings to their supervisor, agency IT Director, or agency legal counsel.

Closed Captioning:

This transcription/recording policy does not apply to live closed captioning, which may be enabled by anyone during a meeting or call and does not create a record. If a user needs to record or transcribe a meeting as a reasonable accommodation for a disability-related need, please contact your agency's medical coordinator to obtain that accommodation.

IT Security:

The security and safety of State-managed IT Resources is of the utmost importance. In addition to any agency security standards, all users must comply with the following security standards, processes, and practices:

- You should keep all usernames, passwords, multi-factor authentication codes, and other information used to access State-managed IT Resources confidential and never share with others.

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  - State of Wisconsin agency IT help desk and Enterprise Service Desk staff will never ask for a user's passwords or codes.
  - If you believe your passwords or codes have been compromised, you should immediately contact your agency IT help desk or the Enterprise Service Desk.

- You shall not use any software, tools, or services that permits another user to remotely access or control another system on any State-managed IT Resource without authorization from your supervisor.
  - This prohibition does not apply to authorized remote access by DET or agency IT personnel for authorized purposes (*e.g.,* help desk).

- You shall not reroute traffic on, scan, probe, or attack a network without authorization.

- You shall not intercept or attempt to intercept any data or other information without authorization.

- You shall not use unauthorized peer-to-peer (P2P) networking, file sharing, instant messaging, or Internet Relay Chat (IRC) applications or services.

- You shall not install or attach any equipment to State-managed IT Resource without your agency's authorization (*e.g.,* wireless access points, modems, disk drives, external hard drives, networking devices, personal mobile devices or computers, monitors, keyboards, mice, printers, etc.). Any unauthorized equipment may be confiscated.
  - This applies to equipment being used, installed, or attached anywhere (*e.g.,* in the office, at home, at remote work location sites, in the community, etc.).
  - For additional information about equipment being used for remote work, *see* Wisconsin Human Resources Handbook, Chapter 748 Remote Work and any applicable agency remote work policies.

- You shall not intentionally modify, damage, repurpose for personal use, or remove State-managed IT Resources without authorization.

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- You shall not modify, disable, test, or circumvent any State-managed IT Resource security controls, safeguards, or access controls without authorization.

- You shall not intentionally cause a security incident resulting in a loss of data confidentiality or integrity, or a disruption or denial of availability.
    - This includes using State-managed IT Resources to obtain, or to attempt to obtain, unauthorized access to another computer, to make unauthorized modifications to data, computer programs or supporting documentation, to improperly disrupt the operation of another computer, or to commit any crime.

- You shall not circumvent user authentication or compromise the security of a host, network, or account.

- You shall not compromise, modify, or cause damage to State-managed IT Resources.

- You shall not disrupt or interfere with the normal operation of any State-managed IT Resource.

- You shall not download, install, configure, or modify software or hardware without authorization.

- You shall not store data, records, or other information in public storage services or removable devices, without authorization.

- You shall not use or share any program, disk image, archive, or any form of executable files without authorization.

Suspected Unauthorized Use/Security Incidents:

Users must stop using a State-managed IT Resource when they become aware that it may have been involved in a suspected or actual security incident, data breach, or unauthorized use or disclosure.

- You must use alternative communication methods to report the suspected incident, pursuant to each agency's incident response plan. *See* DET's Standard 170 Incident Response Standard.

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  - Wait for further instructions prior to doing anything further with the State-managed IT Resource.

- You must not delete anything related to such suspected security incident, data breach, or unauthorized use/disclosure, as such information may legally be required to be kept and/or may assist in a later investigation.

State Credentials/Security Credentials:

Users must take precautions to not disclose information related to State Credentials or Security Credentials. As noted above, users should keep all usernames, passwords, multi-factor authentication codes, and other information used to access State-managed IT Resources confidential and never share with others.

In addition, to prevent information and security compromises, users must adhere to the following:

- Do not provide your State of Wisconsin issued email address, or the email address of other State of Wisconsin employees or contractors, to others on a public forum or while using artificial intelligence (AI) tools without authorization to do so as a State of Wisconsin representative.
  - If you are using State-managed IT Resources to engage in a public forum (including but not limited to social media), or if you are engaging in a public forum using a *personal* device in a way that could be attributed to the State of Wisconsin (including but not limited to using your State of Wisconsin issued email address), you must abide by Wisconsin Human Resources Handbook Chapter 480 (Social Media Usage in State Government) and other applicable enterprise or agency social media policies.
  - If you are using State-managed IT Resources while using artificial intelligence (AI) tools (including but not limited to generative AI tools), or if you are using AI tools using a *personal* device in a way that could be attributed to the State of Wisconsin, you must abide by the requirements for use of AI as stated elsewhere in this policy, along with any other applicable enterprise or agency AI policies.

- Do not re-use passwords from State-managed IT Resources for use on any non-State-managed IT Resources.

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- Do not reveal or allow anyone to know or use your State Credentials.

- Do not access State-managed IT Resources with Administrator Credentials or administrator authority unless authorized. If administrator authority is necessary to run an application or perform a task, only approved agency processes may be used to grant that administrator authority.

Workstation/Device Usage:

Users of State-managed IT Resources are expected to keep State-managed IT Resources safe and take all necessary steps to ensure protection from unauthorized use or unauthorized modification, and to ensure that those State-managed IT Resources are maintained within authorized and secure locations.

These State-managed IT Resources are supplied to assist users in providing State services, and as such, must be used and maintained according to this policy and other relevant state and federal laws, policies, regulations, and guidelines. Users must take the following precautions to protect State-managed IT Resources:

- You must lock or log off State-managed IT Resources when unattended.

- Do not use State-managed IT Resources or access State data outside the boundaries of the United States.
    - Use of State-managed IT Resources and access of State data outside the United States is strictly prohibited, except in very limited circumstances and in accordance with DET's International Travel Procedures.
    - International use of State-managed IT resources causes an unacceptable level of cybersecurity risk that in many cases cannot be mitigated.
    - Any use case exceptions for international use must be submitted through DET's risk exception process and pre-approved by both the agency IT director and the agency head before users use State-managed IT Resources outside of United States.
    - This prohibition also includes all State-provided or State-managed IT Resources housed on personal devices (*e.g.,* applications including but not limited to Teams and Outlook).

- Do not bypass or circumvent VPN, firewall, antivirus, or other security measures.

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- Non-State Wi-Fi access is inherently not secure, and you should use appropriate security measures when using any State-managed IT Resources that are not connected to a State system or network (*e.g.,* when not connected by state ethernet or Wi-Fi, when using public or non-secure Wi-Fi). Those security measures include but are not limited to:
    - Logging into State accounts using State-provided Credentials.
    - Utilizing a secure VPN connection to access State-managed IT Resources.

- Only devices authorized by your agency may be attached, plugged into, connected with, docked with, paired to, or otherwise provided access to State-managed IT Resources.
    - This includes external hard drives, USB flash drives, memory cards, Bluetooth devices, RFID devices, NFC devices, docks, monitors, keyboards, and mice.

- Removing any State-managed IT Resource other than a State-provided devices, including but not limited to laptops, headsets, webcams, cellular telephone, mobile hotspot, payment processing equipment, or tablet from a user's workspace, including a home office, is prohibited without proper authorization.

- You are responsible for all State-managed IT Resources that have been assigned access and/or issued to you. Damage, loss, or theft of State-issued or State-managed equipment should be immediately reported to your agency IT help desk or the Enterprise Service Desk.

- Repairs to State-issued or State-managed equipment shall be completed only by authorized agency employees, vendors, or contractors.

Personal Use of State-managed IT Resources:

Users of State-managed IT Resources must protect those resources from unauthorized access and misuse. Access is given to assist you in providing State services and to perform State business. To accomplish this, any State-managed IT Resources must only be used in support of approved and authorized State business activities and must not be put at risk by unauthorized access or activity.

Regarding any personal use of State-managed IT Resources, users must abide by the following provisions:

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- Do not use State-managed IT Resources for any political or commercial purpose.
    - "Political purpose" is defined in DPM Bulletin DPM-0580-MRS.
    - "Commercial purpose" is defined as any activity for which an employee receives payment or compensation other than through their employment or other contractual relationship with the State of Wisconsin.

- Consistent with State of Wisconsin work rules, you are at all times prohibited from using State-managed IT Resources for engaging in unauthorized activities, including but not limited to gambling, operating a personal business, soliciting, playing games, or any other conduct that is disruptive, decreases the user's productivity, or increases agency costs.

- You acknowledge that any personal use of State-managed IT Resources should be incidental or minimal, including storage of non-work-related files or data on State-managed IT Resources.
    - If you download or store non-work-related files or data on State-managed IT Resources, you must ensure that doing so does not create a security or data privacy risk.
    - It is also recommended that you label any personal files or data housed on State-managed IT Resources, and/or place personal files or data in clearly marked personal folders, especially on shared network drives.

- If using State-managed IT Resources for incidental personal use, you shall not disrupt or interfere with the normal operation of any State-managed IT Resource, including but not limited to causing unnecessary network congestion or application delays within State-managed IT Resources (*e.g.,* streaming video or audio during work hours).

Network Usage:

- Do not bypass or circumvent any State of Wisconsin cybersecurity measure or disrupt the operation of any computer or information system.

- Do not connect any non-State-managed device to a State-managed network unless authorized.

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- Do not attempt to bypass State-managed firewalls, routers, or other security systems.

- Do not attempt to access any State-managed IT Resource that you have not been given access to or have not been authorized.

- Do not share any network information such as IP addresses, Wi-Fi passwords, jack location, or other details with anyone unless explicitly requested by approved agency support personnel.

Artificial Intelligence (AI) Usage:

Information for Agency IT:

The State of Wisconsin may seek to use Artificial Intelligence (AI) platforms to leverage their capabilities in gaining unique insights, problem solving, and enhancing productivity at state agencies. It is important to note that each agency and each State-managed IT Resource may have access to its own AI functionality, and needs, policies, and legal requirements regarding its permissible uses of AI technology. AI technology is evolving and developing rapidly; at this time, it is not possible to anticipate all possible uses of AI technology, or risks of those uses.

Therefore, until such time when enterprise frameworks, policies, standards, and procedures are in place, agencies are responsible for creating their own AI policies regarding evaluation and use of AI technology within their agency. Agency AI policies must be reviewed and approved by DOA. Such policies must be consistent with all relevant DET policies, standards, and procedures where AI functionality is enabled or used within State-managed IT Resources. DOA may require agencies to submit additional information, including information from agency legal counsel, as part of the approval process. Once approved, an agency may implement the AI policy to approve AI functionality for purchase and/or use by employees.

Information for Users:

Safeguarding sensitive or confidential information from unauthorized access, use, or disclosure is of utmost importance. Before using AI technology, particularly open-source or publicly available generative AI technology (*e.g.,* Chat GPT, Gemini, etc.), users should review their agency AI policy for any agency-specific requirements. This will help ensure that AI platforms and any associated data handling processes complies with applicable confidentiality and data protection laws and regulations, contractual or legal

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obligations. This will also help ensure that the use of AI platforms aligns with existing agency, DET, and enterprise policies that concern but are not limited to data privacy, confidentiality, security, and intellectual property protection. At minimum, users must follow these general guidelines to assist in ensuring safe use of AI and proper compliance:

- You must only use AI platforms and functions that have been authorized for use at your agency and that you have received authorization to use for a specific use case or business purpose.

- You should familiarize yourself and comply with any applicable agency policies, all terms and conditions of the AI platform itself, and any other laws and regulations, including public records and records retention laws.

- You are prohibited from using State Credentials when engaging with AI technology in a personal capacity or on a personal device, unless you have received prior authorization to do so. However, when using an authorized AI tool on State-managed IT resources, you should use your State Credentials to engage with the AI tool.

- You are strictly prohibited from sharing Non-Public Information with any internal or external generative AI platform that has not been authorized for use at your agency.
    - You should be vigilant in using generative AI tools and should report to your supervisor or IT staff the appearance of, or others' unauthorized use of, Non-Public Information in generative AI input or output.
    - You should take care to avoid including specific project details, proprietary information, internal jargon, or any other information that could potentially compromise confidentiality, privacy, or data security, or infringe upon the State's or others' intellectual property rights.

- As a user of State-managed IT Resources, you are responsible for using any AI tools ethically, transparently, and in a manner that minimizes bias and discrimination.
    - Given the known risk of factual errors and algorithmic bias in AI-generated output, you must exercise critical judgment and verify the completeness and accuracy of all information from any AI platform, especially generative AI.

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        - You should report to your supervisor or IT staff any erratic or inaccurate behavior of the authorized AI tool.
    - You are prohibited from using AI tools in a way that would violate State of Wisconsin work rules, laws/regulations, and other policies that are stated elsewhere. This includes a prohibition creating or distributing content that is defamatory, discriminatory, malicious, deceptive, or infringes on the rights of others. Any such misuses of AI tools may result in termination of access or disciplinary action.
    - All uses of generative AI and predictive AI must be guided by “human-in-the-loop" principles to ensure that critical thinking and good judgment is exercised. Therefore, you must not deploy an AI output in your work on behalf of the State without conducting an appropriate level of review of such output. For example:
        - If authorized by your agency to create content using generative AI, (e.g., letter or email or memo), you must not use such content without first reviewing and revising it for accuracy, usefulness, and appropriateness of tone and substance;
        - You must not use a generative AI tool to assist with research without conducting independent checks of the content created for accuracy;
        - You must not instruct nor prompt generative AI tools or models to create content in the style of others, and you should clearly attribute any output solely created by AI for State business through a footnote or other means visible to the reader; and
        - Unless using an AI tool expressly authorized by your agency for an expressly authorized purpose, you must not solely use predictive AI for decision-making without also reviewing those predictions, decisions, or outputs, and exercising critical judgment about those predictions, decisions, or outputs.
    - Permissible uses of generative AI may include such uses as brainstorming or generating ideas. If a use case is not included in your agency’s AI policy, or if you are unsure whether a use is permissible, you should ask your supervisor before proceeding.

Internet Usage:

The internet enables users to access and leverage non-State-managed IT Resources, systems, and services, including cloud services. Users of these services must

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be cautious and ensure that State security policies are not violated. You must also take the following precautions to protect State interests:

- State agencies have blocked many internet sites that are not appropriate for work purposes.
    - However, you should not assume that a website is appropriate simply because it is not blocked. Certain un-blocked internet sites may also be inappropriate for work purposes or prohibited by other policies.
    - You must abide by all other policies, work rules, and laws related to appropriate internet use.

- Do not use internet services for purposes other than those needed in support of your work duties, with limited, incidental personal use exceptions as outlined by this policy or related agency or enterprise policies.

- Do not share, exchange, transfer, reveal, or otherwise distribute data contained on State-managed IT Resources with any internet site without proper authorization.

- Do not import or download data or information from any internet sources directly into State-managed IT Resources without proper authorization.

- Do not copy, repost, or share information from internet sources unless the source is known, reliable, trustworthy, legal, accurate, public (*i.e.,* not Non-Public Information, sensitive, restricted, or otherwise protected), and properly credited or attributed to the original source.
    - You must also abide by all relevant intellectual property laws when copying, reposting, or sharing information.

Remote Work:

Users of State-managed IT Resources and technology may be allowed or required to work remotely (outside of a State-managed facility). Remote work has many advantages but also creates a unique set of risks and obligations that must be managed to ensure that State-managed systems and data are protected.

Users must abide by all the provisions of this Acceptable Use Policy described herein, as well as applicable human resources policies about remote work, *see*

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Wisconsin Human Resources Handbook, Chapter 748 Remote Work and any applicable agency policies.

In addition, users must also take all the following precautions to protect State-managed IT Resources while engaging in remote work:

- The State will provide a computer for employees working from home and may provide other State-managed IT Resources and equipment at its discretion, but you must provision, configure, support, patch, and maintain any personal equipment and services that are needed to enable your remote work.
    - The State will only provide technical support for State-managed IT Resources and will not provide technical support for personal IT equipment and services.
- You must take appropriate steps to secure all State-managed IT Resources and work to prevent unauthorized access or unauthorized use:
    - You shall secure physical documents, lock screens when not in use, and use encryption or password protection for digital files and communications, as required by enterprise or agency policies.
    - You shall not share State-managed IT Resources with unauthorized individuals.
    - You shall not share or disclose Non-Public Information with unauthorized individuals.

Policy Violations:

Users must follow all relevant agency IT policies and procedures, in addition to this enterprise policy. All users must also understand and accept that violating any of these policies exposes the State of Wisconsin to unnecessary risk.

Accordingly, all users must acknowledge that violating any of these policies can constitute work rule violations. The potential consequences for violations include:

- Disciplinary actions, which can include warnings, suspension, or termination of employment, depending upon the severity and frequency of the behavior or violation of work rule.
- Criminal prosecution, if the behavior constitutes a criminal offense.
- Civil liability for behaviors outside the scope of employment.
- Restricted access or termination of access to State-managed IT Resources for users who violate this policy or pose a risk to the security, privacy, and integrity of State systems, networks, or data.