

## **Instructions related to the State of Idaho Standard Terms and Conditions for Cloud Services:**

*Before submitting a draft Solicitation for Cloud Services to the Division of Purchasing, the Agency must first do the following:*

- (1) Read and insure the requirements of ITA Policy P1080 (Cloud Computing) are followed.*
- (2) Email the draft Solicitation to the Chief Cybersecurity Officer in ITS, and submit or amend required IT master plan filed with ITS for your agency to include any cloud solutions; and,*
- (3) Obtain the Chief Cybersecurity Officer's approval to submit the draft Solicitation to the Division of Purchasing.*
- (4) Provide to the Division of Purchasing documentation along with the draft Solicitation that demonstrates that the Agency has complied with the above.*

*Additionally:*

- (1) If your agency is seeking cloud services that are to be customized, then you will need to contact the Division of Purchasing to discuss changes to the State of Idaho Standard Terms and Conditions for Cloud Services that must occur.*
- (2) In your Solicitation, refer to what your agency is seeking from the Contract as "the Services" (not "the System" or "the Program", etc.).*
- (3) Some of the terms and conditions below may overlap information you enter into your Solicitation. Please review these terms and conditions and eliminate any overlap.*
- (4) Agencies are responsible to address within the Solicitation roles and responsibilities, required levels of certification based on data type(s) and, within the cost proposal sheet, the agency must factor that there may be costs to store, backup, recover and retrieve data.*
- (5) Agencies must review section 23 and make sure to include reports and access requirements specific to the agency's needs within the Solicitation.*
- (6) Agencies must review these terms and conditions in their entirety and determine if any are inapplicable or need to be modified for each Solicitation for cloud services.*