



Finance and Administrative Services Department

**ENTERPRISE TECHNOLOGY SERVICES**

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**MEMORANDUM**

**TO:** Kimm Campbell, Director, Human Services  
William Card, Director, Broward Addiction Recovery Center  
Polly Cacurak, Business Manager, Broward Addiction Recovery Center  
James Ellis, Information Systems Manager, Human Services

**FROM:** ETS Security and Compliance

**DATE:** April 16, 2018

**SUBJECT:** Temporary Nursing Personnel Services (Invitation for Bid)

In accordance with Resolution No. 2016-250 of the Broward County Administrative Code, ETS Security and Compliance has reviewed your Agency Security Questionnaire **ONLY** for the above referenced procurement.

Based on the provided Agency Security Questionnaire, the ETS Security and Compliance recommend the following security items for this solicitation:

- Confidentiality, Security and Access clause from standard agreement
- HIPAA Security clause from standard agreement
- Applicable security-related clauses attached to this memo
- [Standard Business Associate Agreement \(BAA\)](#)

ETS Security and Compliance should continue to be involved and made aware of any security-related changes or areas of risk identified that may occur during the contract development process.

Please be aware that as the agency and data owners, you are ultimately responsible for requiring and adding any additional compliance language which will be needed to protect the County, its infrastructure, and your line of business.

1. Vendor must agree to comply with all terms and conditions of the Business Associate Agreement (BAA). (Provide BAA as an attachment to the solicitation.)

**2. Managed Services/Professional Services (IT)/Third-Party Vendors**

- 2.1 Provider shall immediately notify County of any terminations or separations of Provider's employees who performed Services to County under the Agreement or who had access to the County's Data and must ensure such employees' access to County Data and network is promptly disabled.
- 2.2 Provider shall ensure all Provider's employees with access to County environment have signed County's Information Resources User Acknowledgement form prior to accessing County network environment.
- 2.3 Provider shall provide privacy and information security training to its employees with access to the County environment upon hire and at least annually.