

File No. 191022

Committee Item No. 1

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date October 30, 2019

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

- |                                     |                          |  |
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| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

- |                                     |                          |  |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Administrative Code Chapter 12B and 14B Waiver Request Form</u> |
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Completed by: Linda Wong

Date October 25, 2019

Completed by: Linda Wong

Date \_\_\_\_\_

1 [Contract Agreement - ConvergeOne, Inc. - Cisco Products and Services - Not to Exceed  
2 \$70,000,000]

3 **Resolution authorizing the Department of Technology to enter into an Agreement**  
4 **between the City and County of San Francisco and ConvergeOne, Inc., for the purchase**  
5 **of Cisco products and services, with a not to exceed amount of \$70,000,000 for the**  
6 **term ending November 1, 2022, to commence following Board approval, with two two-**  
7 **year options to extend at the sole and absolute discretion of the City.**

8  
9 WHEREAS, Charter, Section 9.118(b), requires the Board of Supervisors to  
10 approve by Resolution contracts estimated to cost the City \$10,000,000 or more; and

11 WHEREAS, The Department of Technology ("Department") wishes to  
12 procure Cisco network products and services on an as-needed basis through an enterprise  
13 agreement; and

14 WHEREAS, This Agreement was competitively procured as required by San  
15 Francisco Administrative Code, Chapter 21.1 through Request for Proposals #SE2669 DT  
16 RFP 2020-02 "Master Agreement for Cisco Products", a Request for Proposal ("RFP") issued  
17 on August 1, 2019, in which City selected Contractor as highest scoring proposer pursuant to  
18 the RFP; and

19 WHEREAS, The Local Business Entity ("LBE") subcontracting participation  
20 requirement has been waived because there are no LBE firms certified by the manufacturer to  
21 perform work; and

22 WHEREAS, Contractor represents and warrants that it is qualified to perform the  
23 Services required by City as set forth under this Agreement; and

24 WHEREAS, The Agreement referenced above is substantially in the form attached  
25 and are on file with the Clerk of the Board of Supervisors in File No. 191022, which is

1 hereby declared to be a part of this Resolution as if set forth fully herein; now, therefore, be it

2           RESOLVED, That the Board of Supervisors authorizes the Department of Technology  
3 and Director of the Office of Contract Administration to execute this Agreement for purchases  
4 of Cisco products and services in the amounts described above for the term ending November  
5 1, 2022, to commence following Board approval, with two options to extend the Agreement for  
6 up to two years each at the sole and absolute discretion of the City; and, be it

7           FURTHER RESOLVED, The Board of Supervisors authorizes the DT Executive  
8 Director to execute the Agreement with ConvergeOne with a maximum guaranteed cost of  
9 \$70,000,000, in substantially the form on file with the Clerk of the Board of Supervisors, in File  
10 No. 191022, with such changes or modifications, including without limitation modifications to  
11 the exhibits, as may be acceptable to the DT Executive Director and the City Attorney, and  
12 which do not materially increase the obligations and liabilities of the City; and, be it

13           FURTHER RESOLVED, That within 30 days of the Agreement being fully  
14 executed by all parties, the Director of the Department of Technology and the Director of the  
15 Office of Contract Administration shall provide the final Agreement to the Clerk of the Board  
16 for inclusion into the official file.

<p><b>Item 1</b>  <b>File 19-1022</b>  <i>(Continued from October 23, 2019 meeting)</i></p>	<p><b>Department:</b>  <b>Department of Technology</b></p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p>	
<ul style="list-style-type: none"> <li>• The proposed resolution would authorize the Department of Technology on behalf of the City to enter into a reseller agreement with ConvergeOne, Inc. for a three-year term from November 1, 2019 through November 1, 2022, with two optional two-year extensions, for a maximum of seven years through November 1, 2026. The maximum not-to-exceed agreement amount is \$70,000,000.</li> </ul>	
<p style="text-align: center;"><b>Key Points</b></p>	
<ul style="list-style-type: none"> <li>• Currently, City departments may purchase Cisco Systems, Inc. (Cisco) products and services through multiple vendors in the City’s Tech Marketplace. In order to reduce the time to purchase Cisco products and services and to better access discounts from Cisco, the Department of Technology decided to consolidate all City spending on Cisco products and services into a single citywide (enterprise) agreement with one vendor.</li> <li>• The Department of Technology selected ConvergeOne, Inc., an authorized reseller of Cisco products and services, through a competitive solicitation. According to the Department, this will reduce the time it takes to complete a Cisco procurement from 54 days to 14 days, allow better tracking of purchases, and allow for deeper discounts on Cisco products.</li> <li>• The proposed agreement would allow the City to purchase Cisco equipment, software, hardware and software maintenance, and technology consulting services, including pre-sale support.</li> </ul>	
<p style="text-align: center;"><b>Fiscal Impact</b></p>	
<ul style="list-style-type: none"> <li>• Average annual spending on Cisco products and services by City departments between FY 2014-15 and FY 2018-19 was \$12.14 million. The proposed agreement’s not-to-exceed amount of \$70 million, equivalent to \$10 million per year, is an estimate based on an approximately 20 percent additional discount that is applied to average annual spending of \$12.14 million.</li> <li>• Although estimated spending over the initial three-year agreement term is \$30 million (or \$10 million per year for three years), the Department of Technology is requesting approval of the total agreement not-to-exceed amount of \$70 million because the proposed discounts are based on purchases of \$70 million. Therefore, under the proposed resolution, the Board of Supervisors is approving the full seven-year agreement term, including the initial term of three years and the two (2) two-year extensions. Because, according to the Department, the discounts in the proposed agreement are based on total purchases of \$70 million, we recommend approval of the proposed resolution.</li> <li>• Actual spending on the proposed agreement is as-needed, based on City departments’ technology needs and Board of Supervisors appropriation approval.</li> </ul>	
<p style="text-align: center;"><b>Recommendation</b></p>	
<ul style="list-style-type: none"> <li>• Approve the proposed resolution</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

**Current Procurement Process for Cisco Products**

City departments may purchase Cisco Systems, Inc. (Cisco) products and services through vendors in the City’s Tech Marketplace. According to Mr. Hao Xie, the Strategic Sourcing Manager for the Department of Technology, each purchase through the Tech Marketplace requires a request for bids and takes an average of 54 days to complete. In addition, because products and services are purchased through multiple vendors, the City cannot easily track spending on Cisco products or types of products purchased from Cisco, or obtain bulk discounts that take into account the Citywide spending on Cisco products. To address these issues, the Department of Technology is requesting approval of a Citywide agreement (commonly known as an enterprise agreement) to consolidate all City spending on Cisco products onto a single agreement. According to Mr. Xie, this will reduce the time it takes to complete a Cisco procurement from 54 days to 14 days, allow better tracking of purchases, and allow for deeper discounts on Cisco products.

**Request for Proposals**

The Department of Technology issued a request for proposals (RFP) for authorized Cisco products resellers in August 2019. As shown in Table 1 below, three vendors submitted qualifying proposals, with ConvergeOne, Inc. receiving the highest score (90.78 out of a possible 100).<sup>1</sup>

**Table 1: RFP Scores for Cisco Reseller Bidders**

Vendor	Total Score	Rank
ConvergeOne	90.78	1
En Pointe	81.24	2
World Wide Tech	71.96	3

Source: Department of Technology

<sup>1</sup> The proposals were evaluated by three staff from the Department of Technology, San Francisco Municipal Transportation Agency, and Office of Contract Administration.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would authorize the Department of Technology on behalf of the City to enter into a reseller agreement with ConvergeOne, Inc. for a three-year term from November 1, 2019 through November 1, 2022, with two optional two-year extensions, for a maximum of seven years through November 1, 2026. The maximum not-to-exceed agreement amount is \$70,000,000.

**Services Included in the Proposed Agreement**

The proposed agreement would allow the City to purchase Cisco equipment, software, hardware and software maintenance, and technology consulting services, including pre-sale support. The services in the proposed agreement are consistent with those requested in the RFP.

**FISCAL IMPACT**

As noted above, because City departments currently purchase Cisco products and services through several Tech Marketplace vendors, the Office of Contract Administration does not have data on the actual amount spent each year by City departments on Cisco products and services. According to the Department of Technology, based on spending data provided by Cisco, average annual spending by City departments on Cisco products and services in the five-year period from FY 2014-15 through FY 2018-19 was \$12.14 million. Actual spending by City departments on Cisco products and services is shown in Table 2 below.

**Table 2: Actual City Spending on Cisco Products and Services (\$ millions)**

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20 (est.)
<b>Cisco Products</b>						
Equipment	\$7.6	\$11.5	\$7.1	\$8.4	\$7.9	\$13.3
Maintenance & Support	2.6	3.3	3.7	4.5	4.1	4.4
Services	n/a	n/a	n/a	n/a	1.7	1.2
<b>Total</b>	<b>\$10.2</b>	<b>\$14.8</b>	<b>\$10.8</b>	<b>\$12.9</b>	<b>\$13.7</b>	<b>\$18.9</b>

Source: Cisco

According to Mr. Xie, the Department of Technology estimates spending of \$18.9 million in FY 2019-20 (which is \$5.2 million more than actual spending in FY 2018-19) due to purchases for the new Permit Center under construction at 49 South Van Ness.

According to Mr. Xie, the agreement not-to-exceed amount of \$70 million, equivalent to \$10 million per year over the seven-year term, is an estimate based on an approximately 20 percent average additional discount (available from the proposed agreement and shown in Table 3 below) that is applied to average annual spending of \$12.14 million. An increase to the agreement not-to-exceed amount of more than \$500,000 would require Board of Supervisors' approval under Charter Section 9.118.

Actual spending on the proposed agreement is as-needed, based on City departments' technology needs and Board of Supervisors appropriation approval.

The proposed agreement provides discounts on Cisco products and services purchased by City departments as shown in Table 3 below, which, according to Mr. Xie, should result in savings compared to current purchases of Cisco products and services from multiple Tech Marketplace vendors.

**Table 3: Minimum Discounts for Cisco Products**

<b>Product</b>	<b>Minimum Discount from Retail Price</b>
Routers, switches, and most other hardware	48%
Servers and related equipment	61%
Software and security tools	25%
Third-party products and software	48%
Maintenance and support for hardware	25%
Support for third-party products and software	25%
Support for software applications and features	25%
Optimization, testing, migration planning	10%
Predictive analytics, automated fault management	32%
Cisco managed networks, data centers, security	32%

Source: Appendix B of Proposed Agreement

According to Ms. Linda Gerull, Chief Information Officer, Cisco products will be used for the following information technology projects that have been approved by the Committee on Information Technology:

- Installation of the phones and information networks for the Permit Center under construction at 49 South Van Ness
- Upgrading the City’s existing phone systems
- Upgrading the City’s data centers

Per the Administrative Code Section 22A, departments must inform the Chief Information Officer regarding their technology procurements, which will help ensure all City spending on Cisco products takes place on the proposed agreement rather than through existing contracts. In addition, according to Mr. Xie, the Department of Technology holds quarterly forums to provide updates to all City departments regarding technology purchases.

**Agreement Amount**

The agreement not-to-exceed amount of \$70 million is based on estimated spending of \$10 million per year over seven years. According to Mr. Xie, although estimated spending over the initial three-year agreement term is \$30 million (or \$10 million per year for three years), the Department of Technology is requesting approval of the total agreement not-to-exceed amount of \$70 million because the proposed discounts noted in Table 3 above are based on purchases

of \$70 million. Therefore, under the proposed resolution, the Board of Supervisors is approving the full seven-year agreement term, including the initial term of three years and the two (2) two-year extensions.

Because, according to the Department, the discounts in the proposed agreement are based on total purchases of \$70 million, the Budget and Legislative Analyst recommends approval of the proposed resolution, setting the not-to-exceed amount at \$70 million.

#### **RECOMMENDATION**

Approve the proposed resolution.



<p><b>Item 6</b> <b>File 19-1022</b></p>	<p><b>Department:</b> <b>Department of Technology</b></p>
<p><b>EXECUTIVE SUMMARY</b></p>	
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<p style="text-align: center;"><b>Recommendation</b></p>	
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- Upgrading the City’s data centers

Per the Administrative Code Section 22A, departments must inform the Chief Information Officer regarding their technology procurements, which will help ensure all City spending on Cisco products takes place on the proposed agreement rather than through existing contracts. In addition, according to Mr. Xie, the Department of Technology holds quarterly forums to provide updates to all City departments regarding technology purchases.

Because the proposed agreement is expected to result in cost savings to the City, we recommend approval of the proposed resolution.

**RECOMMENDATION**

Approve the proposed resolution.

**RESELLER AGREEMENT  
BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND**

**Converge One  
Agreement No.**

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**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division  
City Hall, Room 430  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102-4685**

**RESELLER AGREEMENT  
BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND**

**Converge One  
Agreement No.**

This Agreement is made this 1st day of November, 2019, in the City and County of San Francisco (“City”), State of California, by and between ConvergeOne (“Contractor”) and the City and County of San Francisco.

**Recitals**

WHEREAS, the City through its Department of Technology (“Department” or “DT”) wishes to procure a variety of Cisco equipment, software and services from a certified Cisco Value Added Reseller; and,

WHEREAS, this Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through a Request for Proposal (“RFP”) issued on August 1, 2019, in which City selected Contractor as the highest qualified scorer pursuant to the RFP; and

WHEREAS, Reseller represents and warrants that it is qualified to sell such equipment, software licenses, software as a service, maintenance/support and related services and as set forth under this Agreement; and

WHEREAS, there is no Local Business Entity (“LBE”) subcontracting participation requirement for this Agreement; and

WHEREAS, the City’s Civil Service Commission approved Contract number PSC44536-18/19 on March 4, 2019;

WHEREAS, the City’s Board of Supervisors approved this Agreement by Resolution No. on [insert date of Board action];

Now, THEREFORE, the parties agree as follows:

**Article 1 Definitions**

The following definitions apply to this Agreement:

1.1 “Acceptance” means notice from the City to Contractor that the Licensed Software meets the specifications contained in the Documentation. City’s Acceptance of the products and/or services that are the subject of this Agreement shall be governed by the procedures set forth in Appendix C.

1.2 "Acceptance Period" means the period allocated by City to test the products and/or services that are to the subject of this Agreement to determine whether it/they conform/s to the applicable specifications and, if appropriate, properly operate in the defined operating environment, is capable of running on a repetitive basis, and is otherwise in compliance with the service level obligations without failure.

1.3 "Acceptance Window" means the time period following delivery of the products and/or services that are to the subject of this Agreement during which Contractor must secure Acceptance of the completed phase from City.

1.4 "Actual Uptime" means the total minutes in the reporting month that the Services were actually available to Authorized Users for normal use.

1.5 "Agreement" means this contract document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.

1.6 "Authorization or Authorization Document" means a Blanket Purchase Order, Contract Order, or Purchase Order of the City, properly executed, and certified by the Controller for the specific funding of this Agreement or any modification thereof.

1.7 "Authorized User" means Any End User authorized by City to access and utilize products and/or services that are to the subject of this Agreement, including any City employee, contractor, or agent, or any other individual or entity authorized by City.

1.8 "City" or "the City" means the City and County of San Francisco, a municipal corporation, acting by and through both its Department of Technology and/or the Office of Contract Administration, hereinafter referred to as "Purchasing."

1.9 "City Data" means that data which includes, without limitation, all data collected, used, maintained, processed, stored, or generated by or on behalf of the City in connection with this Agreement, including data resulting from use of the products and/or services that are to the subject of this Agreement. City Data includes, without limitation, Confidential Information. This includes data that is provided by a third-party to the City for use under this Agreement.

1.10 "City Portal" means an electronic gateway to a secure entry point via Contractor's Website that allows City and its Authorized Users to log in to an area where they can view and download information or request assistance regarding the products and/or services that are to the subject of this Agreement.

1.11 "City's Project Manager" means the individual specified by the City as the Project Manager authorized to administer this Agreement on the City's behalf.

1.12 "CMD" means the Contract Monitoring Division of the City.

1.13 "Confidential Information" means confidential City information including, but not limited to, personally-identifiable information ("PII"), protected health information ("PHI"), or individual financial information (collectively, "Proprietary or Confidential Information") that is subject to local, state or federal laws restricting the use and disclosure of such information, including, but not limited to, Article 1, Section 1 of the California Constitution; the California Information Practices Act (Civil Code § 1798 et seq.); the California Confidentiality of Medical Information Act (Civil Code § 56 et seq.); the federal Gramm-Leach-Bliley Act (15 U.S.C. §§ 6801(b) and 6805(b)(2)); the privacy and information security aspects of the Administrative

Simplification provisions of the federal Health Insurance Portability and Accountability Act (45 CFR Part 160 and Subparts A, C, and E of part 164); and San Francisco Administrative Code Chapter 12M (Chapter 12M).

1.14 "Contractor" means ConvergeOne, [insert address of contractor]. Wherever "Contractor," "Supplier" or "Reseller" appears in the Agreement, it shall be construed to mean ConvergeOne.

1.15 "Contractor Account or Project Manager" means the individual specified by Contractor as the Account Manager authorized to administer this Agreement on Contractor's behalf.

1.16 "Contractor's Website" means the Website that provides Authorized User access to the products and/or services that are to the subject of this Agreement.

1.17 "Critical Milestones" means those milestones specified in the Project Schedule as Critical Milestones after which liquidated damages apply for failure to complete performance in accordance with this Agreement.

1.18 "Data Breach" means any access, destruction, loss, theft, use, modification or disclosure of City Data by an unauthorized party or that is in violation of the Agreement terms and/or applicable local, state or federal law.

1.19 "Data Center(s)" means a physical location within the United States where the Contractor (or its subcontractor) houses and operates the hardware (including computer servers, routers, and other related equipment) on which Contractor hosts on the Internet the SaaS Application and City Data pursuant to this Agreement.

1.20 "Deliverables" means Contractor's work product resulting from the products and services provided by Contractor to City during the course of Contractor's performance of the Agreement, including without limitation, the work product described in the "Scope of Services attached as Appendix A and B.

1.21 "Deliverable Data" means Project Data that is identified in Appendix A, and required to be delivered to the City.

1.22 "Designated CPU" means any central processing unit or attached processor complex, including its peripheral units, described in the Authorization Document. The Authorization Document may designate more than one CPU.

1.23 "Design Specifications" means the written design specifications to be prepared by Contractor to implement the Functional Specifications. The Design Specifications shall include descriptions of each Program to be developed hereunder together with descriptions of the hardware and software environment in which such Programs may be operated and the files or databases, if any, with which such Programs shall function.

1.24 "Designated site" means any facility as the parties may designate from time to time in writing where the Designated CPU is located.

1.25 "Disabling Code" means computer instructions or programs, subroutines, code, instructions, data or functions (including but not limited to viruses, worms, date bombs or time bombs), including but not limited to other programs, data storage, computer libraries and programs that self-replicate without manual intervention, instructions programmed to activate at

a predetermined time or upon a specified event, and/or programs purporting to do a meaningful function but designed for a different function, that alter, destroy, inhibit, damage, interrupt, interfere with or hinder the operation of the City's access to the SaaS Services through the Contractor's Website and/or Authorized User's processing environment, the system in which it resides, or any other software or data on such system or any other system with which it is capable of communicating.

1.26 "Documentation" means the technical publications relating to the use of the products and/or services that are to the subject of this Agreement, such as reference, installation, administrative and programmer manuals, provided by Contractor to City.

1.27 "Effective Date" means the date upon which the City's Controller certifies the availability of funds for this Agreement as provided in Section 3.1.

1.28 "Errors, Defects and Malfunctions" means either a deviation between the function of the products and/or services that are to the subject of this Agreement and the documentation furnished by Contractor for the products and/or services that are to the subject of this Agreement, or a failure of these which degrades the use of the Software.

1.29 "End User" means any Authorized User authorized by City to access and use the Software and/or SAAS solution.

1.30 "Equipment" means the central processing unit[s] and associated peripheral devices and/or, computer hardware to be purchased or, leased by Contractor for the City.

1.31 "Fix" means repair or replacement of source, object or executable code in the Software to remedy an Error, Defect or Malfunction.

1.32 "Functional Specifications" means the written description of City's requirements, operations, and procedures, which document is to be prepared by Contractor, and upon approval by City, shall form the basis for the Design Specifications as defined herein.

1.33 "Internet" means that certain global network of computers and devices commonly referred to as the "internet," including, without limitation, the World Wide Web.

1.34 "Licensed software/Licensed materials" of "Software" means one or more of the proprietary computer programs identified in Appendix A and B, the Authorization Document, all related materials, Documentation, all corrections, patches or updates thereto, and other written information received by City from Contractor, whether in machine-readable or printed form. The Authorization Document may identify more than one software product or more than one copy of any product. All Software, revisions and versions provided by Contractor shall be subject to the terms and conditions of this Agreement, including any amendments thereto.

1.35 "Mandatory City Requirements" means those City laws set forth in the San Francisco Municipal Code, including the duly authorized rules, regulations, and guidelines implementing such laws, which impose specific duties and obligations upon Contractor.

1.36 "Open Source Software" means software with either freely obtainable source code, a license for modification, or permission for free distribution.

1.37 "Limited Term Software" means a software license that Authorized User install on City's premise and access without the use of the Internet for a specified period of time beginning upon Acceptance and continuing thereafter for the period of time so authorized.

1.38 "Maintenance" means the enhancements, upgrades and new releases of the Licensed Software and/or SaaS, which includes only those additions and/or modifications to the Licensed Software and/or SaaS which (A) enhance functionality and/or performance without fundamentally altering the nature or manner in which the software operates, and (B) are made generally available without additional or increased charges to other persons entitled to receive maintenance from Licensor.

1.39 "Mandatory City Requirements" means those City laws set forth in the San Francisco Municipal Code, including the duly authorized rules, regulations, and guidelines implementing such laws that impose specific duties and obligations upon Contractor.

1.40 "Party" and "Parties" mean the City and Contractor either collectively or individually.

1.41 "Patch" means temporary repair or replacement of code in products and/or services that are to the subject of this Agreement to remedy an Error, Defect or Malfunction. Patches may be made permanent and released in Subsequent Releases of the products and/or services that are to the subject of this Agreement. Such a patch may address a variety of issues including without limitation fixing a software bug, installing new drivers, addressing new security vulnerabilities, addressing software stability issues, and upgrading the software. Patches are included in the annual payments made by City to Contractor for the products and/or services that are the subject of this Agreement.

1.42 "Performance Credit" means credit due to City by Contractor with regard to Contractor's service level obligations in Appendix C.

1.43 "Personally Identifiable Information (PII)" means any information about an individual, including information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked to an individual, such as medical, educational, financial, and employment information.

1.44 "Perpetual Software" means a software license that Authorized User install on City's premise and access without the use of the Internet for a period of time that is indefinite beginning upon Acceptance.

1.45 "Precedence" means Notwithstanding the terms of any other document executed by the Parties as a part of this Agreement, the terms of this Agreement shall control over any discrepancy, inconsistency, gap, ambiguity, or conflicting terms set forth in any other pre-printed document by Contractor including Appendix A and D.

1.46 "Priority Category" means a priority assigned to an Error, Defect or Malfunction, designating the urgency of correcting an Error, Defect or Malfunction. Assignment of a Priority Category to an Error, Defect or Malfunction is based on City's determination of the severity of the Error, Defect or Malfunction and Contractor's and/or Manufacturer's reasonable analysis of the priority of the Error, Defect or Malfunction.

1.47 "Priority Protocol" means based on the Priority Category, rules specifying the turnaround time for correcting Errors, Malfunctions and Defects; escalation procedures, and personnel assignment.

1.48 "Programs" or "Software" means the software developed by Contractor and delivered to City, in the form of machine-executable instructions, to operate on the Equipment for purposes of accomplishing the functional capabilities set forth in Program Specifications.

1.49 "Project" means the 49 South Van Ness Permit Center in San Francisco, California or task that request design, consulting and implementation services from Contractor.

1.50 "Project Data" means data that is first produced in the performance of this Agreement.

1.51 "Project Schedule" means the schedule for Contractor's completion of all phases of Work, and the Critical Milestones associated with such completion as specified in this Agreement.

1.52 "Proof of Concept" means evidence that is derived from a pilot project to demonstrate that a design concept is feasible.

1.53 "Reseller" means "means ConvergeOne [insert address of contractor]. Wherever "Contractor," "Supplier" or "Reseller" appears in the Agreement, it shall be construed to mean ConvergeOne.

1.54 "Response Time" means the interval of time from when an Authorized User requests, via the Services, a Transaction to when visual confirmation of Transaction completion is received by the Authorized User. For example, Response Time includes the period of time representing the point at which an Authorized User enters and submits data to the Services and the Services display a message to the Authorized User that the data has been saved.

1.55 "Review Period" means the time period during which City shall review the completed Work of Phase 1 or 2 and give notice to Contractor of its acceptance or rejection of the completed phase.

1.56 "Revision" means an update to the current products and/or services that are to the subject of this Agreement which consists of minor enhancements to existing features and code corrections. Revisions are provided and included with the annual payments made by City to Contractor.

1.57 "SaaS" means software as a service.

1.58 "SaaS Application/SaaS Software" means the licensed and hosted computer program and associated documentation, as listed in this Agreement and Appendices, and any modification or Upgrades or modifications to the program(s), residing in Manufacturer and/or Contractor's servers that provides the SaaS Services that may be accessed by Authorized Users through the Internet.

1.59 "SaaS Implementation and Training Services" means the services by which the Manufacturer and/or Contractor will implement all necessary Software configurations and modules necessary to make the SaaS Application available and accessible to City.

1.60 "SaaS Issue" means a problem with the SaaS Services identified by the City that requires a response by Contractor to resolve.

1.61 "SaaS Maintenance Services" means the activities to investigate, resolve SaaS Application and Services issues and correct product bugs arising from the use of the SaaS

Application and Services in a manner consistent with the published specifications and functional requirements defined during implementation.

1.62 "SaaS Services" means the Services performed by Contractor to host the SaaS Application to provide the functionality listed in the Documentation.

1.63 "SaaS Severity Level" means a designation of the effect of a SaaS Issue on the City. The severity of a SaaS Issue is initially defined by the City and confirmed by Contractor. Until the SaaS Issue has been resolved, the Severity Level may be raised or lowered based on Contractor's analysis of impact to business.

1.64 "Scheduled Downtime" means the total minutes in the reporting month during which Scheduled SaaS Maintenance was performed.

1.65 "Scheduled SaaS Maintenance" means the time (in minutes) during the month, as measured by Contractor, in which access to the SaaS Services is scheduled to be unavailable for use by the City due to planned system maintenance and major version upgrades.

1.66 "Scheduled Uptime" means the total minutes in the reporting month less the total minutes represented by the Scheduled Downtime.

1.67 "Services" means the work performed by Contractor under this Agreement as specifically described in the "Scope of Services" attached as Appendix A, including, without limitation, support services, storage, simulation and testing services, training, benefits, labor, supervision, materials, equipment, actions and other requirements to be performed and furnished by Contractor under this Agreement.

1.68 "Successor Service Provider" means a new service provider, if any, selected by City in the event the SaaS Services are terminated under this Agreement.

1.69 "Supplier" means ConvergeOne, [insert name and address of contractor]. Wherever "Contractor," "Supplier" or "Reseller" appears in the Agreement, it shall be construed to mean ConvergeOne.

1.70 "Software Version" means the base or core version of the Software that contains significant new features and significant fixes and is available to the City. Software Versions may occur as the Software architecture changes or as new technologies are developed. The nomenclature used for updates and upgrades consists of major, minor, build, and fix and these correspond to the following digit locations of a release, a,b,c,d, an example of which would be NCC 7.4.1.3, where the 7 refers to the major release, the 4 refers to the minor release, the 1 refers to the build, and the 4 refers to a fix. All Software Versions are provided and included as part of this Agreement upon request or approval from City for the upgrade.

1.71 "Source code" means the human readable compliant form of the Licensed Software to be provided by Contractor.

1.72 "Specifications" mean the functional and operational characteristics of the Licensed Software as described in Manufacturer's current published product descriptions and technical manuals.

1.73 "Subsequent Release" means release of the Software for use in a particular operating environment which supersedes the Software. A Subsequent Release is offered and expressly designated by Contractor as a replacement to a specified Software product. A



Subsequent Release will be supported in accordance with the terms of this Software Maintenance Attachment. Multiple Subsequent Releases may be supported under this Agreement at any given time.

1.74 "Support Services: means the Software support service required under this Maintenance Agreement. Support Services include correcting a Software Error, Defect or Malfunction; providing telephone and/or online support concerning the installation and use of the Software, detection, warning and correction of viruses; and disabled/disabling code.

1.75 "System" means the Programs prepared by Contractor for City and the Equipment on which those Programs operate, the combination of which shall satisfy the requirements set forth in the Performance Specifications.

1.76 "Third-Party Software" means the software described in Appendix B, "Third-Party Software-Included in this Agreement."

1.77 "Total Problems" means the total number of problems occurring in the reporting month.

1.78 "Total Transactions" means the total of Transactions occurring in the reporting month.

1.79 "Transactions" means Services web page loads, Services web page displays, and Authorized User Services requests.

1.80 "Transition Services" means that assistance reasonably requested by City to effect the orderly transition of the products and/or services that are the subject matter of this Agreement, in whole or in part, to City or to Successor Service Provider.

1.81 "Upgrade" means either an enhancement to the products and/or services that are the subject matter of this Agreement to add new features or functions to the system or software programming Revisions containing corrections to Errors, Defects and Malfunctions.

1.82 "Value Added Reseller" means a company that buys products and/or services that are the subject matter of this Agreement, improves it in some way ("adds value"), and then resells it.

1.83 "Warranty Period" means the period commencing with the installation of the products and/or services that are the subject matter of this Agreement during which reported Errors, Defects and Malfunctions are corrected without charge in accordance with the provisions below.

1.84 "Workaround" means a change in the procedures followed or end user operation of the products and/or services that are the subject matter of this Agreement to avoid an Error, Defect or Malfunction without significantly impairing functionality or degrading the use of the products and/or services that are the subject matter of this Agreement.

## **Article 2 Term of the Agreement**

2.1 **Term of the Agreement.** The three year term of this Agreement shall commence on November 1st, 2019 and expire on November 1st, 2022, unless earlier terminated as otherwise provided herein. Contractor shall not begin performance of its obligations under this Agreement until it receives written notice from City that it may do so, which notice shall be in accordance with Section 3.1 "Certification of Funds; Budget and Fiscal Provisions; Termination

in the Event of Non-Appropriation". The written notice shall clearly identify the goods and/or services that will be rendered pursuant to it.

2.2 **Options to Renew.** The City has two options to renew the Agreement for a period of two years each. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 11.5, "Modification of this Agreement."

### Article 3 Financial Matters

3.1 **Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation.** This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

3.2 **Guaranteed Maximum Costs.** The City's payment obligation to Contractor cannot at any time exceed the amount certified by City's Controller for the purpose and period stated in such certification. Absent an authorized Emergency per the City Charter or applicable Code, no City representative is authorized to offer or promise, nor is the City required to honor, any offered or promised payments to Contractor under this Agreement in excess of the certified maximum amount without the Controller having first certified the additional promised amount and the Parties having modified this Agreement as provided in Section 11.5, "Modification of this Agreement."

### 3.3 Compensation.

3.3.1 **Payment.** Contractor shall provide an invoice to the City on a monthly basis for Services completed in the immediate preceding month, unless a different schedule is set out in Appendix B, "Calculation of Charges." Compensation shall be made for Services identified in the invoice that the Director of the Department of Technology, or her designee, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Seventy Million [\$70,000,000]. The breakdown of charges and payment terms associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. Contractor shall provide a minimum discount on all products and services purchased through this Agreement, a list of the discount applied to each

Cisco category is in Appendix A, Section 10.1 "Minimum Discounts Below Manufacturer List Price." In no event shall City be liable for interest or late charges for any late payments.

**3.3.2 Payment Limited to Satisfactory Services.** Contractor is not entitled to any payments from City until the Director of the Department of Technology approves Services, including any furnished Deliverables, as satisfying all of the requirements of this Agreement. Payments to Contractor by City shall not excuse Contractor from its obligation to replace unsatisfactory Deliverables, including equipment, components, materials, or Services even if the unsatisfactory character of such Deliverables, equipment, components, materials, or Services may not have been apparent or detected at the time such payment was made. Deliverables, equipment, components, materials and Services that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay at no cost to the City.

**3.3.3 Withhold Payments.** If Contractor fails to provide Services in accordance with Contractor's obligations under this Agreement, the City may withhold any and all payments due Contractor until such failure to perform is cured, and Contractor shall not stop work as a result of City's withholding of payments as provided herein. Except as expressly permitted in Section 3.1, if the City is in default on its payment obligations, Contractor shall be able to stop or suspend work without being deemed in breach of the Agreement.

**3.3.4 Invoice Format.** Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller and City, and must include a unique invoice number. Payment shall be made by City as specified in 3.3.6 or in such alternate manner as the Parties have mutually agreed upon in writing.

**3.3.5 Reserved. (LBE Payment and Utilization Tracking System.)**

**3.3.6 Getting paid by the City for goods and/or services.**

(a) All City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach).

(b) The following information is required to sign up: (i) The enroller must be their company's authorized financial representative, (ii) the company's legal name, main telephone number and all physical and remittance addresses used by the company, (iii) the company's U.S. federal employer identification number (EIN) or Social Security number (if they are a sole proprietor), and (iv) the company's bank account information, including routing and account numbers.

**3.4 Audit and Inspection of Records.** Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its Services. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not fewer than five years after final payment under this Agreement or until after final audit has been resolved, whichever is

later. The State of California or any Federal agency having an interest in the subject matter of this Agreement shall have the same rights as conferred upon City by this Section. Contractor shall include the same audit and inspection rights and record retention requirements in all subcontracts.

**3.5 Submitting False Claims.** The full text of San Francisco Administrative Code Chapter 21, Section 21.35, including the enforcement and penalty provisions, is incorporated into this Agreement. Pursuant to San Francisco Administrative Code §21.35, any contractor or subcontractor who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor or subcontractor will be deemed to have submitted a false claim to the City if the contractor or subcontractor: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**3.6 Reserved. (Payment of Prevailing Wages.)**

**3.7 Most Favored Customer Notice.** For the duration of the Agreement, Contractor agrees to give the City notice if a similarly situated public customer of Contractor will receive rates for a substantially similar service or equipment, offered under substantially similar terms and conditions that are lower than the rates provided in this Agreement when the volume of business from the other customer is equal to or less than the volume of business the City receives under this Contract. Contractor agrees to promptly bring to the City's attention instances in which other customers of Contractor may receive lower rates for substantially similar services or equipment. At the end of each contract year, an executive level officer of Contractor shall certify in writing to the City that the Contractor has complied with this provision.

#### **Article 4 Services and Resources**

**4.1 Services Contractor Agrees to Perform.** Contractor is a Value Added Reseller/Supplier of Cisco Products and Services, the "Scope of Services" provided by Contractor is attached hereto as Appendix A. The products and/or services that are the subject matter of this Agreement are listed in the Global Cisco Price List found in Appendix B. Officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Services beyond the Scope of Services listed in this Agreement unless this Agreement is modified as provided in Section 11.5, "Modification of this Agreement."

**4.2 Products and Services to be provided under this Agreement.** The Cisco products and services that may be purchased through Contractor fall into the following categories.

**4.2.1 Equipment.** Subject to City's payment of fees to Reseller as set forth in Appendix B, "Calculation of Charges," Reseller shall, for the term of this Agreement, procure and pass through to the City for its use, the equipment specified in Appendix B. Reseller's

procurement of said equipment shall be further subject and pursuant to the terms and conditions attached herein as Appendix C. Equipment may include the following:

(a) Core Networking products including routers, servers, switches, optical networking, security, wireless and mobility, security, collaboration.

(b) Computer Networking products including servers, data centers, blade and rack servers, management software, and the Cisco Unified Computing System.

**4.2.2 Licensed Software, SaaS and Subscription Based Software.** Subject to City's payment of fees to Reseller as set forth in Appendix B, "Calculation of Charges," Reseller shall, for the term of this Agreement, procure and pass through to the City for its use, the software licenses, SaaS, and subscription based software specified in Appendix B. Reseller's procurement of said licenses shall be further subject and pursuant to the terms and conditions attached herein as Appendix C. The software and SaaS may include the following:

(a) Market Cloud and subscription-based software, SaaS, cloud-based analytic tools, security tools, automated infrastructure, applications and services.

(b) Net Custom, limited, or restricted offers that are typically products from third-party companies that are partners with Cisco or recently acquired by Cisco.

**4.2.3 Maintenance and Support.** Subject to City's payment of fees to Reseller as set forth in Appendix B, "Calculation of Charges," Reseller shall, for the term of this Agreement, procure and pass through to the City for its use, the maintenance and support services specified in Appendix C. Reseller's procurement of said maintenance and support shall be further subject and pursuant to the terms and conditions attached herein as Appendix C. The maintenance and support services may include the following:

(a) Maintenance and support for Cisco hardware: SmartNet (SNTC or SMNT).

(b) Solution Support (SS) - Support for complex networks and systems that integrate Cisco equipment with third-party products and software.

(c) Software Support (SWSS) - Support for Cisco software applications and features.

**4.2.4 Design, Project and Consulting Services.** Subject to City's payment of fees to Reseller as set forth in Appendix B, "Calculation of Charges," Reseller shall, for the term of this Agreement, procure and pass through to the City for its use, the design, project and consulting services specified in Appendix B and C. Reseller's procurement of said services shall be further subject and pursuant to the terms and conditions of the attached herein as Appendix C. The design, project and consulting services may include the following:

(a) Advanced Services (AS) - Network optimization support, root cause analysis, data collection tools, migration planning.

(b) Business Critical Services - Predictive analytics, automated fault management.

(c) Managed Services - Cisco managed networks, data centers, security, and collaboration.

(d) Installation and Configuration services for the 49 South Van Ness Permit Center by installing Next Gen Network, new phone system, software, and providing cloud service for permit departments including by not limited to:

- (i) Install and plug in CISCO network equipment (e.g. switches) in network closets (aka rack and stack the equipment);
- (ii) Connect network cables to the CISCO equipment, label cables as needed; Test network connections to make sure that they are operational;
- (iii) Cable and patching the equipment inside the IDF closets;
- (iv) Configuration of “switching” using DT standard configurations;
- (v) Testing and validation of end points connected to the newly deployed network, for wired and wireless access;
- (vi) Testing and validation of authentication correct policies are applied to end user and/or appliances;
- (vii) Documentation of deployment and “as built;”
- (viii) Knowledge transfer and operations checklist transfer to DT;
- (ix) Install CISCO VoIP network telephony handsets and connect them to the network;
- (x) Configure the VoIP telephony handsets into the CISCO Call Manager.

4.3 **Qualified Personnel.** Contractor shall utilize only competent personnel under the supervision of, and in the employment of, Contractor (or Contractor's authorized subcontractors) to perform the Services. Contractor will comply with City's reasonable requests regarding assignment and/or removal of personnel, but all personnel, including those assigned at City's request, and must be supervised by Contractor. Contractor shall commit adequate resources to allow timely completion within the project schedule specified in this Agreement.

4.4 **Subcontracting.**

4.4.1 Contractor may subcontract portions of the Services only upon prior written approval of City. Contractor is responsible for its subcontractors throughout the course of the work required to perform the Services. All Subcontracts must incorporate the terms of Article 10 “Additional Requirements Incorporated by Reference” of this Agreement, unless inapplicable. Neither Party shall, on the basis of this Agreement, contract on behalf of, or in the name of, the other Party. Any agreement made in violation of this provision shall be null and void.

4.4.2 City's execution of this Agreement constitutes its approval of the subcontractors listed below.

Learn iT! Inc.  
33 New Montgomery Street, Suite 300  
San Francisco, CA 94105

Xterra Solutions  
655 Montgomery Street, Suite 1020  
San Francisco, CA 94111

GenSigma LLC

180 Sansome Street, Floor 9  
San Francisco, CA 94104

**4.5 Independent Contractor; Payment of Employment Taxes and Other Expenses.**

**4.5.1 Independent Contractor.** For the purposes of this Section 4.4, "Contractor" shall be deemed to include not only Contractor, but also any agent or employee of Contractor. Contractor acknowledges and agrees that at all times, Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor, its agents, and employees will not represent or hold themselves out to be employees of the City at any time. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Agreement. Contractor agrees to maintain and make available to City, upon request and during regular business hours, accurate books and accounting records demonstrating Contractor's compliance with this section. Should City determine that Contractor, or any agent or employee of Contractor, is not performing in accordance with the requirements of this Agreement, City shall provide Contractor with written notice of such failure. Within five (5) business days of Contractor's receipt of such notice, and in accordance with Contractor policy and procedure, Contractor shall remedy the deficiency. Notwithstanding, if City believes that an action of Contractor, or any agent or employee of Contractor, warrants immediate remedial action by Contractor, City shall contact Contractor and provide Contractor in writing with the reason for requesting such immediate action.

**4.5.2 Payment of Employment Taxes and Other Expenses.** Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied

as a credit against such liability). A determination of employment status pursuant to this Section 4.4 shall be solely limited to the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, Contractor agrees to indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all claims, losses, costs, damages, and expenses, including attorneys' fees, arising from this section.

4.6 **Assignment.** The Services to be performed by Contractor are personal in character. Neither this Agreement, nor any duties or obligations hereunder, may be directly or indirectly assigned, novated, hypothecated, transferred, or delegated by Contractor, or, where the Contractor is a joint venture, a joint venture partner, (collectively referred to as an "Assignment") unless first approved by City by written instrument executed and approved in the same manner as this Agreement in accordance with the Administrative Code. The City's approval of any such Assignment is subject to the Contractor demonstrating to City's reasonable satisfaction that the proposed transferee is: (i) reputable and capable, financially and otherwise, of performing each of Contractor's obligations under this Agreement and any other documents to be assigned, (ii) not forbidden by applicable law from transacting business or entering into contracts with City; and (iii) subject to the jurisdiction of the courts of the State of California. A change of ownership or control of Contractor or a sale or transfer of substantially all of the assets of Contractor shall be deemed an Assignment for purposes of this Agreement. Contractor shall immediately notify City about any Assignment. Any purported Assignment made in violation of this provision shall be null and void.

4.7 **Warranty.** Contractor warrants to City that the Services will be performed with the degree of skill and care that is required by current, good and sound professional procedures and practices, and in conformance with generally accepted professional standards prevailing at the time the Services are performed so as to ensure that all Services performed are correct and appropriate for the purposes contemplated in this Agreement.

4.8 **Liquidated Damages.** By entering into this Agreement, Contractor agrees that in the event the Services are delayed beyond the scheduled milestones and timelines mutually agreed to as provided in the applicable statement of work, City will suffer actual damages that will be impractical or extremely difficult to determine. Contractor agrees that the sum of \$1000 per calendar day for each day of delay beyond scheduled milestones and timelines is not a penalty, but is a reasonable estimate of the loss that City will incur based on the delay, established in light of the circumstances existing at the time this Agreement was awarded. City may deduct a sum representing the liquidated damages from any money due to Contractor under this Agreement or any other contract between City and Contractor. Such deductions shall not be considered a penalty, but rather agreed upon monetary damages sustained by City because of Contractor's failure to furnish deliverables to City within the time fixed or such extensions of time permitted in writing by City.

## Article 5 Insurance and Indemnity

### 5.1 Insurance.

5.1.1 **Required Coverages.** Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:



(a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

(b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(c) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable, and

(d) Technology Errors and Omissions Liability coverage, with limits of \$10,000,000 each occurrence and each loss, and \$10,000,000 general aggregate. The policy shall at a minimum cover professional misconduct or lack of the requisite skill required for the performance of services defined in the contract and shall also provide coverage for the following risks:

(i) Network security liability arising from the unauthorized access to, use of, or tampering with computers or computer systems, including hacker attacks; and

(ii) Liability arising from the introduction of any form of malicious software including computer viruses into, or otherwise causing damage to the City's or third person's computer, computer system, network, or similar computer related property and the data, software, and programs thereon.

(e) Contractor shall maintain in force during the full life of the agreement Cyber and Privacy Insurance with limits of not less than \$20,000,000 per occurrence and \$20,000,000 general aggregate. Such insurance shall include coverage for liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, protected health information or other personally identifying information, stored or transmitted in electronic form.

5.1.2 Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

(a) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

(b) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

5.1.3 All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in Section 11.1, entitled "Notices to the Parties."

5.1.4 Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this

Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

5.1.5 Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

5.1.6 Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

5.1.7 Before commencing any Services, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.

5.1.8 The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

5.1.9 If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.

5.1.10 Reserved.

5.2 **Indemnification.** Contractor shall indemnify and hold harmless City and its officers, agents and employees from, and, if requested, shall defend them from and against any and all claims, demands, losses, damages, costs, expenses, and liability (legal, contractual, or otherwise) arising from or in any way connected with any: (i) injury to or death of a person, including employees of City or Contractor; (ii) loss of or damage to property; (iii) violation of local, state, or federal common law, statute or regulation, including but not limited to privacy or personally identifiable information, health information, disability and labor laws or regulations; (iv) strict liability imposed by any law or regulation; or (v) losses arising from Contractor's execution of subcontracts not in accordance with the requirements of this Agreement applicable to subcontractors; so long as such injury, violation, loss, or strict liability (as set forth in subsections (i) – (v) above) arises directly or indirectly from Contractor's performance of this Agreement, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or

agreement on Contractor, its subcontractors, or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City.

In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter.

Contractor shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons arising directly or indirectly from the receipt by City, or any of its officers or agents, of Contractor's Services.

**5.2.2 Infringement Indemnification.** If notified promptly in writing of any judicial action brought against City based on an allegation that City's use of products and/or services that are the subject of this agreement infringes a patent, copyright, or any right of a third-party or constitutes misuse or misappropriation of a trade secret or any other right in intellectual property (Infringement), Contractor will hold City harmless and defend such action at its own expense. Contractor will pay the costs and damages awarded in any such action or the cost of settling such action, provided that Contractor shall have sole control of the defense of any such action and all negotiations or its settlement or compromise, provided, however, that Contractor shall not agree to any injunctive relief or settlement that obligates the City to perform any obligation, make an admission of guilt, fault or culpability or incur any expense, without City's prior written consent, which shall not be unreasonably withheld or delayed. If notified promptly in writing of any informal claim (other than a judicial action) brought against City based on an allegation that City's use of the products and/or services that are the subject of this agreement constitutes Infringement, Contractor will pay the costs associated with resolving such claim and will pay the settlement amount (if any), provided that Contractor shall have sole control of the resolution of any such claim and all negotiations for its settlement. In the event a final injunction is obtained against City's use of the products and/or services that are the subject of this agreement by reason of Infringement, or in Contractor's opinion City's use of the products and/or services that are the subject of this agreement is likely to become the subject of Infringement, Contractor may at its option and expense: (a) procure for City the right to continue to use the products and/or services that are the subject of this agreement as contemplated hereunder, (b) replace the products and/or services that are the subject of this agreement with a non-infringing, functionally equivalent substitute products and/or services that are the subject of this agreement, or (c) suitably modify the products and/or services that are the subject of this agreement to make its use hereunder non-infringing while retaining functional equivalency to the unmodified version of the products and/or services that are the subject of this agreement. If none of these options is reasonably available to Contractor, then the applicable Authorization Document or relevant part of such Authorization Document may be terminated at the option of either Party hereto and Contractor shall refund to City all amounts paid under this Agreement for the license of such infringing products and/or services that are the subject of this agreement. Any unauthorized modification or attempted modification of the products and/or services that are the subject of this agreement by City or any failure by City to implement any improvements or updates to the products and/or services that are the subject of this agreement, as supplied by Contractor, shall void this indemnity unless City has obtained prior written authorization from Contractor permitting such modification, attempted modification or failure to implement. Contractor shall have no liability for any claim of Infringement based on City's use or combination of the SaaS Application and

Services with products or data of the type for which the products and/or services that are the subject of this agreement was neither designed nor intended to be used.

#### **Article 6 Liability of the Parties**

**6.1 Liability of City.** CITY'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 3.3.1, "PAYMENT," OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

**6.2 Liability for Use of Equipment.** City shall not be liable for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or any of its subcontractors, or by any of their employees, even though such equipment is furnished, rented or loaned by City.

**6.3 Liability for Incidental and Consequential Damages.** Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions.

#### **Article 7 Payment of Taxes**

**7.1 Contractor to Pay All Taxes.** Except for any applicable California sales and use taxes charged by Contractor to City, Contractor shall pay all taxes, including possessory interest taxes levied upon or as a result of this Agreement, or the Services delivered pursuant hereto. Contractor shall remit to the State of California any sales or use taxes paid by City to Contractor under this Agreement. Contractor agrees to promptly provide information requested by the City to verify Contractor's compliance with any State requirements for reporting sales and use tax paid by City under this Agreement.

**7.2 Possessory Interest Taxes.** Contractor acknowledges that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

**7.2.1** Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest.

**7.2.2** Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

7.2.3 Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.

7.2.4 Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

7.3 **Withholding.** Contractor agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Contractor further acknowledges and agrees that City may withhold any payments due to Contractor under this Agreement if Contractor is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Contractor, without interest, upon Contractor coming back into compliance with its obligations.

## **Article 8 Termination and Default**

### **8.1 Termination for Convenience**

8.1.1 City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective.

8.1.2 Upon receipt of the notice of termination, Contractor shall commence and perform, with diligence, all actions necessary on the part of Contractor to effect the termination of this Agreement on the date specified by City and to minimize the liability of Contractor and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions may include any or all of the following, without limitation:

- (a) Halting the performance of all Services under this Agreement on the date(s) and in the manner specified by City.
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, Services, equipment or other items.
- (c) At City's direction, assigning to City any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
- (d) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.
- (e) Completing performance of any Services that City designates to be completed prior to the date of termination specified by City.

(f) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which City has or may acquire an interest.

8.1.3 Within 30 days after the specified termination date, Contractor shall submit to City an invoice, which shall set forth each of the following as a separate line item:

(a) The reasonable cost to Contractor, without profit, for all Services prior to the specified termination date, for which Services City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Contractor's direct costs for Services. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.

(b) A reasonable allowance for profit on the cost of the Services described in the immediately preceding subsection (a), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all Services under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.

(c) The reasonable cost to Contractor of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.

(d) A deduction for the cost of materials to be retained by Contractor, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the Services or other work.

8.1.4 In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs specifically listed in Section 8.1.3. Such non-recoverable costs include, but are not limited to, anticipated profits on the Services under this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under Section 8.1.3.

8.1.5 In arriving at the amount due to Contractor under this Section, City may deduct: (i) all payments previously made by City for Services covered by Contractor's final invoice; (ii) any claim which City may have against Contractor in connection with this Agreement; (iii) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection 8.1.4; and (iv) in instances in which, in the opinion of the City, the cost of any Service performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected Services, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced Services in compliance with the requirements of this Agreement.

8.1.6 City's payment obligation under this Section shall survive termination of this Agreement.

## 8.2 Termination for Default; Remedies.

8.2.1 Each of the following shall constitute an immediate event of default ("Event of Default") under this Agreement:

(a) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

3.5	Submitting False Claims.	10.10	Alcohol and Drug-Free Workplace
4.5	Assignment	10.13	Working with Minors
Article 5	Insurance and Indemnity	11.10	Compliance with Laws
Article 7	Payment of Taxes	Article 13	Data and Security

(b) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, including any obligation imposed by ordinance or statute and incorporated by reference herein, and such default is not cured within thirty (30) days after written notice thereof from City to Contractor. If Contractor defaults a second time in the same manner as a prior default cured by Contractor, City may in its sole discretion immediately terminate the Agreement for default or grant an additional period not to exceed five days for Contractor to cure the default.

(c) Contractor (i) is generally not paying its debts as they become due; (ii) files, or consents by answer or otherwise to the filing against it of a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction; (iii) makes an assignment for the benefit of its creditors; (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Contractor or of any substantial part of Contractor's property; or (v) takes action for the purpose of any of the foregoing.

(d) A court or government authority enters an order (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Contractor or with respect to any substantial part of Contractor's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Contractor.

8.2.2 On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, where applicable, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default; Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor: (i) all damages, losses, costs or expenses incurred by City as a result of an Event of Default; and (ii) any liquidated damages levied upon Contractor pursuant to the terms of this Agreement; and (iii), any damages imposed by any ordinance or statute that is incorporated into this Agreement by reference, or into any other agreement with the City.

8.2.3 All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy. Nothing in this Agreement shall constitute a waiver or limitation of any rights that City may have under applicable law.

8.2.4 Any notice of default must be sent by registered mail to the address set forth in Article 11.

8.3 **Non-Waiver of Rights.** The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

8.4 **Rights and Duties upon Termination or Expiration.**

8.4.1 This Section and the following Sections of this Agreement listed below, shall survive termination or expiration of this Agreement:

3.3.2	Payment Limited to Satisfactory Services	9.1	Ownership of Results
3.3.7(a)	Grant Funded Contracts – Disallowance	9.2	Works for Hire
3.4	Audit and Inspection of Records	11.6	Dispute Resolution Procedure
3.5	Submitting False Claims	11.7	Agreement Made in California; Venue
Article 5	Insurance and Indemnity	11.8	Construction
6.1	Liability of City	11.9	Entire Agreement
6.3	Liability for Incidental and Consequential Damages	11.10	Compliance with Laws
Article 7	Payment of Taxes	11.11	Severability
8.1.6	Payment Obligation	Article 13	Data and Security

8.4.2 Subject to the survival of the Sections identified in Section 8.4.1, above, if this Agreement is terminated prior to expiration of the term specified in Article 2, this Agreement shall be of no further force or effect. Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City.

**Article 9 Rights In Deliverables**

9.1 **Ownership of Results.** Any interest of Contractor or its subcontractors, in the Deliverables, including any drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors for the purposes of this agreement, shall become the property of



and will be transmitted to City. However, unless expressly prohibited elsewhere in this Agreement, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.

9.2 **Works for Hire.** If, in connection with Services, Contractor or its subcontractors creates Deliverables including, without limitation, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes, or any other original works of authorship, whether in digital or any other format, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works shall be the property of the City. If any Deliverables created by Contractor or its subcontractor(s) under this Agreement are ever determined not to be works for hire under U.S. law, Contractor hereby assigns all Contractor's copyrights to such Deliverables to the City, agrees to provide any material and execute any documents necessary to effectuate such assignment, and agrees to include a clause in every subcontract imposing the same duties upon subcontractor(s). With City's prior written approval, Contractor and its subcontractor(s) may retain and use copies of such works for reference and as documentation of their respective experience and capabilities.

#### **Article 10 Additional Requirements Incorporated by Reference**

10.1 **Laws Incorporated by Reference.** The full text of the laws listed in this Article 10, including enforcement and penalty provisions, are incorporated by reference into this Agreement. The full text of the San Francisco Municipal Code provisions incorporated by reference in this Article and elsewhere in the Agreement ("Mandatory City Requirements") are available at [http://www.amlegal.com/codes/client/san-francisco\\_ca/](http://www.amlegal.com/codes/client/san-francisco_ca/).

10.2 **Conflict of Interest.** By executing this Agreement, Contractor certifies that it does not know of any fact which constitutes a violation of Section 15.103 of the City's Charter; Article III, Chapter 2 of City's Campaign and Governmental Conduct Code; Title 9, Chapter 7 of the California Government Code (Section 87100 *et seq.*), or Title 1, Division 4, Chapter 1, Article 4 of the California Government Code (Section 1090 *et seq.*), and further agrees promptly to notify the City if it becomes aware of any such fact during the term of this Agreement.

10.3 **Prohibition on Use of Public Funds for Political Activity.** In performing the Services, Contractor shall comply with San Francisco Administrative Code Chapter 12G, which prohibits funds appropriated by the City for this Agreement from being expended to participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure. Contractor is subject to the enforcement and penalty provisions in Chapter 12G.

10.4 **Consideration of Salary History.** Contractor shall comply with San Francisco Administrative Code Chapter 12K, the Consideration of Salary History Ordinance or "Pay Parity Act." Contractor is prohibited from considering current or past salary of an applicant in determining whether to hire the applicant or what salary to offer the applicant to the extent that such applicant is applying for employment to be performed on this Agreement or in furtherance of this Agreement, and whose application, in whole or part, will be solicited, received, processed or considered, whether or not through an interview, in the City or on City property. The ordinance also prohibits employers from (1) asking such applicants about their current or past salary or (2) disclosing a current or former employee's salary history without that employee's authorization unless the salary history is publicly available. Contractor is subject to the enforcement and penalty provisions in Chapter 12K. Information about and the text of Chapter

12K is available on the web at <https://sfgov.org/olse/consideration-salary-history>. Contractor is required to comply with all of the applicable provisions of 12K, irrespective of the listing of obligations in this Section.

#### 10.5 Nondiscrimination Requirements.

10.5.1 **Non Discrimination in Contracts.** Contractor shall comply with the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subcontractors to comply with such provisions. Contractor is subject to the enforcement and penalty provisions in Chapters 12B and 12C.

10.5.2 **Nondiscrimination in the Provision of Employee Benefits.** San Francisco Administrative Code 12B.2. Contractor does not as of the date of this Agreement, and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of employee benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees, subject to the conditions set forth in San Francisco Administrative Code Section 12B.2.

#### 10.6 Reserved (Local Business Enterprise and Non-Discrimination in Contracting Ordinance).

10.7 **Minimum Compensation Ordinance.** If Administrative Code Chapter 12P applies to this contract, Contractor shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Contractor is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Contractor is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Contractor certifies that it complies with Chapter 12P.

10.8 **Health Care Accountability Ordinance.** If Administrative Code Chapter 12Q applies to this contract, Contractor shall comply with the requirements of Chapter 12Q. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q, as well as the Health Commission's minimum standards, is available on the web at <http://sfgov.org/olse/hcao>. Contractor is subject to the enforcement and penalty provisions in Chapter 12Q. Any Subcontract entered into by Contractor shall require any Subcontractor with 20 or more employees to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section.

10.9 **First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

**10.10 Alcohol and Drug-Free Workplace.** City reserves the right to deny access to, or require Contractor to remove from, City facilities personnel of any Contractor or subcontractor who City has reasonable grounds to believe has engaged in alcohol abuse or illegal drug activity which in any way impairs City's ability to maintain safe work facilities or to protect the health and well-being of City employees and the general public. City shall have the right of final approval for the entry or re-entry of any such person previously denied access to, or removed from, City facilities. Illegal drug activity means possessing, furnishing, selling, offering, purchasing, using or being under the influence of illegal drugs or other controlled substances for which the individual lacks a valid prescription. Alcohol abuse means possessing, furnishing, selling, offering, or using alcoholic beverages, or being under the influence of alcohol.

**10.11 Limitations on Contributions.** By executing this Agreement, Contractor acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10% in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Contractor certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the contract, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

**10.12 Reserved. (Slavery Era Disclosure.)**

**10.13 Reserved. (Working with Minors.)**

**10.14 Consideration of Criminal History in Hiring and Employment Decisions.**

10.14.1 Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code ("Chapter 12T"), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

10.14.2 The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of

this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

10.15 **Reserved. (Public Access to Nonprofit Records and Meetings.)**

10.16 **Reserved. (Food Service Waste Reduction Requirements.)**

10.17 **Reserved. (Distribution of Beverages and Water.)**

10.18 **Tropical Hardwood and Virgin Redwood Ban.** Pursuant to San Francisco Environment Code Section 804(b), the City urges Contractor not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

10.19 **Reserved. (Preservative Treated Wood Products.)**

#### **Article 11 General Provisions**

11.1 **Notices to the Parties.** Unless otherwise indicated in this Agreement, all written communications sent by the Parties may be by U.S. mail or e-mail, and shall be addressed as follows:

To City: City and County of San Francisco  
Department of Technology, Contracts Administration  
Attn: Contracts Manager  
One South Van Ness Avenue, 2nd Floor  
San Francisco, CA 94103  
CityEA@sfgov.org

To Contractor: [insert name of contractor, mailing address, and e-mail address]

Any notice of default must be sent by registered mail. Either Party may change the address to which notice is to be sent by giving written notice thereof to the other Party. If email notification is used, the sender must specify a receipt notice.

11.2 **Compliance with Americans with Disabilities Act.** Contractor shall provide the Services in a manner that complies with the Americans with Disabilities Act (ADA), including but not limited to Title II's program access requirements, and all other applicable federal, state and local disability rights legislation.

11.3 **Incorporation of Recitals.** The matters recited above are hereby incorporated into and made part of this Agreement.

11.4 **Sunshine Ordinance.** Contractor acknowledges that this Agreement and all records related to its formation, Contractor's performance of Services, and City's payment are subject to the California Public Records Act, (California Government Code §6250 et. seq.), and the San Francisco Sunshine Ordinance, (San Francisco Administrative Code Chapter 67). Such records are subject to public inspection and copying unless exempt from disclosure under federal, state or local law.

**11.5 Modification of this Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except as noted in Section 11.1, "Notices to Parties," regarding change in personnel or place, and except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of CMD any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (CMD Contract Modification Form).

**11.6 Dispute Resolution Procedure.**

**11.6.1 Negotiation; Alternative Dispute Resolution.** The Parties will attempt in good faith to resolve any dispute or controversy arising out of or relating to the performance of services under this Agreement. If the Parties are unable to resolve the dispute, then, pursuant to San Francisco Administrative Code Section 21.36, Contractor may submit to the Contracting Officer a written request for administrative review and documentation of the Contractor's claim(s). Upon such request, the Contracting Officer shall promptly issue an administrative decision in writing, stating the reasons for the action taken and informing the Contractor of its right to judicial review. If agreed by both Parties in writing, disputes may be resolved by a mutually agreed-upon alternative dispute resolution process. If the parties do not mutually agree to an alternative dispute resolution process or such efforts do not resolve the dispute, then either Party may pursue any remedy available under California law. The status of any dispute or controversy notwithstanding, Contractor shall proceed diligently with the performance of its obligations under this Agreement in accordance with the Agreement and the written directions of the City. Neither Party will be entitled to legal fees or costs for matters resolved under this section.

**11.6.2 Government Code Claim Requirement.** No suit for money or damages may be brought against the City until a written claim therefor has been presented to and rejected by the City in conformity with the provisions of San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq. Nothing set forth in this Agreement shall operate to toll, waive or excuse Contractor's compliance with the California Government Code Claim requirements set forth in San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq.

**11.7 Agreement Made in California; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

**11.8 Construction.** All paragraph captions are for reference only and shall not be considered in construing this Agreement.

**11.9 Entire Agreement.** This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only as provided in Section 11.5, "Modification of this Agreement."

**11.10 Compliance with Laws.** Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and duly adopted rules and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times

comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

11.11 **Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (i) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (ii) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

11.12 **Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of City and Contractor, and both Parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No Party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the Party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

11.13 **Order of Precedence.** Contractor agrees to perform the services described below in accordance with the terms and conditions of this Agreement, implementing task orders, the RFP, and Contractor's proposal dated August 22, 2019. The RFP and Contractor's proposal are incorporated by reference as though fully set forth herein. Should there be a conflict of terms or conditions, this Agreement and any implementing task orders shall control over the RFP and the Contractor's proposal. If the Appendices to this Agreement include any standard printed terms from the Contractor, Contractor agrees that in the event of discrepancy, inconsistency, gap, ambiguity, or conflicting language between the City's terms and Contractor's printed terms attached, the City's terms shall take precedence, followed by the procurement issued by the department, Contractor's proposal, and Contractor's printed terms, respectively.

11.14 **Notification of Legal Requests.** Contractor shall immediately notify City upon receipt of any properly served subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), or which in any way might reasonably require access to City's Data, and in no event later than 24 hours after it receives the request. Contractor shall not respond to Legal Requests related to City without first notifying City other than to notify the requestor that the information sought is potentially covered under a non-disclosure agreement. Contractor shall retain and preserve City Data in accordance with the City's instruction and requests, including, without limitation, any retention schedules and/or litigation hold orders provided by the City to Contractor, independent of where the City Data is stored.

## **Article 12 Department Specific Terms**

12.1 **Reserved.**

## **Article 13 Data and Security**

13.1 **Nondisclosure of Private, Proprietary or Confidential Information.**

13.1.1 **Protection of Private Information.** If this Agreement requires City to disclose "Private Information" to Contractor within the meaning of San Francisco Administrative Code Chapter 12M, Contractor and subcontractor shall use such information only in accordance with the restrictions stated in Chapter 12M and in this Agreement and only as necessary in

performing the Services. Contractor is subject to the enforcement and penalty provisions in Chapter 12M.

**13.1.2 Confidential Information.** In the performance of Services, Contractor may have access to City's proprietary or Confidential Information, the disclosure of which to third parties may damage City. If City discloses proprietary or Confidential Information to Contractor, such information must be held by Contractor in confidence and used only in performing the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary or Confidential Information.

**13.2 Payment Card Industry ("PCI") Requirements.** Contractors providing services and products that handle, transmit or store cardholder data, are subject to the following requirements:

**13.2.1** Applications shall be compliant with the Payment Application Data Security Standard (PA-DSS) and validated by a Payment Application Qualified Security Assessor (PA-QSA). A Contractor whose application has achieved PA-DSS certification must then be listed on the PCI Councils list of PA-DSS approved and validated payment applications.

**13.2.2** Gateway providers shall have appropriate Payment Card Industry Data Security Standards (PCI DSS) certification as service providers (<https://www.pcisecuritystandards.org/index.shtml>). Compliance with the PCI DSS shall be achieved through a third party audit process. The Contractor shall comply with Visa Cardholder Information Security Program (CISP) and MasterCard Site Data Protection (SDP) programs.

**13.2.3** For any Contractor that processes PIN Debit Cards, payment card devices supplied by Contractor shall be validated against the PCI Council PIN Transaction Security (PTS) program.

**13.2.4** For items 13.2.1 to 13.2.3 above, Contractor shall provide a letter from their qualified security assessor (QSA) affirming their compliance and current PCI or PTS compliance certificate.

**13.2.5** Contractor shall be responsible for furnishing City with an updated PCI compliance certificate 30 calendar days prior to its expiration.

**13.2.6 Bank Accounts.** Collections that represent funds belonging to the City and County of San Francisco shall be deposited, without detour to a third party's bank account, into a City and County of San Francisco bank account designated by the Office of the Treasurer and Tax Collector.

**13.3 Business Associate Agreement.** This Agreement may require the exchange of information covered by the U.S. Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). A Business Associate Agreement ("BAA") executed by the parties is attached as Appendix E.

#### **13.4 Management of City Data and Confidential Information**

**13.4.1 Access to City Data.** City shall at all times have access to and control of all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), and shall be able to retrieve it in a readable format, in electronic form and/or print, at any time, at no additional cost.

**13.4.2 Use of City Data and Confidential Information.** Contractor agrees to hold City's Confidential Information received from or created on behalf of the City in strictest confidence. Contractor shall not use or disclose City's Data or Confidential Information except as permitted or required by the Agreement or as otherwise authorized in writing by the City. Any work using, or sharing or storage of, City's Confidential Information outside the United States is subject to prior written authorization by the City. Access to City's Confidential Information must be strictly controlled and limited to Contractor's staff assigned to this project on a need-to-know basis only. Contractor is provided a limited non-exclusive license to use the City Data or Confidential Information solely for performing its obligations under the Agreement and not for Contractor's own purposes or later use. Nothing herein shall be construed to confer any license or right to the City Data or Confidential Information, by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third-party. Unauthorized use of City Data or Confidential Information by Contractor, subcontractors or other third-parties is prohibited. For purpose of this requirement, the phrase "unauthorized use" means the data mining or processing of data, stored or transmitted by the service, for commercial purposes, advertising or advertising-related purposes, or for any purpose other than security or service delivery analysis that is not explicitly authorized.

**13.4.3 Disposition of Confidential Information.** Upon termination of Agreement or request of City, Contractor shall within five business days return all Confidential Information which includes all original media. Once Contractor has received written confirmation from City that Confidential Information has been successfully transferred to City, Contractor shall within ten (10) business days purge all Confidential Information from its servers, any hosted environment Contractor has used in performance of this Agreement, work stations that were used to process the data or for production of the data, and any other work files stored by Contractor in whatever medium. Contractor shall provide City with written certification that such purge occurred within five (5) business days of the purge.

**13.4.4 Disaster Recovery.** Contractor shall support the City in the event of a disaster that disrupts the City's Cisco services by working with the City and other City Contractors to restore service as soon as possible; and case managing the restoration or replacement of equipment at covered locations that are designated by the City as being critical for public safety and City business. Because the City is a Public Safety and Public Service provider, Supplier shall ensure City is among the highest priority clients for recovery in the event of a large-scale disaster.

**13.4.5 Facial Recognition Technology Ban.** San Francisco Administrative Code Section 19B forbids most City Departments from obtaining, accessing or using Face Recognition Technology or information obtained from Face Recognition Technology. By executing this agreement, Contractor acknowledges that the subject of this agreement is not an automated or semi-automated process that assists in identifying or verifying an individual based on an individual's face.

## **Article 14 MacBride And Signature**

**14.1 MacBride Principles - Northern Ireland.** The provisions of San Francisco Administrative Code §12F are incorporated herein by this reference and made part of this Agreement. By signing this Agreement, Contractor confirms that Contractor has read and understood that the City urges companies doing business in Northern Ireland to resolve



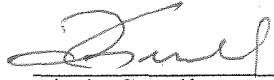
employment inequities and to abide by the MacBride Principles, and urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

➤ [SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

**CITY**

Recommended by:



\_\_\_\_\_  
Linda Gerull  
City Chief Information Officer  
Department of Technology

**CONTRACTOR**

**ConvergeOne, Inc.**



\_\_\_\_\_  
**Stephen Monteros**  
**Vice President**

City Supplier Number: **0000030047**

Approved as to Form:

Dennis J. Herrera  
City Attorney

By: \_\_\_\_\_

Margarita Gutierrez  
Deputy City Attorney

Approved:

Alaric Degrafinried  
Director of the Office of Contract Administration,  
and Purchaser

By: \_\_\_\_\_

6

**Appendices**

- A: Scope of Services
- B: Calculation of Charges
- C: City Terms and Conditions
- D: Converge One Attachments of Cisco Terms and Conditions
- E: Business Associated Addendum

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

**CITY**

**CONTRACTOR**

Recommended by:

[company name]

\_\_\_\_\_  
Linda Gerull  
City Chief Information Officer  
Department of Technology

\_\_\_\_\_  
[name of authorized representative]  
[title]  
[optional: address]  
[optional: city, state, ZIP]

Approved as to Form:

City Supplier Number: [Supplier Number]

Dennis J. Herrera  
City Attorney

By:   
\_\_\_\_\_  
Margarita Gutierrez  
Deputy City Attorney

Approved:  
Alaric Degrafinried  
Director of the Office of Contract Administration,  
and Purchaser

By: \_\_\_\_\_

**Appendices**

- A: Scope of Services
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**Appendix A  
Scope of Services**

**City and County of San Francisco  
Converge One Master Agreement for Cisco Products  
Scope of Services**

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**1. Orders & Deliveries**

Supplier shall place orders for Cisco products and services through Cisco’s website (or Cisco’s authorized distributors) with contingencies in place to also receive orders via fax, email or phone if website is not operational.

Supplier shall serve as the sole contact point for all orders and deliveries and will retain all responsibility for all delivered items pursuant to this contract.

Supplier shall replace all items that are delivered dead on arrival (DOA) without exception and will be responsible for the delivery of the replacement DOA items. Supplier to contact Cisco and submit an Return Merchandise Authorization [RMA] request within 1 business day.

Supplier shall be able to deliver orders that are coming from their warehouse Monday to Friday between the hours of 8:00am to 5:00pm, based on the project schedule. Deliveries that are coming from the Supplier’s warehouse that are outside the project scheduled date would be accepted and transported back by the supplier.

Supplier to work with CCSF on the timeline for warehousing the equipment. Invoices, packing slips, inventory lists will be submitted by the Supplier to CCSF as soon as the equipment arrives at the Supplier warehouse to approve for payment.

Deliveries from Cisco (drop ship) will have tracking numbers provided by the Supplier. CCSF will provide the Supplier 24 hours minimum notification to cancel delivery of equipment at no additional cost for a future reschedule of delivery.

Once equipment arrives at the warehouse, Supplier shall have orders ready to ship within the following timeframes, with the exception of DOA items:

- a) 21 calendar days of receiving the equipment for Package A,
- b) 14 calendar days of receiving equipment for Package B,
- c) 7 calendar days of receiving equipment for Package C,
- d) 4 calendar days of receiving equipment for Package D

Package A Full Service: Includes burn in, ios updates, base template, configuration

Package B: Includes burn in, ios updates, base template

Package C: Includes burn in, ios updates

Package D: Includes burn in only

## **2. Pre-Sales Support**

Supplier shall provide the following pre-sales support services to CCSF for no billable rate as part of the process of developing orders for Cisco products and services.

### **2.1. PRE-SALES ENGINEERING SUPPORT**

Supplier shall provide local pre-sales engineers with advanced Cisco certifications to advise CCSF and assist in designing potential orders according to CCSF's technical requirements.

When requested by CCSF, supplier shall replicate CCSF's network environment in supplier's lab environment to test architectures prior to placement of an order.

### **2.2. PRE-SALES PROCUREMENT SUPPORT**

When CCSF initiates an order, supplier shall provide advice on maximizing savings through strategies such as bundling purchase of certain products, licenses, or services, negotiating multi-year discounts, co-terminating support renewals, and exploring technology migration credits.

Supplier shall regularly update CCSF on Cisco's current promotions, any changes in pricing, and lessons learned from other clients to assist CCSF purchasing the best technology, products, and solutions while minimizing cost.

## **3. Staging**

When requested by CCSF, supplier shall stage orders at supplier's local facilities prior to delivery and deployment at CCSF premises at no additional cost. As requested by CCSF, staging shall include the following:

- a. Receiving the order
- b. Conducting inventory of all equipment

- i. Immediately conduct inventory of full shipment when received and submit status to CCSF Department
- c. Conducting asset tagging
- d. Conducting burn-in
- e. Testing equipment
  - i. Validate Turn Up Functionality
  - ii. Ensure Hardware is Operational
  - iii. Peripherals (Modules, SFPs, etc.) are Functional
- f. Configuring equipment
  - i. Refer to the packages section under 'Order and Deliveries'.

#### **4. Product Quality**

Supplier shall guarantee the provision of genuine new original equipment manufacturer (OEM) products, with all appropriate manuals, licenses, warranty cards, user documentation, etc. No used, pre-owned, or refurbished equipment will be accepted. All products and services shall have valid and current Cisco warranties.

#### **5. Management of Cisco Smartnet Maintenance and Support Contracts**

At no additional cost, Supplier to assess CCSF existing Smartnet contracts and make recommendations to ensure all production equipment is supported. At no additional cost, Supplier shall centralize management of CCSF's existing contracts for Cisco Smartnet maintenance and support. Supplier to maintain an accurate list of equipment and the location, renewal time and level of support provided. ConvergeOne will provide recommendations for the quarterly true ups based on new equipment integrated into the City's network. Supplier shall advise CCSF when placing orders for new Cisco Smartnet contracts on how to minimize costs through strategies such as co-terminating with other CCSF Smartnet contracts or through purchasing multi-year contracts.

#### **6. Help Desk**

Supplier shall provide help desk services between the hours of 8am-5pm (PT), Monday through Friday, for the purpose of receiving, tracking, and assigning service calls and issues.

#### **7. Training**

Supplier to provide a full training center where they can host trainings and whiteboarding sessions for CCSF. This offers a nice opportunity for clients to get out of the office to have dedicated time to learn about new technologies and provide training before deployments occur.

#### **8. Post-Sales Support**

Supplier is the single source for Cisco equipment purchase, staging, install and configuration. Post-Sales services may include the following at additional cost:

- Implementation and Configuration

- Authorized/Certified Training (such as knowledge transfer, on-the-job training, classroom training)
- Authorized Vendor Maintenance + Managed Services
- Post sales services support from CCIE certified engineers available at hourly rates

### 9. Background Check

Supplier shall provide CCSF with a list of all proposed personnel and information to be specified by CCSF sufficient for CCSF to conduct a security background check. CCSF shall confirm acceptance of all supplier personnel prior to their providing of any services for the CCSF.

### 10. Calculation of Charges

#### 10.1. MINIMUM DISCOUNTS BELOW MANUFACTURER LIST PRICE

For all Cisco products and services purchased through this contract, supplier shall provide the following minimum percentage discounts below the list price on the most current Cisco Global U.S. Price List at the time CCSF places an order, based on the following item categorization. The definitive source of information for item categorization is the most current Cisco Global U.S. Price List that lists the category for each SKU.

Cisco Category	Category Description	Discount
<b>CORE</b>	Routers, switches, and most other hardware	48.0%
<b>COMPUTE</b>	Servers and UCS product line	61.0%
<b>MARKET</b>	Software, SaaS, analytic tools, security tools	25.0%
<b>NET</b>	Third-party products and software	48.0%
<b>SmartNet (SNTC or SMNT)</b>	Maintenance and support for hardware	25.0%
<b>Solution Support (SS)</b>	Support for third-party products and software	25.0%
<b>Software Support (SWSS)</b>	Support for software applications and features	25.0%
<b>Advanced Services (AS)</b>	Optimization, testing, migration planning	10.0%
<b>Business Critical Services</b>	Predictive analytics, automated fault management	32.0%
<b>Managed Services</b>	Cisco managed networks, data centers, security	32.0%

In the event Cisco changes the categorization of the Cisco Global U.S. Price List, supplier shall immediately contact CCSF to negotiate an update to the minimum discounts in this contract.

**Appendix B  
Calculation of Charges**

**MINIMUM DISCOUNTS BELOW MANUFACTURER LIST PRICE**

For all Cisco products and services purchased through this contract, supplier shall provide the following minimum percentage discounts below the list price on the most current Cisco Global U.S. Price List at the time the City places an order, based on the following item categorization.

The definitive source of information for item categorization is the most current Cisco Global U.S. Price List that lists the category for each SKU. The content of the Cisco Global Price List is subject to updates and changes, but the scope of the City's purchases are limited to the categories listed below and the payment obligation in Article 3 of this Agreement.

Cisco Category	Category Description	Discount
<b>CORE</b>	Routers, switches, and most other hardware	48.0%
<b>COMPUTE</b>	Servers and UCS product line	61.0%
<b>MARKET</b>	Software, SaaS, analytic tools, security tools	25.0%
<b>NET</b>	Third-party products and software	48.0%
<b>SmartNet (SNTC or SMNT)</b>	Maintenance and support for hardware	25.0%
<b>Solution Support (SS)</b>	Support for third-party products and software	25.0%
<b>Software Support (SWSS)</b>	Support for software applications and features	25.0%
<b>Advanced Services (AS)</b>	Optimization, testing, migration planning	10.0%
<b>Business Critical Services</b>	Predictive analytics, automated fault management	32.0%
<b>Managed Services</b>	Cisco managed networks, data centers, security	32.0%

Equipment purchases shall be billed when ConvergeOne receives the equipment at their premise subject to all the terms and conditions in this agreement. Services shall be billed in accordance with all of the terms and conditions in this agreement.

The list of Cisco products and services available through this agreement can be found at <https://sfgov1.sharepoint.com/sites/TIS/Collaborations/CityEAs/Shared%20Documents/Cisco%20Global%20US%20Price%20List%2010-02-19.xlsx>



**Appendix C**  
**City and County of San Francisco Terms and Conditions**

- I. Hardware**
- II. Licensed Software**
- III. SaaS Application and and Subscription Based Software**
- IV. Licensed Software and SaaS Maintenance and Support Services.**
- V. Design, Project and Consulting Services**

**I. Hardware**

**A. Freight, Title, and Risk of Loss.** Freight charges are included in the purchase price. Contractor will pack and ship all Equipment in accordance with good commercial practices. Contractor is responsible for local warehousing of the Equipment, where Contractor will inspect and inventory the Equipment. City representatives may participate in these activities. Title and risk of loss to the Equipment will pass to City upon delivery to the City's destination point. City will promptly inspect the delivered Equipment, and City has no duty to accept, and may rightfully reject, Equipment that has been damaged in transit or that fails to conform to the order. Title to Software, which remains with owner of applicable Software, does not pass at any time and usage but is governed by the applicable Software License Agreement.

**B. Warranty of Service.** Contractor warrants to the City that the Services will be performed with the degree of skill and care that is required by current, good and sound professional procedures and practices, and in conformance with generally accepted professional standards prevailing at the time the Services are performed so as to ensure that all Services performed are correct and appropriate for the purposes contemplated in this Agreement. Warranty of Service claims must be asserted within a reasonable time of discovery. During the Warranty Period, in addition to warranty services, Contractor will provide maintenance services for the Equipment and support for the supplied Software as described in the Warranty Section of the Statement of Work. Those services and support are included in the Purchase Price.

**C. Warranty of Performance Specifications.** During the Warranty Period, Contractor hereby warrants that the Equipment will perform in accordance with the required functionality Specifications.

**D. Equipment Warranty.** During the Warranty Period, Contractor warrants that the Equipment under normal use and service will be free from material defects in materials and workmanship.

**E. Software Warranty.** During the Warranty Period, Contractor warrants the Software will perform in accordance with the terms of the software specifications. Contractor warrants that (i) it owns all rights, title, and interest in and to the Software under the terms and conditions of the Software License Agreement.

**F. Warranty of Suitability for intended purpose.** Contractor warrants that the projects and services will be suitable for the intended purpose of providing technology infrastructure and operations, technology security, service delivery, public safety systems and wiring.

## II. Licensed Software Terms

**A. Grant of License.** Subject to the terms and conditions of the products and services that are the subject of the Agreement, Contractor will pass through from Cisco to City a non-exclusive and non-transferable license to use the Licensed Software. City acknowledges and agrees that this Agreement grants City no title or right of ownership in the Licensed Software.

Contractor agrees that in the event it discontinues its obligations under the terms of this Agreement, except as expressly provided for in Article 8 (Termination and Default), or that Cisco ceases to market and/or provide maintenance and support for the Licensed Software, and there is no successor in interest by merger, operation of law, assignment, purchase, or otherwise, it will provide City, without charge, one (1) copy of the then-current Source Code for all of the programs and all supporting Documentation for the Licensed Software then operating and installed at City's locations. If City should obtain the Source Code and the Documentation pursuant to this section, the only use made of the Source Code and the Documentation will be for the proper maintenance of the Licensed Software in connection with City's use of the Licensed Software as provided for, and limited by, the provisions of this Agreement.

In furtherance of its obligations as stated above, Contractor will provide to City a copy of the Source Code which corresponds to the most current version of the Licensed Software. Contractor agrees to update, enhance or otherwise modify such Source Code promptly upon its release of a new version of the Licensed Software to its other Licensees such that the Source Code is maintained as corresponding to the newest released version of the Licensed Software. City's right to possession of the Source Code will be governed by Appendix A.

**B. Restrictions on Use.** City is authorized to use the Licensed Software only for City's internal purposes and only on the Designated CPU or the Designated Site specified in the Authorization Document. City agrees that it will, through its best efforts, not use or permit the Licensed Software to be used in any manner, whether directly or indirectly, that would enable any other person or entity to use the Licensed Software on other than the Designated CPU or Site.

**C. Use on other than Designated CPU or Site.** A single back-up or replacement CPU may be used as a substitute for a Designated CPU at any time, provided that City provides Contractor with written notice of such hardware substitution, including information regarding the replacement hardware as required for the Designated CPU pursuant to this Agreement, that City refrain from using the Licensed Software simultaneously on both the Designated CPU and the substitute CPU, and that the Licensed Software be removed from or rendered inoperable on the Designated CPU by the City in a timely manner subsequent to installation of the Licensed Software upon the substitute CPU.

For the purpose of any bona fide City disaster recovery plan or with respect to the use of computer software in its municipal operations, City may make one copy of the Licensed Software for archival purposes and use such archival copy on a CPU other than the Designated CPU, or at a site other than the Designated Site, so long as such alternative CPU or site is owned or controlled by City. The use of such archival copy shall be limited to (1) the purpose of conducting limited testing of the disaster recovery plan's procedures and effectiveness and (2) during any period subsequent to the occurrence of an actual disaster during which the City

cannot operate the Licensed Software on the Designated CPU or at the Designated Site. City agrees to furnish evidence of its disaster recovery plan and procedures upon Contractor's request.

**D. Transfer of Products.** City may move the Licensed Software and supporting materials to another City site which physically replaces the original installation site upon prior written notice to Contractor.

**E. Documentation.** Contractor shall provide City with the Licensed Software specified in the Authorization Document, and a minimum of two copies of the Documentation per installation. Contractor grants to City permission to duplicate all printed Documentation for City's internal use.

**F. Proprietary Markings.** City agrees not to remove or destroy any proprietary markings or proprietary legends placed upon or contained within the Licensed Software or any related materials or Documentation.

**G. Authorized Modification.** City shall also be permitted to develop, use and modify Application Program Interfaces (API's), macros and user interfaces. For purposes of this Agreement, such development shall be deemed an authorized modification. Any such APIs, macros or other interfaces developed by the City shall become the property of the City.

**H. Delivery.** One copy of each of the Licensed Software products in computer readable form shall be transmitted to the City within the time periods specified in Appendix A.

**I. Installation.** Contractor shall install the programs by within the time periods specified in Appendix A or if programs are part of a Project, as per the project schedule.

**J. Risk of Loss.** If any of the Licensed Software products are lost or damaged during transmittal or before installation is completed, Contractor shall promptly replace such products, including the replacement of program storage media if necessary, at no additional charge to the City. If any of the Licensed Software products are lost or damaged while in the possession of the City, Contractor will promptly replace such products without charge, except for program storage media, unless supplied by the City.

**K. Acceptance Testing.** After Contractor has installed the Licensed Software, the City shall have a period of 7 days ("Acceptance Testing Period") from the date of installation to verify that the Licensed software substantially performs to the specifications contained in the Documentation. In the event that the City determines that the Licensed Software does not meet such specifications, the City shall notify the Contractor in writing, and Contractor shall modify or correct the Licensed Software so that it satisfies the Acceptance criteria. The date of Acceptance will be that date upon which City provides Contractor with written notice of satisfactory completion of Acceptance testing. If City notifies Contractor after the Acceptance Testing Period that the Licensed Software does not meet the Acceptance criteria of this section, then City shall be entitled to terminate this License in accordance with the procedures specified in Article 8 herein, and shall be entitled to a full refund of the license fee.

**L. Training.** Contractor will training in accordance with the terms in Appendix A. Upon request by the City, Contractor will provide additional training at its current best government rates.

**M. Contractor's Default.** Failure or refusal of Contractor to perform or do any act herein required shall constitute a default. In the event of any default, in addition to any other

remedy available to City, this Contract may be terminated by City upon ten days written notice. Such termination does not waive any other legal remedies available to City.

**N. Warranties - Conformity to Specifications.** Contractor warrants that when the Licensed Software specified in the Authorization Document and all updates and improvements to the Licensed Software are delivered to City, they will be free from defects as to design, material, and workmanship and will perform on the Designated CPU in accordance with the Contractor's published specifications for the Licensed Software.

### **III. SaaS and Subscription Based Software**

**SaaS may be provided by Cisco, but as the Reseller of Cisco Services that are the subject of this Agreement Contractor will ensure that the services provided under the Agreement meet the City's minimum requirements listed below.**

**A. SaaS Licensed Software.** Subject to the terms and conditions of this Agreement, Contractor will procure Cisco SaaS and Subscription Based Software including, but are not limited to the following services: Cisco Umbrella. Contractor hereby grants City and Authorized Users a renewable, irrevocable, non-exclusive, royalty-free, and worldwide license to access, display, and execute the SaaS Application and SaaS Services during the Term of this Agreement and any renewals thereof, if any.

**B. Click-Wrap Disclaimer.** No "click to accept" agreement that may be required for the City and/or Authorized Users' access to the SaaS Services or Contractor's Website and no "terms of use" or "privacy policy" referenced therein or conditioned for use of the SaaS Services or Contractor's Website shall apply. Only the provisions of this Agreement as amended from time to time shall apply to City and/or Authorized Users for access thereto and use thereof. The Parties acknowledge that City and/or each Authorized User may be required to click "Accept" as a condition of access to the SaaS Services through the Contractor's Website, but the provisions of such "click to accept" agreement and other terms (including Terms of Use and Privacy Policy) referenced therein shall be null and void for City and/or each such Authorized User. The foregoing does not apply to the City's own click-wrap agreements in the event the City chooses to have Contractor include terms of use, terms or service, privacy policies, or similar requirements drafted and approved by the City.

**C. SaaS Application Title.** City acknowledges that title to each SaaS Application and SaaS Services shall at all times remain with Contractor, and that City has no rights in the SaaS Application or SaaS Services except those expressly granted by this Agreement.

**D. Authorized APIs.** City shall be permitted to access and use Contractor's SaaS Application Program Interfaces (APIs) when commercially available to develop and modify, as necessary, macros and user interfaces for use with any existing or future City systems and infrastructure. For purposes of this Agreement, such development shall be deemed an authorized modification but will not be supported by Contractor unless provided for in this Agreement. Functionality and compatibility of City developed macros will be sole responsibility of City. Any such macros or user interfaces developed by City shall become the property of City. All flat-file exchanges will be over an encrypted file transport service (ftps/vsftpd/scp/sftp) to a secure private ftp site.

**E. Proprietary Markings.** City agrees not to remove or destroy any proprietary markings or proprietary legends placed upon or contained within the SaaS Application or any related materials or Documentation.

**F. Project Managers.** Within 15 days of the execution of this agreement, Contractor and City shall each designate a Project Manager by exchanging in writing the name, title, address, email address and phone number of said Project manager, who shall be accessible by telephone throughout the duration of the Agreement and shall be available 9 a.m. to 5 p.m. Monday through Friday, excluding City-designated holidays. These hours may be adjusted by mutual agreement of City and Contractor. Contractor shall use its best efforts to maintain the same Project Manager throughout the duration of the Agreement. However, if Contractor needs to replace its Project Manager, Contractor shall provide City with written notice thereof at least forty-five (45) days prior to the date the Project Manager shall be replaced. Notwithstanding the foregoing, Contractor will have the right to appoint temporary Project Managers in connection with short term unavailability, sick leave or reasonable vacations. Contractor shall notify City in advance of any such temporary appointments. City may require Contractor to replace its Project Manager, by giving Contractor notification thereof and City's objective reasons therefor.

**G. Services Contractor Agrees to Perform** Contractor may procure Cisco SaaS Application and Hosted Services including, but are not limited to the following services: Cisco Umbrella. In providing this service, Contractor will:

1. Provide all hardware, software and other equipment at Contractor's hosting site or any Description of Services (and any applicable disaster recovery site) as necessary to host and deliver the SaaS Application and Services.
2. Provide Authorized Users access to the SaaS Application and Services pursuant to the grant of access in Article 4
3. Comply with the Service Level Obligations described in this Agreement. It is mutually agreed and understood, that the Service Level Obligations will be applied beginning on the first full calendar month following the Acceptance of the SaaS Application and Services.
4. Maintain the correct operation of the SaaS Application and Services, Contractor's Website, and provide SaaS Maintenance Services and support services as specified in this Agreement.
5. Provide telephone support for Authorized Users in the operation of the SaaS Application and Services.
6. Provide Disaster Recovery Services as described in Section 13.4.4.

**H. Acceptance Testing; Document Delivery; Training.** After City has obtained access to the SaaS Application and Services, and subsequent to each SaaS Software version upgrade, revision and patch, City and Contractor shall conduct user acceptance testing, as the case may be, to verify that the SaaS Application and Services substantially conform to the specifications and City's requirements contained therein. In the event that the City determines that the SaaS Services do not meet such specifications, the City shall notify the Contractor in writing, and Contractor shall modify or correct the SaaS Services so that it satisfies the Acceptance criteria. The date of Acceptance will be that date upon which City provides Contractor with written notice of satisfactory completion of Acceptance testing. If City notifies

Contractor after the Acceptance Testing Period that the SaaS Services do not meet the Acceptance criteria set forth by the City, then the City shall be entitled to terminate this Agreement in accordance with the procedures specified in Article 8 herein, and shall be entitled to a full refund of any fees paid as part of this Agreement prior to termination.

**I. Document Delivery.** Contractor will deliver completed Documentation in electronic format for the SaaS Application and Services at the time it gives City access to the SaaS Application and Services. The Documentation will accurately and completely describe the functions and features of the SaaS Application and Services, including all subsequent revisions thereto. The Documentation shall be understandable by a typical end user and shall provide Authorized Users with sufficient instruction such that an Authorized User can become self-reliant with respect to access and use of the SaaS Application and Services. City shall have the right to make any number of additional copies of the Documentation at no additional charge. The City may withhold its issuance of the notice of final Acceptance until City receives the completed Documentation.

**J. Third-Party Software.** Contractor shall provide certain third-party software required to operate the SaaS Software, and other bundled third-party software packages required to support the operation of the SaaS Software.

**K. Remote Software:** Contractor shall provide access to and use of a remote software tool for City management of Authorized Users, access rights and other similar role-based controls as they pertain to the SaaS Services. Method will be published through Contractor portal and be made available to Authorized Users with elevated privileges.

**L. Availability of SaaS Services:** Contractor (or its Hosting Service contractor) shall host the SaaS Services on computers owned or controlled by the Contractor (or its contractor) and shall provide the City with access to both a production environment with SaaS Application and data and a test environment with SaaS Application via Internet-access to use according to the terms herein.

**M. Hosted System Uptime:** Other than Scheduled SaaS Maintenance Services as outlined in Section III, emergency maintenance described below, Force Majeure as described in the Agreement and lack of Internet availability as described below, Contractor shall provide uptime to the SaaS Application and Hosted Service to achieve a 99.9999% Service Level Availability.

**N. Scheduled SaaS Maintenance**

1. Contractor shall conduct Scheduled SaaS Maintenance during the following hours: Saturdays between 12 AM (Pacific Time) and 8 AM (Pacific Time), with the same exclusions noted in subsection 1, above.

2. Scheduled SaaS Maintenance shall not exceed an average of 4 hours per month over a twelve (12) month period except for major scheduled upgrades.

**O. Unscheduled SaaS Maintenance.** Contractor shall use commercially reasonable efforts to prevent more than one (1) hour of continuous down time during business hours in any month for which unscheduled SaaS maintenance is required. If Contractor fails to meet this

obligation for a period of three successive calendar months, Contractor shall furnish City with a Performance Credit in the amount of 10% of the Services Fees (as calculated on a monthly basis for the reporting month).

**P. Emergency Maintenance.** If Force Majeure Events or emergencies arise or continue, Contractor shall be entitled to take any actions that Contractor, in good faith, determines is necessary or advisable to prevent, remedy, mitigate, or otherwise address actual or potential harm, interruption, loss, threat, security or like concern to any of the SaaS systems or the SaaS Software. Such emergency maintenance may include, but is not limited to: analysis, testing, repair, maintenance, re-setting and other servicing of the hardware, cabling, networks, software and other devices, materials and systems through which access to and/or use of the SaaS Software by City is made available. Contractor shall endeavor to provide advance written notice of such emergency maintenance to City as soon as is reasonably possible.

**Q. Notice of Unavailability:** In the event there will be more than thirty (30) minutes down time of any SaaS or Hosted Service components for any reason, including but not limited to, Scheduled SaaS Maintenance or emergency maintenance, Contractor shall provide notice to users by posting a web page that indicates that the site is temporarily unavailable and to please come back later. Contractor shall also provide advanced e-mail notice to DT-NOC@sfgov.org which will include at least a brief description of the reason for the down time and an estimate of the time when City can expect the site to be up and available.

**R. Changes in Functionality.** During the term of this Agreement, Contractor shall not reduce or eliminate functionality in SaaS Services. Where Contractor has reduced or eliminated functionality in SaaS Services, City, in its sole election, shall: (i) have, in addition to any other rights and remedies under this Agreement or at law, the right to immediately terminate this Agreement and be entitled to a return of any prepaid fees; or, (ii) determine the value of the reduced or eliminated functionality and Contractor shall immediately adjust the Services fees accordingly on a prospective basis. Where Contractor increases functionality in the SaaS Services, such functionality shall be provided to City without any increase in the Services fees.

**S. Service Levels for SaaS procured under this agreement.**

1. **Availability Service Level: Service Level Standard.** Services shall be available to Authorized Users for normal use 100% of the Scheduled Uptime.

2. **Calculation:**  $(\text{Actual Uptime} / \text{Scheduled Uptime}) * 100 = \text{Percentage Uptime}$  (as calculated by rounding to the second decimal point).

3. **Performance Credit.**

(i) Where Percentage Uptime is greater than 99.9999%: No Performance Credit will be due to City.

(ii) Where Percentage Uptime is equal to or less than 99.9999 %: City shall be due a Performance Credit in the amount of 20% of the Services Fees (as calculated on a monthly basis for the reporting month) for each full 1% reduction in Percentage Uptime.

4. **Response Time** Transactions shall have a Response Time of two (2) seconds or less 99.9999% of the time each reporting month during the periods for which the Services are available.

5. **Calculation.**  $((\text{Total Transactions} - \text{Total Transactions failing Standard}) / \text{Total Transactions}) * 100 = \text{Percentage Response Time}$  (as calculated by rounding to the second decimal point).

6. **Performance Credit.**

(i) Where Percentage Response Time is greater than 99.9999%: No Performance Credit will be due to City.

(ii) Where Percentage Response Time is equal to or less than 99.9999%: City shall be due a Performance Credit in the amount of 20% of the Services Fees (as calculated on a monthly basis for the reporting month) for each full 1% reduction in Percentage Response Time.

7. **Service Level Standard.** Problems shall be confirmed as received by Contractor 100% of the time each reporting month, in accordance with the Request Response Time associated with the SaaS Severity Level.

8. **Calculation.**  $((\text{Total Problems} - \text{Total Problems failing Standard}) / \text{Total Problems}) * 100 = \text{Percentage Problem Response}$  (as calculated by rounding to the second decimal point). Note: This Calculation must be completed for each SaaS Severity Level.

9. **Performance Credit. SaaS Severity Level 1 – 2.**

(i) Where Problem Response Time is greater than 99.9999%: No Performance Credit will be due to City.

(ii) Where Problem Response Time is equal to or less than 99.9999%: City shall be due a Performance Credit in the amount of 20% of the Services Fees (as calculated on a monthly basis for the reporting month) for each full 1% reduction in Percentage Response Time.

10. **SaaS Severity Level 3 – 4.**

(i) Where Problem Response Time is greater than 99.9999%: No Performance Credit will be due to City.

(ii) Where Problem Response Time is equal to or less than 99.9999%: City shall be due a Performance Credit in the amount of 20% of the Services Fees (as calculated on a monthly basis for the reporting month) for each full 1% reduction in Percentage Response Time.

T. **Service Level Reporting.** On a monthly basis, in arrears and no later than the fifteenth (15<sup>th</sup>) calendar day of the subsequent month following the reporting month, Contractor shall provide reports to City describing the performance of the SaaS Services and of Contractor as compared to the service level standards described herein. The reports shall be in a form



agreed-to by City, and, in no case, contain no less than the following information: (a) actual performance compared to the Service Level Standard; (b) the cause or basis for not meeting the service level standards described herein; (c) the specific remedial actions Contractor has undertaken or will undertake to ensure that the service level standards described herein will be subsequently achieved; and, (d) any Performance Credit due to City. Contractor and City will meet as often as shall be reasonably requested by City, but no less than monthly, to review the performance of Contractor as it relates to the service level standards described herein. Where Contractor fails to provide a report for a service level standard described herein in the applicable timeframe, the service level standard shall be deemed to be completely failed for the purposes of calculating a Performance Credit. Contractor shall, without charge, make City's historical service level standard reports to City upon request.

**U. Failure to Meet Service Level Standards.** In the event Contractor does not meet a service level standard described herein, Contractor shall: (a) owe to City any applicable Performance Credit, as liquidated damages and not as a penalty; and, (b) use its best efforts to ensure that any unmet service level standard described herein is subsequently met. Notwithstanding the foregoing, Contractor will use its best efforts to minimize the impact or duration of any outage, interruption, or degradation of Service. In no case shall City be required to notify Contractor that a Performance Credit is due as a condition of payment of the same.

**V. Termination for Material and Repeated Failures.** City shall have, in addition to any other rights and remedies under this Agreement or at law, the right to immediately terminate this Agreement and be entitled to a return of any prepaid fees where Contractor fails to meet any service level standards described herein: (a) to such an extent that the City's ability, as solely determined by City, to use the SaaS Services is materially disrupted, Force Majeure events excepted; or, (b) for four (4) months out of any twelve (12) month period.

**W. Audit of Service Levels.** No more than quarterly, City shall have the right to audit Contractor's books, records, and measurement and auditing tools to verify service level obligations achievement and to determine correct payment of any Performance Credit. Where it is determined that any Performance Credit was due to City but not paid, Contractor shall immediately owe to City the applicable Performance Credit.

**X. SaaS Hardware:** Contractor shall use commercially reasonable efforts to ensure that all hardware (including servers, routers, and other related equipment) on which the applications are deployed are attached to back-up power systems sufficient to maintain the site's availability for so long as any power outage could reasonably be expected to occur, based on the experience of Contractor at its deployment location and consistent with the Tier rating of the Data Center required under Section (I)(E) of this Appendix.

#### IV. Maintenance and Support

##### A. Licensed Software.

1. **Maintenance and Support Services** After Acceptance of the Licensed Software and subject to the terms, conditions, and charges set forth in this Section, Contractor will provide City with maintenance and support services for the Licensed Software as follows: (i) Contractor will provide such assistance as necessary to cause the Licensed Software to perform in accordance with the Specifications as set forth in the Documentation; (ii) Contractor will provide, for City's use, whatever improvements, enhancements, extensions and other changes to the Licensed Software Contractor may develop, and (iii) Contractor will update the Licensed Software, as required, to cause it to operate under new versions or releases of the operating system specified in the Authorization Document so long as such updates are made generally available to Contractor's other Licensees.

2. **Changes in Operating System.** If City desires to obtain a version of the Licensed Software that operates under an operating system not specified in the Authorization Document, Contractor will provide City with the appropriate version of the Licensed Software, if available, on a 90-day trial basis without additional charge, provided City has paid all maintenance and support charges then due. At the end of the 90-day trial period, City must elect one of the following three options: (i) City may retain and continue the old version of the Licensed Software, return the new version to Contractor and continue to pay the applicable rental or license fee and maintenance charges for the old version; (ii) City may retain and use the new version of the Licensed Software and return the old version to Contractor, provided City pays Contractor the applicable rental or license fee and maintenance charges for the new version of the Licensed Software; or (iii) City may retain and use both versions of the Products, provided City pays Contractor the applicable rental or license fee and maintenance charges for both versions of the Licensed Software. City will promptly issue the necessary Authorization Document(s) to accomplish the above.

3. **Charges Limited Term License.** When the license term specified in the Authorization Document is less than perpetual, all charges for maintenance and support are included in the periodic license or rental fee.

**Perpetual License.** Where the license term specified in the Authorization Document is perpetual, all charges for maintenance and support are as follows:

(i) **Periodic Payment License.** If the license fee specified in the Authorization Document is payable in periodic payments, there will be no additional charge for maintenance and support during the period for which such periodic payments are payable or the first year of the term, whichever is longer.

(ii) **Lump Sum Payment Licenses.** If the license fee specified in the Authorization Document is payable in one lump sum, there will be no additional charge for the maintenance and support during the first year of the term.

- F. In the event outages are experienced while Contractor performs professional services, ConvergeOne will restore network connectivity within two (2) hours by either a rollback of configuration changes or rollback of software updates to restore network operations

#### 4. Software Maintenance and Support

**Software Maintenance and Support may be provided by Cisco, but as the Reseller of Cisco Services that are the subject of this Agreement Contractor will ensure that the services provided under the Agreement meet the City's minimum requirements listed below.**

a. Contractor shall provide Support Services and provide upgrades during the term of this Maintenance Agreement for the Software.

b. During the term of this Maintenance Agreement, Contractor will furnish Error, Defect or Malfunction correction in accordance with the Priority Categories listed below, based on the City's determination of the severity of the Error, Defect or Malfunction and Contractor's reasonable analysis of the priority of the Error, Defect or Malfunction.

1) Priority 1: An Error, Defect or Malfunction which renders the Software inoperative; or causes the Software to fail catastrophically.

2) Priority 2: An Error, Defect or Malfunction which substantially degrades the performance of the Software, but does not prohibit the City's use of the Software.

3) Priority 3: An Error, Defect or Malfunction which causes only a minor impact on the use of the Software.

c. Contractor will furnish Error, Defect or Malfunction correction in accordance with the following protocols:

1) Priority 1 Protocol: Within two hours, Contractor assigns a product technical specialist(s) to diagnose and correct the Error, Defect or Malfunction; thereafter, Contractor shall provide ongoing communication about the status of the correction; shall proceed to immediately provide a Fix, a Patch or a Workaround; and exercise all commercially reasonable efforts to include a Fix or Patch for the Error, Defect or Malfunction in the next Subsequent Release. Contractor will escalate resolution of the problem to personnel with successively higher levels of technical expertise until the Error, Defect or Malfunction is corrected.

2) Priority 2 Protocol: Within four hours, Contractor assigns a product technical specialist(s) to diagnose the Error, Defect or Malfunction and to commence correction of the Error, Defect or Malfunction; to immediately provide a Workaround; to provide escalation procedures as reasonably determined by Contractor's staff; and to exercise all commercially reasonable efforts to include a Fix or Patch for the Error, Defect or Malfunction in the next Software maintenance release.

3) Priority 3 Protocol: Contractor may include a Fix or Patch in the next Software major release.

5. **Hotline Support.** Contractor shall provide remote access hotline support to City to help City answer routine questions with respect to the use of the Software. Contractor also shall provide remote access hotline support to City to initiate resolution of Priority 1 and Priority 2 Errors, Defects and Malfunctions. Hotline support shall be made available by phone between the hours of 8 a.m. and 6 p.m. Pacific time Monday through Friday, except legal holidays. Hotline support shall be available by electronic bulletin board, electronic mail or other service 24-hours a day, seven-days a week. Responses to questions posted by electronic means will be made within the time frame established under Priority Protocols for an Error, Defect or Malfunction in a Software Product.

6. **City Responsibilities Related to Support.** City shall use reasonable efforts to make available to Contractor reasonable access to the equipment on which City experienced the Error, Defect or Malfunction, the Software Product and all relevant documentation and records. City shall also provide reasonable assistance to Contractor, including sample output and diagnostic information, in order to assist Contractor in providing Support Services. City shall be responsible for the interface between the Software and other software products installed on City equipment. Unless otherwise agreed in writing between City and Contractor, City is responsible for installing, managing and operating any Software delivered under this Maintenance Agreement.

7. **Payment Does Not Imply Acceptance of Work.** The granting of any payment by City, or the receipt thereof by Contractor, shall in no way lessen the liability of the Contractor to replace unsatisfactory work, equipment, or materials although the unsatisfactory character of such work, equipment or materials may not have been apparent or detected at the time such payment was made. Materials, equipment, components, or workmanship that did not conform to the requirements of this Maintenance Agreement may be rejected by City and in such case must be replaced by Contractor without delay.

8. **Qualified Personnel.** Work under this Maintenance Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, and must be supervised by Contractor. Contractor shall assign adequate personnel resources to provide the level of service within the response times specified in this Maintenance Agreement.

**B. SaaS and Subscription Based Software.**

**Maintenance Services may be provided by Cisco, but as the Reseller of Cisco Services that are the subject of this Agreement Contractor will ensure that the maintenance services provided under the Agreement meet the City's minimum requirements listed below.**

1. **Contractor Software Version Upgrades, Software Revisions and Patches.** Contractor shall provide and implement ALL SaaS Software Version upgrades, SaaS Software Revisions and SaaS Software Patches to ensure: (a) that the functionality of the SaaS Software and SaaS Services, as described in the Documentation, is available to Authorized Users; (b) that the functionality of the SaaS Software and SaaS Services is in accordance with the

representations and warranties set forth herein, including but not limited to, the SaaS Software and SaaS Services conforming in all material respects to the specifications, functions, descriptions, standards, and criteria set forth in the Documentation; (c) that the Service Level Standards can be achieved; and (d) that the SaaS Software and SaaS Services work with the non-hosted browser version.

a. Deployment of these revisions will be mutually agreed upon between Contractor and City.

b. Release of software revisions as defined will be conducted on a schedule as determined by Contractor. Contractor shall provide no less than a thirty (30) calendar day prior written notice of when any such revision is scheduled to be released. City will be granted a fifteen (15) calendar day evaluation window to review release documentation regarding software modules being impacted and general revision changes.

c. After the evaluation period, Contractor shall conduct a deployment of the revision to the City test environment. The software deployment will be scheduled in writing five (5) calendar days prior to actual deployment activities. As part of the upgrade activities within the Test Environment, Contractor may provide nominal testing to ensure all systems are functional and the revision deployment was successful. Post deployment activities include an e-mail or portal post to serve as written notification that this service has been completed. City shall have forty-five (45) calendar day test window in which City has ability to test and raise issues with Contractor. Test environment deployment activities will be conducted during a mutually agreed-to time window and may not necessarily align with the production maintenance windows as described within this document.

d. If a SaaS Severity Level 1 or Severity Level 2 Issue has been identified and appropriately triaged and classified by both Contractor and City during the test environment deployment test window, Contractor shall correct the SaaS Issue. The severity of a SaaS Issue will be initially defined by the City and confirmed by Contractor. Until the SaaS Issue has been resolved, the Severity Level may be raised or lowered based on Contractor's analysis of impact to business. If the SaaS Issue can be corrected and can be redeployed within the remainder of the deployment test window, City will have an additional five (5) testing days in which to evaluate and further test for the SaaS Issue resolution. If the SaaS Issue cannot be corrected within the remainder of the test window, Contractor will deploy immediately upon availability with as much notice as practicable. City will be allowed an additional five (5) testing days to evaluate the correction post the test window if desired.

e. If at any time during the testing window City identifies the presence of multiple SaaS Severity Level 1 or Severity Level 2 Issues that can be shown to materially impact City ability to continue testing, City may in writing elect to suspend testing until corrections for the SaaS Issues can be provided. Contractor will deploy corrections immediately upon availability with as much notice as practicable. Upon release of corrections, City will have five (5) calendar days to commence the testing within the then available remaining testing window.

f. Unless exists outstanding circumstances as described here within, Contractor will promote revision from Test Environment to Production and Back-up environments after the provided test window has elapsed. The software promotion will be scheduled in writing five (5) calendar days prior to actual deployment activities. As part of the promotion activities within the Production and Back-up environment, Contractor may provide nominal testing to ensure all systems are functional and the revision promotion was successful. Post promotion activities include an e-mail or portal post to serve as written notification that this service has been completed. At the point of e-mail or portal posting, the new revision will be considered “in production” and supported under the maintenance service terms described here within.

g. In support of such SaaS Software Version upgrades, SaaS Software Revisions and SaaS Software patches, Contractor shall provide updated user technical documentation reflecting the SaaS Software Version upgrades, SaaS Software Revisions and SaaS Software patches as soon as reasonably practical after the SaaS Software Version upgrades, SaaS Software Revisions and SaaS Software Patches have been released. Updated user technical documentation that corrects SaaS Software Errors or other minor discrepancies will be provided to Contractor’s customers when available.

**2. Third-Party Software Revisions.** At its election, Contractor will provide periodic software revisions of Third-Party Software with the SaaS Software without further charge provided the following conditions are met: (i) the Third-Party Software revision corrects a malfunction or significant publicly disclosed security threat in the Third-Party Software that affects the operation or ability to provide secure use of the SaaS Software; and (ii) the Third-Party Software Revision has, in the opinion of Contractor, corrected malfunctions or a significant security threat identified in the Contractor Technology System and has not created any additional malfunctions; and (iii) the Third-Party Software revision is available to Contractor. City is responsible for obtaining and installing or requesting installation of the Third-Party Software revision if the Third-Party Software was not licensed to City by or through Contractor. Contractor Software revisions provided by Contractor are specifically limited to the Third-Party Software identified and set forth in Appendix B to this Agreement.

**3. Response to SaaS Issues.** Contractor shall provide verbal or written responses to SaaS Issues identified by City in an expeditious manner. Such responses shall be provided in accordance with the Target Response Times.

**4. SaaS Software Maintenance Acceptance Period.** Unless otherwise agreed to by City on a case-by-case basis, for non-emergency maintenance, City shall have a twenty (20) business day period to test any maintenance changes prior to Contractor introducing such maintenance changes into production. If the City rejects, for good cause, any maintenance changes during the SaaS Software Maintenance Acceptance Period, Contractor shall not introduce such rejected maintenance changes into production. At the end of the Maintenance Acceptance Period, if City has not rejected the maintenance changes, the maintenance changes shall be deemed to be accepted by City and Contractor shall be entitled to introduce the maintenance changes into production.

**5. SAAS Technical Support**

**Technical Support shall be provided by Cisco, but as the Reseller of Cisco Services that are the subject of this Agreement Contractor will ensure that the technical support provided under the Agreement meets the City’s minimum requirements listed below.**

**24x7 Technical Support:** Authorized Users access Cisco Technical Support by calling or emailing Cisco Technical Support staff or by submitting a request via Cisco customer service web portal. Technical Support staff shall assign to the request the SaaS Severity Level (as defined herein) indicated by the requestor. SaaS Severity Level 1 and 2 items will be addressed 24/7/365. SaaS Severity Level 3 and 4 items will be addressed during the standard business hours of 6:00am-6:00pm US Pacific Time. **Business Hours:** Technical Support shall be available between the business hours of 6:00am to 6:00 pm US Pacific Time. **After hours:** On-call technical support is available after 6pm and before 6:00am Pacific Time 24-hours a day/7 days a week/365 days a year, including Service Provider Holidays and weekends by accessing the Cisco Portal.

SaaS Severity Level	<i>Target Response Time</i>
<p><b>SaaS Severity Level 1:</b> <i>Requires immediate attention—Critical production functionality is not available or a large number of users cannot access the SaaS Application. Causes a major business impact where service is lost or degraded and no workaround is available, preventing operation of the business.</i></p>	<p><i>Request Response Time: 30 minutes.</i></p> <p><i>Request Resolution Time Target: &lt; 2 hours.</i></p> <p><i>Maximum Permitted Request Resolution Time: &lt; 48 hours</i></p>
<p><b>SaaS Severity Level 2:</b> <i>Requires priority attention - Some important production functionality is not available, or a small number of users cannot access the system. Causes significant business impact where service is lost or degraded and no workaround is available; however, the business can continue to operate in a limited fashion.</i></p>	<p><i>Request Response Time: 1 hr.</i></p> <p><i>Request Resolution Time Target: &lt; 4 hours</i></p> <p><i>Maximum Permitted Request Resolution Time: &lt; 96 hours</i></p>
<p><b>SaaS Severity Level 3:</b> <i>Requires attention –There is a problem or inconvenience. Causes a business impact where there is minimal loss of service and a workaround is available such that the system can continue to operate fully and users are able to continue business operations.</i></p>	<p><i>Request Response Time: 1 hr.</i></p> <p><i>Request Resolution Time Target: &lt; 6 hours</i></p> <p><i>Maximum Permitted Request Resolution Time: &lt; 7 days</i></p>
<p><b>SaaS Severity Level 4:</b> <i>There is a problem or issue with no loss of service and no business impact.</i></p>	<p><i>Request Response Time: 1 hr.</i></p> <p><i>Request Resolution Time Target: &lt; 24 hours</i></p> <p><i>Maximum Permitted Request Resolution Time: &lt; 7 days</i></p>

## V. Design, Project and Consulting Services

**A. Services Contractor Agrees to Perform.** Subject to City's payment of fees to Reseller as set forth in Appendix B, "Calculation of Charges," Reseller shall, for the term of this Agreement, procure and pass through to the City for its use, the design, project and consulting services specified in Appendix B and C. From time to time, Contractor may be asked to provide these services as part of a project such as the Installation and Configuration services for the 49 South Van Ness Permit Center which will require installing Next Gen Network, new phone system, software, and providing cloud service for permit departments. In providing services for a project, Contractor and the City will create a project plan, and City will approve a plan which conforms to the terms that follow in this section.

### **B. Software Implementation.**

(i) Program Development. Subject to the terms and conditions of this Agreement, and in consideration for the payments to be made, Contractor agrees to design, develop, and install the Programs in the following discrete and sequential phases. In Phase 1, Contractor will develop Functional Specifications; in Phase 2, Contractor will create the Design Specifications; in Phase 3, Contractor will code the Programs, install the completed System at City's site, and deliver the Documentation for the System. The Work covered under each phase is specified in [specify the document or Appendix which describes the scope of work]. Upon completion of Phase 3, the System will be subject to Acceptance Testing to verify conformity with the Design Specifications.

(ii) Interpretation of the Specifications. The City hereby acknowledges that the Functional Specifications will, upon acceptance by the City, provide the basis for the Design Specifications, and that the Design Specifications will, upon acceptance by the City, provide the basis for the coding and installation of the Programs. In the event of a variance between the written proposal Contractor submitted in response to City's request for the services to be performed under this Agreement (the "Proposal") and the Functional Specifications, the Functional Specifications shall be determinative. In the event of a variance between the Functional Specifications and the Design Specifications, the Design Specifications shall be determinative.

Subsequent phases of Work are based upon earlier City approved phases. If the City wants to change an earlier approved phase, it must request a change order as provided in subparagraph D. This should reduce later disputes concerning Work that has been completed and accepted as satisfactory.

(iii) Interpretive Differences. In the event City and Contractor differ in their interpretations of the Proposal, Functional Specifications, Design Specifications, or Acceptance Tests, City's interpretation, if reasonable, shall be determinative.

This provision puts the burden on the Contractor to prove City's interpretation is unreasonable.

### **C. Change Orders.**

1. City Proposed Change Order. The City may at any time, by written order, and without notice to Contractor's sureties, submit a Change Order to Contractor. Within ten (10) working days of receiving a proposed Change Order, Contractor shall submit to City a written cost estimate, which shall include any adjustments to the Project price, the Project Schedule, the Statement of Work, the Acceptance Criteria or any other obligations of Contractor, as applicable.



2. Contractor Proposed Change Order. Contractor may also propose a Change Order involving either additions, deletions, or revisions to the Work, or any obligations imposed upon the Parties under this Agreement. Contractor's proposed Change Order shall be in the form of a Request for Change (RFC) which shall explain, in writing, Contractor's basis for requesting the Change Order and the impact of the proposed Change Order on the Project Schedule, the cost of Work, the Agreement documents and Deliverables, and any other interdependent Work, including but not limited to, the Acceptance Criteria, training, documentation, performance, resources, data conversion, users, re-engineering tasks, and all other aspects of the Project, as provided in this Agreement.

3. Any Change Order requiring a Project price adjustment that results in an overall increase to the not to exceed Project compensation (Section 3.3), shall be agreed to in writing by the Parties and executed in the same manner as this Agreement pursuant to Section 11.5 (Modification of Agreement).

4. All Change Orders must be approved, in writing, by City's Project Manager. Contractor shall not proceed with any work contemplated in any Change Order until it receives written notification to commence such work from City's Project Manager.

5. The City shall have authority to order minor changes in the Work not involving either an adjustment in the total contract sum or an extension of the time for completion of the Work. The City's Project Manager may waive a variation in the Work if, in his or her opinion, such variation does not materially change the Work or the Program's performance.

#### **D. Acceptance Procedure.**

1. **Acceptance of Phases 1 and Phase 2.** Upon completion of Phases 1 and Phase 2 [add more phases if needed] of Program development, City shall, within the Review Period, review and give notice to Contractor of City's acceptance or rejection of the specifications of each completed phase of Work. Should City reject either the Phase 1 or Phase 2 Work, then City is entitled to another Review Period upon receipt from Contractor of the revised Phase 1 or Phase 2 specifications. In the event that Contractor fails to provide Phase 1 or Phase 2 Work which meets the Acceptance Criteria of this Agreement during the Acceptance Window, City may, at its option, assess Liquidated Damages per Section 4.12 of this Agreement and/or terminate this Agreement under Section 8.2, Termination for Default.

The intent is to set a drop-dead date by which time Contractor must achieve Acceptance of each project phase, and if it cannot, then City can assess liquidated damages and/or terminate the Agreement for cause.

2. **Final Acceptance of Project.** Upon completion of Phase 3, City and Contractor shall conduct Acceptance Testing of the System in accordance with the Acceptance Test Plan. City will not be deemed to have accepted any Program or the System until Contractor receives written notice of Acceptance from City.

3. **Data Conversion.** Contractor shall be responsible for the timely and accurate conversion of City's data to the format required by the Programs, and for providing the test data specified in the Acceptance Test Plan or the Design Specifications as appropriate. City retains the option to hire a third party to convert the data.

4. **Contractor's Assistance in Acceptance Tests.** Contractor must furnish all materials, equipment, and technical assistance necessary to conduct the Acceptance Tests. Test Equipment provided by Contractor for performance of the Acceptance Tests shall be

currently certified as “calibrated” by the test equipment manufacturer, or its authorized calibration service agent.

**5. Failure to Pass Acceptance Tests.** In the event that City determines that the Project fails to meet the standards set forth in the Acceptance Test Plan, City shall promptly report to Contractor each deficiency, and Contractor will correct the reproducible aspects of the problem or failure within 30 days from date of Contractor’s receipt of notice of the problem or failure. Problems or failures that do not re-occur or cannot be repeated by Contractor, or by the City in Contractor’s presence, shall not be considered a failure. In the event that Contractor cannot achieve Project Acceptance within 30 days following the commencement of Acceptance Testing, the City shall terminate the affected Project and all funds paid to the Contractor shall be refunded to the City.

Contractor should provide an acceptance test plan for City’s approval. City should specify its remedy in the event of test failure, including a provision for termination and damages if the Contractor cannot achieve final acceptance of the System within the time frame allowed.

**6. Parallel Processing.** The Parties contemplate that parallel processing will be used until the Project and its backup have completed the Acceptance Tests.

**7. Documentation Delivery and Training.** Contractor will deliver 2 copies of the completed Documentation for the Project in accordance with the Documentation description, Appendix B, and the Project Schedule. The City may withhold its issuance of the notice of final Acceptance until City receives the completed Documentation. The City has the right to request additional copies as needed.

**8. City Training.** Contractor will provide training for City personnel at Contractor’s premises at no charge.

#### **E. Project Administration.**

**1. Project Schedule.** The Project Schedule for a project under this agreement will be drafted by the City and Contractor and approved by both parties before commencement of work. The schedule will provide critical milestones and the completion date for each of the three phases and for Program Installation and Documentation Delivery as well as the date for achieving Project acceptance.

(a) **Delays.** To prevent slippage in the completion of the project, Contractor agrees that if such slippage occurs, it will assign additional qualified personnel to the project.

(b) **Time of the Essence.** The Parties agree that time is of the essence, and that the System will be developed and implemented in accordance with the Project Schedule.

(c) **Critical Milestones.** Contractor acknowledges and understands that the Project Schedule contains certain time-sensitive milestones (Critical Milestones) that must be attained by certain dates; otherwise, the City will suffer financial harm. Milestones that are Critical Milestones are so indicated in the Project Schedule. Notwithstanding City’s ability to assess liquidated damages for Contractor’s failure to meet any Critical Milestone, the time period for achieving final project Acceptance shall not exceed 7 calendar days after initiation of Project testing. In addition to any other remedy provided under this Agreement, Contractor’s inability to achieve final Acceptance of the Project within 30 calendar days after the last Critical Milestone will be cause for immediate termination of this Agreement, and City shall be entitled to a full

refund of any amounts paid to Contractor under this Agreement for the portion(s) of the Project that are not accepted.

**2. Project Managers.** When deemed necessary, Contractor and City shall each designate a Project Manager, who shall be accessible by telephone throughout the duration of the Agreement and shall be available 9 a.m. to 5 p.m. Monday through Friday, excluding City-designated holidays. These hours may be adjusted by mutual agreement of City and Contractor.

(a) The City's Project Manager will be authorized to make binding decisions for the City regarding this Agreement and will: (1) review all specifications, technical materials and other documents submitted by Contractor, request necessary corrections, and approve such documents; (2) provide requested City information and data and assume responsibility on the adequacy of the same; (3) advise Contractor of City's requirements; and (4) upon request provide access to City's staff, facility and hardware. City's Project Manager shall have the right to manage and direct any aspect of the Project as may be necessary, in his or her opinion, to safeguard the interest of the City. City's Project Manager shall communicate all of his or her concerns to Contractor's Project Manager. In the event Contractor believes that any direction being given by City's Project Manager shall impair the performance of the Project or any phase thereof, Contractor shall immediately inform the City's Project Manager of its concern. Except as specifically provided under this Agreement, City's Project Manager's management of the Project shall not relieve Contractor of any obligations or liabilities set forth in this Agreement and the Appendices or Exhibits thereto.

(b) Throughout the term of this Agreement, whenever the Contractor's Project Manager is not on site, he or she must be available by phone or e-mail. Whenever the Contractor's Project Manager will be unavoidably absent or otherwise unavailable by phone or e-mail for more than eight hours, then a substitute Project Manager must be designated to respond to telephone calls and e-mails from the City. Contractor shall use its best efforts to maintain the same Project Manager until Final Acceptance of the Programs. Contractor's Project.

**3. Changing Project Managers.** The City and Contractor shall use their best efforts to maintain the same Project Manager until Final Acceptance of the System. However, if a Party needs to replace its Project Manager, the Party shall provide the other Party written notice thereof at least forty-five (45) days prior to the date the Project Manager shall be replaced. Such notice shall provide all the required information above. Notwithstanding the foregoing, the Parties have the right to appoint temporary Project Managers in connection with short term unavailability, sick leave or reasonable vacations. Parties shall notify each other in advance of any such temporary appointments. City may require Contractor to replace its Project Manager, by giving Contractor notification thereof and City's objective reasons therefor.

**4. Qualified Personnel/Staffing.** Work under this Agreement shall be performed only by competent personnel appropriately trained in technical skills to perform their duties under the supervision of, and in the employment of, Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. The personnel of each Party, when on the premises of the other, shall comply with the security and other personnel regulations of the Party on whose premises such individual is located.

**5. Meetings.** From the commencement date of the Project until the Final Acceptance of the Project the Project Managers shall communicate at times and locations designated by City to discuss the progress of the Project. Until the Final Acceptance of the Project, the Project Managers shall communicate, as required by the City, to discuss any operational problems or defects that City has encountered. City shall have the right to call a meeting at any time by providing Contractor forty-eight (48) hours written notice thereof. Such

notice shall provide the time, place and the purpose of the meeting. Contractor and City's Project team must be available to meet as often as is necessary to facilitate timely completion of the Project.

**6. Inspection.** City's Project Manager shall have the right to inspect and/or test, at any time, all Work, Deliverables and materials to be provided for the Project, and the manufacture, assembly and installation of such Deliverables and materials. City's Project Manager's inspection shall be based on compliance with the Agreement. City's Project Manager's right to inspect all aspects of the Project shall not relieve Contractor of its obligation to furnish material and workmanship in accordance with this Agreement. City's Project Manager may reject any portion of the Project, which fails to meet any applicable standard.

**7. Defects Post-Inspection.** Notwithstanding any previous inspection, acceptance, or payment by the City for any Work, or Deliverables found to be in non-compliance with the Agreement, or found to be defective before Final Acceptance of the Project, such Work or Deliverables shall be repaired or replaced within a reasonable period of time by Contractor at its own cost and expense.

**8. Special Testing Tools.** Contractor shall furnish all tools, labor and material which Contractor deems necessary to inspect any Deliverables, Work or material. Unless purchased by the City as part of the Project, Contractor shall provide all test equipment needed to verify Deliverables or Work at its sole cost and expense. The equipment provided by Contractor for performance test shall currently be certified as "calibrated" by the test equipment manufacturer, or its authorized calibration service agent. Unless purchased by the City, all test equipment shall remain the property of Contractor.

**9. Right to Stop Work.** City's Project Manager shall have the right to stop any Work on the Project if: (i) City notifies Contractor of a defect in the Work or Deliverables and after such notice, Contractor fails to promptly commence correction of any identified defects in the Work or Deliverables, or (ii) Contractor fails to carry out any portion of the Project in accordance with this Agreement. All stop work orders from the City shall be in writing and signed by City's Project Manager. City shall specifically state the cause for the order to stop work. Upon receiving a stop work order, Contractor shall immediately cease working on that portion of the Work specified in the order, until the cause for such order has been eliminated. City's right to stop any work on the Project shall not give rise to a duty on the part of the City to exercise this right for the benefit of Contractor or any other person or entity.

**10. Subcontracting.** Contractor is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in writing. All Subcontracts must incorporate the terms of Article 10 "Additional Requirements Incorporated by Reference" of this Agreement, unless inapplicable. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

**F. Consulting Services.** Upon request by City, Contractor will provide the following programming, project management, consulting and other related services:

1. Install and plug in CISCO network equipment (e.g. switches) in network closets (aka rack and stack the equipment);
2. Connect network cables to the CISCO equipment, label cables as needed;
3. Test network connections to make sure that they are operational;
4. Cable and patching the equipment inside the IDF closets;
5. Configuration of "switching" using DT standard configurations;

6. Testing and validation of end points connected to the newly deployed network, for wired and wireless access;
7. Testing and validation of authentication correct policies are applied to end user and/or appliances;
8. Documentation of deployment and "as built;"
9. Knowledge transfer and operations checklist transfer to DT;
10. Install CISCO VoIP network telephony handsets and connect them to the network;
11. Configure the VoIP telephony handsets into the CISCO Call Manager.

## Appendix D

### Converge One Attachments of Cisco Terms and Conditions

1. Cisco End User Agreement
2. Cisco Smart Net Total Care Service Description
3. Cisco Enhanced Limited Lifetime Hardware Warranty
4. Cisco Limited Hardware Warranty – 90 Days
5. Cisco Solution Support Services
6. Cisco Software Support Service
7. Cisco Limited Lifetime Hardware Warranty
8. Cisco Unified Computing 3 Year Hardware Warranty.
9. Cisco Service Description: Software Support

## Appendix E Business Associate Addendum

This Business Associate Agreement (“BAA”) supplements and is made a part of the contract by and between the City and County of San Francisco, the Covered Entity (“CE”), and Contractor, the Business Associate (“BA”) (the “Agreement”). To the extent that the terms of the Agreement are inconsistent with the terms of this BAA, the terms of this BAA shall control.

### RECITALS

A. CE, by and through the San Francisco Department of Public Health (“SFPDPH”), wishes to disclose certain information to BA pursuant to the terms of the Agreement, some of which may constitute Protected Health Information (“PHI”) (defined below).

B. For purposes of the Agreement, CE requires Contractor, even if Contractor is also a covered entity under HIPAA, to comply with the terms and conditions of this BAA as a BA of CE.

C. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated there under by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Health and Safety Code § 1280.15, California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the “California Regulations”).

D. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this BAA.

E. BA enters into agreements with CE that require the CE to disclose certain identifiable health information to BA. The parties desire to enter into this BAA to permit BA to have access to such information and comply with the BA requirements of HIPAA, the HITECH Act, and the corresponding Regulations.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the parties agree as follows:

#### 1. Definitions.

a. **Breach** means the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information, except where an unauthorized person

to whom such information is disclosed would not reasonably have been able to retain such information, and shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402], as well as California Civil Code Sections 1798.29 and 1798.82.

**b. Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and D.

**c. Business Associate** is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information received from a covered entity, but other than in the capacity of a member of the workforce of such covered entity or arrangement, and shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.

**d. Covered Entity** means a health plan, a health care clearinghouse, or a health care provider who transmits any information in electronic form in connection with a transaction covered under HIPAA Regulations, and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

**e. Data Aggregation** means the combining of Protected Information by the BA with the Protected Information received by the BA in its capacity as a BA of another CE, to permit data analyses that relate to the health care operations of the respective covered entities, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

**f. Designated Record Set** means a group of records maintained by or for a CE, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

**g. Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 C.F.R. Section 160.103. For the purposes of this BAA, Electronic PHI includes all computerized data, as defined in California Civil Code Sections 1798.29 and 1798.82.

**h. Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given to such term under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

**i. Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

**j. Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.



**k. Protected Health Information or PHI** means any information, including electronic PHI, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental 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 (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Sections 160.103 and 164.501. For the purposes of this BAA, PHI includes all medical information and health insurance information as defined in California Civil Code Sections 56.05 and 1798.82.

**l. Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.

**m. Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system, and shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.

**n. Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

**o. Unsecured PHI** means PHI that is not secured by a technology standard that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute, and shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.

## **2. Obligations of Business Associate.**

**a. Attestations.** Except when CE's data privacy officer exempts BA in writing, the BA shall complete the following forms, attached and incorporated by reference as though fully set forth herein, SFDPH Attestations for Privacy (Attachment 1) and Data Security (Attachment 2) within sixty (60) calendar days from the execution of the Agreement. If CE makes substantial changes to any of these forms during the term of the Agreement, the BA will be required to complete CE's updated forms within sixty (60) calendar days from the date that CE provides BA with written notice of such changes. BA shall retain such records for a period of seven years after the Agreement terminates and shall make all such records available to CE within 15 calendar days of a written request by CE.

**b. User Training.** The BA shall provide, and shall ensure that BA subcontractors, provide, training on PHI privacy and security, including HIPAA and HITECH and its regulations, to each employee or agent that will access, use or disclose Protected Information, upon hire and/or prior to accessing, using or disclosing Protected Information for the first time, and at least annually thereafter during the term of the Agreement. BA shall maintain, and shall

ensure that BA subcontractors maintain, records indicating the name of each employee or agent and date on which the PHI privacy and security trainings were completed. BA shall retain, and ensure that BA subcontractors retain, such records for a period of seven years after the Agreement terminates and shall make all such records available to CE within 15 calendar days of a written request by CE.

**c. Permitted Uses.** BA may use, access, and/or disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.502, 164.504(e)(2), and 164.504(e)(4)(i)].

**d. Permitted Disclosures.** BA shall disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this BAA and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2 (n) of this BAA, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)]. BA may disclose PHI to a BA that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Information on its behalf, if the BA obtains satisfactory assurances, in accordance with 45 C.F.R. Section 164.504(e)(1), that the subcontractor will appropriately safeguard the information [45 C.F.R. Section 164.502(e)(1)(ii)].

**e. Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information other than as permitted or required by the Agreement and BAA, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the Protected Information solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(1)(vi)]. BA shall not directly or

indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Agreement.

**f. Appropriate Safeguards.** BA shall take the appropriate security measures to protect the confidentiality, integrity and availability of PHI that it creates, receives, maintains, or transmits on behalf of the CE, and shall prevent any use or disclosure of PHI other than as permitted by the Agreement or this BAA, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.306, 164.308, 164.310, 164.312, 164.314 164.316, and 164.504(e)(2)(ii)(B). BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316, and 42 U.S.C. Section 17931. BA is responsible for any civil penalties assessed due to an audit or investigation of BA, in accordance with 42 U.S.C. Section 17934(c).

**g. Business Associate's Subcontractors and Agents.** BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph 2.f. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2) through (e)(5); 45 C.F.R. Section 164.308(b)]. BA shall mitigate the effects of any such violation.

**h. Accounting of Disclosures.** Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least seven (7) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure [45 C.F.R. 164.528(b)(2)]. If an individual or an individual's representative submits a request for an

accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five (5) calendar days.

**i. Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within (5) days of request by CE to enable CE to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains Protected Information in electronic format, BA shall provide such information in electronic format as necessary to enable CE to fulfill its obligations under the HITECH Act and HIPAA Regulations, including, but not limited to, 42 U.S.C. Section 17935(e) and 45 C.F.R. 164.524.

**j. Amendment of Protected Information.** Within ten (10) days of a request by CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA and its agents and subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment or other documentation to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If an individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request and of any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

**k. Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

**l. Minimum Necessary.** BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the intended purpose of such use, disclosure, or request. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary" to accomplish the intended purpose in accordance with HIPAA and HIPAA Regulations.

**m. Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

**n. Notification of Breach.** BA shall notify CE within 5 calendar days of any breach of Protected Information; any use or disclosure of Protected Information not permitted by the BAA; any Security Incident (except as otherwise provided below) related to Protected Information, and any use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual whose unsecured Protected Information has been, or is reasonably believed by the BA to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. [42 U.S.C. Section 17921; 42 U.S.C. Section 17932; 45 C.F.R. 164.410; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]

**o. Breach Pattern or Practice by Business Associate's Subcontractors and Agents.** Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(iii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this BAA, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the contractual arrangement with its subcontractor or agent, if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this BAA within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

### **3. Termination.**

**a. Material Breach.** A breach by BA of any provision of this BAA, as determined by CE, shall constitute a material breach of the Agreement and this BAA and shall provide grounds for immediate termination of the Agreement and this BAA, any provision in the AGREEMENT to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii).]

**b. Judicial or Administrative Proceedings.** CE may terminate the Agreement and this BAA, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

**c. Effect of Termination.** Upon termination of the Agreement and this BAA for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and

its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this BAA to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(2)(ii)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.

**d. Civil and Criminal Penalties.** BA understands and agrees that it is subject to civil or criminal penalties applicable to BA for unauthorized use, access or disclosure or Protected Information in accordance with the HIPAA Regulations and the HITECH Act including, but not limited to, 42 U.S.C. 17934 (c).

**e. Disclaimer.** CE makes no warranty or representation that compliance by BA with this BAA, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

#### **4. Amendment to Comply with Law.**

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement or this BAA may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this BAA embodying written assurances consistent with the updated standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other applicable state or federal laws. CE may terminate the Agreement upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement or this BAA when requested by CE pursuant to this section or (ii) BA does not enter into an amendment to the Agreement or this BAA providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

#### **5. Reimbursement for Fines or Penalties.**

In the event that CE pays a fine to a state or federal regulatory agency, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible access, use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the

amount of such fine or penalties or damages within thirty (30) calendar days from City's written notice to BA of such fines, penalties or damages.

Attachment 1 – SFDPH Privacy Attestation,

Attachment 2 – SFDPH Data Security Attestation

<https://www.sfdph.org/dph/files/HIPAAdocs/SFDPH-Attach-2-Attestation-DATA-SECURITY-06-07-17.pdf>

Office of Compliance and Privacy Affairs  
San Francisco Department of Public Health  
101 Grove Street, Room 330, San Francisco, CA 94102  
Email: [compliance.privacy@sfdph.org](mailto:compliance.privacy@sfdph.org)  
Hotline (Toll-Free): 1-855-729-6040

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

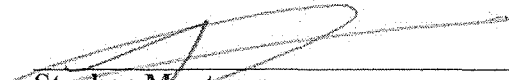
**CITY**

Recommended by:

\_\_\_\_\_  
Linda Gerull  
City Chief Information Officer  
Department of Technology

**CONTRACTOR**

**ConvergeOne, Inc.**

  
\_\_\_\_\_  
**Stephen Monteros**  
**Vice President**

City Supplier Number: **0000030047**

Approved as to Form:

Dennis J. Herrera  
City Attorney

By: \_\_\_\_\_  
Margarita Gutierrez  
Deputy City Attorney

Approved:  
Alaric Degrafinried  
Director of the Office of Contract Administration,  
and Purchaser

By: \_\_\_\_\_  
6

**Appendices**

- A: Scope of Services
- B: Calculation of Charges
- C: City Terms and Conditions
- D: Converge One Attachments of Cisco Terms and Conditions
- E: Business Associated Addendum





**City and County of San Francisco**  
Request for Proposals for Master Agreement  
for Cisco Products  
DT RFP #2020-02  
ConvergeOne Attachments

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**Attachment 1**  
**Cisco End User License Agreement**



## Cisco End User License Agreement

This is an agreement between You and Cisco Systems, Inc. or its affiliates (“Cisco”) and governs your Use of Cisco Software. “You” and “Your” means the individual or legal entity licensing the Software under this EULA. “Use” or “Using” means to download, install, activate, access or otherwise use the Software. “Software” means the Cisco computer programs and any Upgrades made available to You by an Approved Source and licensed to You by Cisco. “Documentation” is the Cisco user or technical manuals, training materials, specifications or other documentation applicable to the Software and made available to You by an Approved Source. “Approved Source” means (i) Cisco or (ii) the Cisco authorized reseller, distributor or systems integrator from whom you acquired the Software. “Entitlement” means the license detail; including license metric, duration, and quantity provided in a product ID (PID) published on Cisco’s price list, claim certificate or right to use notification. “Upgrades” means all updates, upgrades, bug fixes, error corrections, enhancements and other modifications to the Software and backup copies thereof.

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This agreement, any supplemental license terms and any specific product terms at [www.cisco.com/go/softwareterms](http://www.cisco.com/go/softwareterms) (collectively, the “EULA”) govern Your Use of the Software.

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  - b. modify, adapt or create derivative works of the Software or Documentation;
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  - d. make the functionality of the Software available to third parties, whether as an application service provider, or on a rental, service bureau, cloud service, hosted service, or other similar basis unless expressly authorized by Cisco in writing;
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  - f. remove, modify, or conceal any product identification, copyright, proprietary, intellectual property notices or other marks on or within the Software;
6. **Third Party Use of Software.** You may permit a third party to Use the Software licensed to You under this EULA if such Use is solely (i) on Your behalf, (ii) for Your internal operations, and (iii) in compliance with this EULA. You agree that you are liable for any breach of this EULA by that third party.
7. **Limited Warranty and Disclaimer.**
  - a. **Limited Warranty.** Cisco warrants that the Software will substantially conform to the applicable Documentation for the longer of (i) ninety (90) days following the date the Software is made available to You for your Use or (ii) as otherwise set forth at <http://www.cisco.com/go/warranty>. This warranty does not apply if the Software, Cisco product or any other equipment upon which the Software is authorized to be used: (i) has been altered, except by Cisco or its authorized representative, (ii) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by Cisco, (iii) has been subjected to abnormal physical or electrical stress, abnormal environmental conditions, misuse, negligence, or accident; (iv) is licensed for beta, evaluation, testing or demonstration purposes or other circumstances for which the Approved Source does not receive a payment of a purchase price or license fee; or (v) has not been provided by an Approved Source. Cisco will use commercially reasonable efforts to deliver to You Software free from any viruses, programs, or programming devices designed to modify, delete, damage or disable the Software or Your data.
  - b. **Exclusive Remedy.** At Cisco's option and expense, Cisco shall repair, replace, or cause the refund of the license fees paid for the non-conforming Software. This remedy is conditioned on You reporting the non-conformance in writing to Your Approved Source within the warranty period. The Approved Source may ask You to return the Software, the Cisco

product, and/or Documentation as a condition of this remedy. This Section is Your exclusive remedy under the warranty.

c. **Disclaimer.**

Except as expressly set forth above, Cisco and its licensors provide Software "as is" and expressly disclaim all warranties, conditions or other terms, whether express, implied or statutory, including without limitation, warranties, conditions or other terms regarding merchantability, fitness for a particular purpose, design, condition, capacity, performance, title, and non-infringement. Cisco does not warrant that the Software will operate uninterrupted or error-free or that all errors will be corrected. In addition, Cisco does not warrant that the Software or any equipment, system or network on which the Software is used will be free of vulnerability to intrusion or attack.

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9. **Upgrades and Additional Copies of Software.** Notwithstanding any other provision of this EULA, You are not permitted to Use Upgrades unless You, at the time of acquiring such Upgrade:
  - a. already hold a valid license to the original version of the Software, are in compliance with such license, and have paid the applicable fee for the Upgrade; and
  - b. limit Your Use of Upgrades or copies to Use on devices You own or lease; and
  - c. unless otherwise provided in the Documentation, make and Use additional copies *solely* for backup purposes, where backup is limited to archiving for restoration purposes.
10. **Audit.** During the license term for the Software and for a period of three (3) years after its expiration or termination, You will take reasonable steps to maintain complete and accurate records of Your use of the Software sufficient to verify compliance with this EULA. No more than once per twelve (12) month period, You will allow Cisco and its auditors the right to examine such records and any applicable books, systems (including Cisco product(s) or other equipment), and accounts, upon reasonable advanced notice, during Your normal business hours.. If the audit discloses underpayment of license fees, You will pay such license fees plus the reasonable cost of the audit within thirty (30) days of receipt of written notice.
11. **Term and Termination.** This EULA shall remain effective until terminated or until the expiration of the applicable license or subscription term. You may terminate the EULA at any time by ceasing use of or destroying all copies of Software. This EULA will immediately terminate if You breach its terms, or if You fail to pay any portion of the applicable license fees and You fail to cure that payment breach within thirty (30) days of notice. Upon termination of this EULA, You shall destroy all copies of Software in Your possession or control.
12. **Transferability.** You may only transfer or assign these license rights to another person or entity in compliance with the current Cisco Relicensing/Transfer Policy. Any attempted transfer or, assignment not in compliance with the foregoing shall be void and of no effect.
13. **US Government End Users.** The Software and Documentation are "commercial items," as defined at Federal Acquisition Regulation ("FAR") (48 C.F.R.) 2.101, consisting of "commercial computer software" and "commercial computer

software documentation" as such terms are used in FAR 12.212. Consistent with FAR 12.211 (Technical Data) and FAR 12.212 (Computer Software) and Defense Federal Acquisition Regulation Supplement ("DFAR") 227.7202-1 through 227.7202-4, and notwithstanding any other FAR or other contractual clause to the contrary in any agreement into which this EULA may be incorporated, Government end users will acquire the Software and Documentation with only those rights set forth in this EULA. Any license provisions that are inconsistent with federal procurement regulations are not enforceable against the U.S. Government.

14. **Export.** Cisco Software, products, technology and services are subject to local and extraterritorial export control laws and regulations. You and Cisco each will comply with such laws and regulations governing use, export, re-export, and transfer of Software, products and technology and will obtain all required local and extraterritorial authorizations, permits or licenses. Specific export information may be found at: <http://tools.cisco.com/legal/export/pepd/Search.do>
15. **Survival.** Sections 4, 5, the warranty limitation in 7(a), 7(b) 7(c), 8, 10, 11, 13, 14, 15, 17 and 18 shall survive termination or expiration of this EULA.
16. **Interoperability.** To the extent required by applicable law, Cisco shall provide You with the interface information needed to achieve interoperability between the Software and another independently created program. Cisco will provide this interface information at Your written request after you pay Cisco's licensing fees (if any). You will keep this information in strict confidence and strictly follow any applicable terms and conditions upon which Cisco makes such information available.
17. **Governing Law, Jurisdiction and Venue.**

If You acquired the Software in a country or territory listed below, as determined by reference to the address on the purchase order the Approved Source accepted or, in the case of an Evaluation Product, the address where Product is shipped, this table identifies the law that governs the EULA (notwithstanding any conflict of laws provision) and the specific courts or arbitrators that have exclusive jurisdiction over any claim arising under this EULA.

Country or Territory	Governing Law	Jurisdiction and Venue
United States, Latin America or the Caribbean	State of California, United States of America	Federal District Court, Northern District of California or Superior Court of Santa Clara County, California
Canada	Province of Ontario, Canada	Courts of the Province of Ontario, Canada
Europe (excluding Italy), Middle East, Africa, Asia (excluding Japan and China) or Oceania (excluding Australia)	Laws of England	English Courts
Japan	Laws of Japan	Tokyo District Court of Japan
Australia	Laws of the State of New South Wales	State and Federal Courts of New South Wales
Italy	Laws of Italy	Court of Milan
China	Laws of the People's Republic of China.	Hong Kong International Arbitration Center
All other countries or territories	State of California	State and Federal Courts of California

The parties specifically disclaim the application of the UN Convention on Contracts for the International Sale of Goods. In addition, no person who is not a party to the EULA shall be entitled to enforce or take the benefit of any of its terms under the Contracts (Rights of Third Parties) Act 1999. Regardless of the above governing law, either party may seek interim injunctive relief in any court of appropriate jurisdiction with respect to any alleged breach of such party's intellectual property or proprietary rights.

- 18. Integration.** If any portion of this EULA is found to be void or unenforceable, the remaining provisions of the EULA shall remain in full force and effect. Except as expressly stated or as expressly amended in a signed agreement, the EULA constitutes the entire agreement between the parties with respect to the license of the Software and supersedes any conflicting or additional terms contained in any purchase order or elsewhere, all of which terms are excluded. The parties agree that the English version of the EULA will govern in the event of a conflict between it and any version translated into another language.

Cisco and the Cisco logo are trademarks or registered trademarks of Cisco and/or its affiliates in the U.S. and other countries. To view a list of Cisco trademarks, go to this URL: [www.cisco.com/go/trademarks](http://www.cisco.com/go/trademarks). Third-party trademarks mentioned are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1110R)



**Attachment 2**  
**Cisco Smart Net Total Care: Service Description**



# Cisco Smart Net Total Care

## Service Description

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# 1. Overview

## 1.1 Smart Net Total Care

This document describes Cisco's Smart Net Total Care (SNTC) Device Level Support and Smart Capabilities

- TAC
- RMA
- Software Download (Including Collection Software and Technical Support (TS) Smart Applications where available)
- Cisco.com (Including Smart Enabled Portal where available)

For more detailed information on Cisco Smart Net Total Care, go to <http://www.cisco.com/go/sntc>.

Note: This document should be read in conjunction with the following documents also posted at [www.cisco.com/go/servicedescriptions/](http://www.cisco.com/go/servicedescriptions/): (1) Glossary of Terms; (2) List of Services Not Covered; and (3) Severity and Escalation Guidelines. All capitalized terms in this description have the meaning ascribed to them in the Glossary of Terms.

## 1.2 Cisco Branded Service

Smart Net Total Care is a Cisco Branded Service.

- **Direct Sale from Cisco.** If you have purchased these Services directly from Cisco, this document is incorporated into your Master Services Agreement (MSA) or equivalent services agreement with Cisco. In the event of a conflict between this Service Description and your MSA or equivalent services agreement, this Service Description shall govern. All capitalized terms not defined in the Supplemental Glossary of Terms at the end of this document have the meaning ascribed in the MSA or equivalent services agreement executed between you and Cisco.
- **Sale via Cisco Authorized Channel.** If you have purchased these Services through a Cisco Authorized Channel, this document is for description purposes only; it is not a contract between you and Cisco. The contract, if any, provided by your Cisco Authorized Channel, governing the provision of this Service will be the one between you and your Cisco Authorized Channel. All capitalized terms not defined in the Supplemental Glossary of Terms at the end of this document have the meaning ascribed in the Glossary of Terms in the Related Documents above.

For a copy of this or any other Cisco service descriptions, go to: [www.cisco.com/go/servicedescriptions/](http://www.cisco.com/go/servicedescriptions/)

# 2. Cisco Responsibilities

Cisco shall provide the various Service described below as selected and detailed on the Purchase Order for which Cisco has been paid the appropriate fee.

## 2.1 Technical Support

#### Cisco Technical Assistance Center (TAC) access

- 24 hours per day and 7 days per week
- Assist with Product use, configuration, and troubleshooting issues.
- Cisco will respond within one (1) hour for all calls received during Standard Business Hours and for Severity 1 and 2 calls received outside Standard Business Hours. For Severity 3 and 4 calls received outside Standard Business Hours, Cisco will respond no later than the next Business Day.
- Manage problems according to the Cisco Severity and Escalation Guideline: [http://www.cisco.com/web/about/doing\\_business/legal/service\\_descriptions/docs/Cisco\\_Severity\\_and\\_Escalation\\_Guidelines.pdf](http://www.cisco.com/web/about/doing_business/legal/service_descriptions/docs/Cisco_Severity_and_Escalation_Guidelines.pdf)

Smart Portal access, TS Smart Applications and Collection Software is provided on a self-support basis where available:

- Cisco will enable Customer access to the Smart Portal and make available TS Smart Applications and Cisco-owned Collection Software for download and use by Customer.
- No Smart TAC Support will be provided as part of the foundation deliverables of this Service. Customers can self-support themselves by accessing the Cisco's SNTC Support Community forum and/or online training content made available at Cisco's SNTC website.
  - Direct Smart TAC. Customers needing direct Smart TAC support for any of the Smart Portal or Collection software can purchase such support under a separate maintenance service contract.

## 2.2 Online Access

Access to Cisco.com.

- This provides Customers with helpful technical and general information on Cisco Products as well as access to Cisco's on-line Software Center library. Please note that access restrictions identified by Cisco from time to time may apply.

Cisco Support Communities

- Access to SNTC Support Community

Smart Portal (where available).

- This is a web-based user interface to access Smart Net Total Care various reports, compiled through use of Smart capabilities.

## 2.3 Software Download

Operating System

- Work-around solutions or patches to reported Software problems using reasonable commercial efforts. Cisco will either make a Software patch available from the Cisco Software Central ([www.cisco.com/go/software](http://www.cisco.com/go/software)) or ship a Maintenance Release to Customer for the Product experiencing the problem.
- Updates where available and where Customer requests these for supported Software.
- If a Feature Set Upgrade is licensed, Customer will be entitled to Updates (subject to anything to the

contrary contained in this document or the Agreement) at the upgraded level for the licensed Hardware.

- Software releases and any supporting Documentation will be made available from the Cisco Software Central. Applicable supporting Documentation, if available, is limited to one copy per Software release. Customer can, however, purchase additional copies from Cisco.

#### Collection Software (where available)

- Cisco will provide the Customer use of Collector Software.
- Collector Software is provided by Cisco with the features enabled as the default configuration in order to collect data upon installation. Such collections will continue until such time as the Collector Software has been uninstalled.
- Collector Software developmental updates will be managed by Cisco, as appropriate.

#### 2.4 Returns Material Authorization (RMA)

Advance Replacement services are subject to geographic and weight restrictions depending upon Customer's location.

- Customer may check availability by accessing Cisco's Service Availability Matrix at: <http://tools.cisco.com/apidc/sam/search.do>.
- Please note that destination country importation, compliance with US export controls and customs processes may condition actual delivery times. Advance Replacement to and from the European Union will be shipped Delivered Duty Paid (DDP) (Incoterms 2010). All other Advance Replacement will be shipped Delivered At Place (DAP) (Incoterms 2010), exclusive of any import duties, taxes and fees, where applicable. All Advance Replacement will be shipped using Cisco's preferred carrier, freight prepaid by Cisco. Requests for alternate carriers will be at Customer's expense. Chassis and line card Advance Replacement Service must be at the same level of coverage. Cisco will provide Customer with Advance Replacement(s) that are either new or equivalent to new.
- Cisco shall use commercially reasonable efforts to provide Customer with Hardware replacement services where available.

#### RMA Service Levels:

RMA Service Level	Description
24x7x2	Advance Replacement on a Two-Hour Response basis twenty-four (24) hours per day, seven (7) days per week, including Cisco-observed holidays.
24x7x4	Advance Replacement parts on a Four-Hour Response basis twenty-four (24) hours per day, seven (7) days per week, including Cisco-observed holidays.
8x5x4	Advance Replacement on a Four-Hour Response basis between 9:00 a.m. and 5:00 p.m. Depot Time the same Business Day, provided that Cisco's determination of Hardware failure has been made before 1:00 p.m. Depot Time. If Customer make a request after 1:00 p.m. Depot Time, Cisco will deliver the Advance Replacement the morning of the next Business Day.

<b>8x5xNext Business Day</b>	<p>Where Next Business Day delivery is available, an Advance Replacement will ship the same day to arrive the next Business Day provided both the call and Cisco's diagnosis and determination of the failed Hardware have been made before 3:00 p.m., Depot Time. For requests after 3:00 p.m., Depot Time, the Advance Replacement will ship the next Business Day.</p> <p>Where Next Business Day delivery is not available, same day shipping will be provided. Under same day shipping, Advance Replacement will ship from the serving depot location that same Business Day, provided that Cisco's determination of Hardware failure has been made before 3:00 p.m. Depot Time. Determinations that occur after 3:00 p.m. Depot Time will be shipped the following Business Day.</p>
<b>8x7xNext Calendar Day</b>	<p>Where Next Calendar Day delivery is available, an Advance Replacement will ship to arrive the next calendar day provided that Cisco's determination of Hardware failure has been made before 3:00 p.m. Depot Time. If Customer makes a request after 3:00 p.m. Depot Time, Cisco will ship the Advance Replacement the next calendar day.</p> <p>Where 8x7xNext Calendar Day delivery is not available, same day shipping will be provided. Under same day shipping, Advance Replacement will ship from the serving depot location that same calendar day, provided that Cisco's determination of Hardware failure has been made before 3:00 p.m. Depot Time. Determinations that occur after 3:00 p.m. Depot Time will be shipped the following calendar day.</p>
<b>Non-RMA (SW)</b>	<p>In the event Customer elects to purchase this service level, Cisco will provide only technical support via TAC, access to Cisco.com, Software support for the Product and no Hardware replacement or onsite service will be performed.</p>
<b>Return for Repair</b>	<p>Not applicable for all Cisco Products.</p> <p>Customer returns failed Hardware to Cisco for repair.</p> <p>Failed Hardware is repaired or replaced/exchanged. All applicable engineering changes orders (ECO) are incorporated and the unit is fully tested to Cisco published specifications. Cosmetic repairs are performed in accordance with Cisco's or the Customer's defined cosmetic repair standard as mutually agreed upon, replacing any cracked, scratched or damaged covers as required. Additional charges may apply if Cisco determines the failed Hardware is beyond economic repair or no problem is found.</p> <p>Cisco will use commercially reasonable efforts to repair failed Hardware and ship repaired Hardware to Customer within thirty (30) days from receipt of failed Hardware by Cisco.</p> <p>On receipt of failed Hardware returned under an RMA number, a receipt notification e-mail or fax will be sent to Customer confirming receipt of failed Hardware and quantities received.</p>

<b>RMA Service Level Includes Onsite Support</b>	<b>Description</b>
<b>Onsite Support 24x7x2</b>	Two Hour Response for Remedial Hardware Maintenance, twenty-four (24) hours per day, seven (7) days per week, including Cisco observed holidays.
<b>Onsite Support 24x7x4</b>	Four Hour Response for Remedial Hardware Maintenance twenty-four (24) hours per day, seven (7) days per week including Cisco observed holidays.
<b>Onsite Support 8x5x4</b>	Four Hour Response for Remedial Hardware Maintenance service between 9:00 a.m. and 5:00 p.m. Depot Time the same Business Day, together with parts, labor and materials, provided Cisco's determination that on-site

<b>Onsite Support 8x7xNext Calendar Day</b>	Only available on China Price List. Next-Calendar-Day Remedial Hardware Maintenance, together with parts, labor and materials, by 5:00 p.m. Depot Time provided Cisco's determination that onsite Service is required has been made before 3:00 provided for calls placed after 3:00 p.m. Depot Time). Where Next Calendar Day delivery of the parts is not available, same day shipping will be provided. Cisco will provide onsite support upon arrival of the parts.
<b>Onsite Support Business Day 8x5xNext</b>	Next-business-day Remedial Hardware Maintenance, together with parts, labor and materials, by 5:00 p.m. Depot Time provided Cisco's determination that onsite Service is required has been made before 3:00 p.m. Depot Time the prior day (otherwise, second Business Day will be provided for calls placed after 3:00 p.m. Depot Time). Where Next Business Day delivery of the parts is not available, same day shipping will be provided. Cisco will provide onsite support upon arrival of the parts.

## 2.5 Exception Service Levels for Specific Products

Additionally For UCS Product SKUs:

- Cisco's Unified Computing Systems ("UCS") products. Cisco TAC will work with Customers to diagnose problems or issues related to Product use and Third Party UCS Software integration questions. After Cisco employs reasonable efforts to isolate a Cisco Hardware or Software issue, in the event a product which is not included in the UCS Hardware and Software Interoperability Matrix on Cisco.com has been installed, Cisco may at its sole discretion, if it believes this component is the cause of the issue, request Customer to remove such component and replace it with a component which is included in the UCS Hardware and Software Interoperability Matrix prior to further troubleshooting. During the course of troubleshooting, if Cisco determines the problem resides with the Third Party UCS Product, then, upon request, Cisco will assist Customer in opening a case with Third Party UCS Supplier, subject to any support agreement in place between Customer and Third Party UCS Supplier
- To the extent it can, Cisco will assist Third Party UCS Supplier in its response and resolution of the Customer's case. If Customer elects to open a case directly with Third Party UCS Supplier, upon request, Cisco will provide relevant case information to Third Party UCS Supplier.

For UCS HW Only:

- For UCS products only and includes Onsite service levels only.
- Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist with RMA determination for purposes of Hardware replacement. Cisco will respond no later than next Business Day for any calls received. Cisco will work with Customer to diagnose problems or issues related to Product use. After Cisco employs reasonable efforts to isolate a Cisco Hardware or Software issue, and in the event a product which is not included in the UCS Hardware and Software Interoperability Matrix located on Cisco.com has been installed, Cisco may at its sole discretion, if it believes this component is the cause of the issue, request Customer to remove such component and replace it with a component which is included in the UCS Hardware and Software Interoperability Matrix prior to further troubleshooting.

#### UCS – Onsite Troubleshooting

- In the event Customer purchases this service, if, during the course of troubleshooting a Unified Computing System (UCS) problem, Cisco Technical Assistance Center (TAC) determines the problem resides with a Hardware component, TAC will expedite a labor dispatch for field engineer to go to the Customer site to diagnose and/or isolate problems related to Product use. In the event the problem is not immediately known, TAC will continue troubleshooting to isolate the issue and determine if remote resolution is possible. If TAC determines that onsite support is necessary, TAC will dispatch a field engineer to the Customer site to aid in the ongoing troubleshooting to diagnose and/or isolate the problem. In either case, Cisco will provide a Four Hour Response for Remedial Hardware Maintenance service from the time its diagnosis and determination that a FRU is required.
- Cisco will also provide field engineer prioritized labor in support of parts replacements as required under external Field Notices specifically associated with product recalls but no onsite troubleshooting will be performed and any resulting action to address Field Notices is not subject to a Four Hour Response target.

#### UCS - Drive Retention Service

- In the event Customer purchases this service, if, during the course of troubleshooting a Unified Computing System (UCS) problem, Cisco Technical Assistance Center (TAC) determines the problem resides with a UCS Drive, Cisco authorizes Customer to retain the defective drive provided that the Customer completes and returns to Cisco a Certificate of Destruction.

#### Local Language Technical Support

- Where available, and subject to an additional fee, local language support for calls on all assigned severity levels may be available for specific product(s).

#### Post LDoS Products

- Provision of Services described herein is subject to approval by Cisco of Customer's request for extended support and such approval is conditioned upon Product type and configuration.
- Last Day of Support (LDoS) represents the date when Customers will no longer receive service and support for the Product. Applicable dates are identified in End of Life bulletins.
- After this date, all support services for the Product are unavailable unless technical services for Post LDoS described in this document have been purchased.
- Cisco will provide only Hardware Replacement defined as network services impacting problems that have been identified by the Customer to Cisco TAC and subsequently qualified via Cisco's normal evaluation process. Hardware Replacement will be provided according to the following terms and conditions: 1) Cisco TAC will use commercially reasonable efforts to work with the Customer to determine the locality of impact and to find a workaround for the problem. 2) If an alternative workaround is not possible during the term of support, then Cisco will make commercially reasonable efforts to provide a solution to remedy the problem. 3) If despite commercially reasonable efforts Cisco is unable to provide a Hardware Replacement, it may be necessary for the Customer to remove or upgrade the impacted Hardware to correct the problem.
- Cisco will provide only Critical Software Support defined as network services impacting bugs that have

been identified by the Customer to Cisco TAC and subsequently qualified via Cisco's normal evaluation process: If despite commercially reasonable efforts to address the Critical Software Support, Cisco is unable to provide a Software based solution, it may be necessary for the Customer to remove or upgrade the impacted Software based systems to correct the problem.

## 3. Customer Responsibilities

### 3.1 Cisco assumes that Customer will:

- Provide a priority level as described in the Cisco Severity and Escalation Guideline for all the calls Customer places.
- Provide, at Customer's expense, reasonable access to the Product through the Internet or via modem to establish a data communication link between Customer and the Cisco TAC engineer and systems passwords so that problems may be diagnosed and, where possible, corrected remotely.
- Provide thirty (30) days' Notice to Cisco of any requested addition(s) to Customer's Equipment List.
- Notify Cisco, using Cisco.com, of Product on the Equipment List which Customer has moved to a new location within thirty (30) days of such relocation. Please be aware that the Services will be provided to Customer beginning thirty (30) days after receipt of Customer's notification. Cisco will also need Customer to notify Cisco of any modification to the Product and configuration including upgrades or changes to FRUs not in the original configuration within five (5) days of such modification. Note: Not applicable for Products supported under Return for Repair Service
- Provide current shipment contact information as follows: contact name, title, address, telephone number, e-mail address, and fax number.
- Provide valid and applicable serial numbers for all Product problems and issues reported to Cisco or where Customer is seeking information from Cisco in connection with Product use. Cisco may also require Customer to provide additional information in the form of location of the Product, city location details and zip code information.
- When requested, provide Cisco with a list of all personnel that Customer has authorized to contact Cisco or access Cisco.com for Services and to download Software from Cisco.com or ordered via Cisco's PUT. Customer is responsible for reviewing the list on an annual basis and adding or removing personnel as necessary. Note: Not applicable for Products supported under Return for Repair Service.
- Use the latest release of Software, where Cisco advises Customer that this will correct a reported Software problem.
- Defective parts must be returned within ten (10) calendar days of the ship date of the replacement part(s). For defective parts that have not been returned within thirty (30) calendar days after shipment of the replacement parts, Cisco reserves the right to charge liquidated damages equivalent to the full list price of the parts not returned in accordance with Cisco's return materials authorization (RMA) procedure located at [www.cisco.com](http://www.cisco.com).
- Customer is responsible for proper packaging of the returned parts and must include a description of the failure and the written specifications of any changes or alterations made.
- Packages for replacement in accordance with this subsection shall be shipped by customer Delivered at

Place (DAP) (Incoterms 2010), including any applicable import duties, taxes and fees; however, customers under a current service maintenance contract for the replacement hardware or participating in Cisco's Trade In program may be able to schedule a pickup of authorized returns at no additional charge using Cisco's Product Online Web Returns (POWR) tool located at [www.cisco.com](http://www.cisco.com).

- Defective parts that cannot be returned due to data security and are not covered under a UCS Drive Retention Service contract (as defined in Part IV of this document) may be eligible for destruction. Customer must receive prior written approval from Cisco using the authorized Asset Destruction Approval request form and agree to financial implications of destruction in accordance with Cisco's Statement of Policy Regarding the Removal of Data on Cisco Equipment located at: [www.cisco.com/en/US/prod/policy\\_regarding\\_the\\_removal\\_of\\_data\\_on\\_cisco\\_equipment.pdf](http://www.cisco.com/en/US/prod/policy_regarding_the_removal_of_data_on_cisco_equipment.pdf).
- Customer will provide a new Purchase Order prior to Cisco performance of any repairs for which Cisco is not obligated to support as defined under Services Not Covered.
- Customer should review receipt notification to confirm the failed Hardware and quantity of product received by Cisco.
- In the case of Return for Repair Service, failed Hardware must be received by Cisco within sixty (60) days of RMA issuance and Customer is responsible for delivering at its expense, the failed Hardware to Cisco's facility safely packaged and undamaged.
- Customer agrees to assist Cisco in troubleshooting failed Hardware down to the FRU level prior to initiating the RMA procedure.
- Provide an appropriate work environment and reasonable access, working space including heat, light, ventilation, electric current and outlets, and local telephone extension (or toll free domestic and international access to Cisco) for the use of Cisco's service personnel in the Product's physical location.
- Back-up Software images and configurations on a regularly scheduled basis and provide those images and configurations to Cisco's onsite personnel in connection with Remedial Hardware Maintenance.
- Ensure all Products are installed below ten (10) feet. For Products installed above four (4) feet, provide ladders that reach the height of the Product.
- Provide Cisco with the name of a point of contact prior to delivery of equipment by Cisco's personnel.
- Provide TFTP (Telnet File Transfer Protocol) capabilities or internet access for the purpose of downloading Software images by Cisco's onsite personnel.
- Provide safety and security protection of Cisco's personnel or its subcontractors for your unmanned sites.

### 3.2 Smart Portal and Software Collection (where available)

- By installing the Collector Software, the Customer acknowledges understand and agrees that Customer Network Information will be transmitted and used to generate reports regarding Customer's network and equipment.
- Upon installation on Customer's network, Collector Software will immediately begin communicating to a Cisco server via secure encryption to enable Cisco to discover information about the Products within Customer's network and such collections will continue until such time as the Collector Software has been uninstalled or collection features disabled. Upon termination of the Service or in the event the Collector Software has been uninstalled prior to termination of the Service, Customer must return Collector



Software to Cisco.

- Customer can elect to disable collection features of Collector Software or uninstall Collector Software at any time. By performing these actions, Customer understands that Cisco will be unable to provide certain elements of the Service and Cisco will not be responsible for performance of any obligations associated with Collector Software and the resulting level of service delivery will result in Customer primarily receiving Technical Support with limited or no Smart capabilities under the Service.
- Customer has the ability destroy any such Customer Network Information collected by Cisco and shown in the Portal at any time upon request otherwise Cisco will continue to protect the Customer Network Information consistent with terms of the Agreement between the parties and Cisco's data retention policy.
- Customer must provide the Collector Hardware, including the embedded operating system or Hypervisor, for performance of Services described herein.
- Customer is responsible for providing and obtaining all hardware, as specified by Cisco, necessary to support the Collector Software and collection process.
- Customer acknowledges that Cisco will only support generally available Products and Software releases/versions unless otherwise mutually agreed.
- Customer will permit the Collector Software to access all Customer network devices managed by the inventory collection process.
- Customer will provide data communication access for use by the Collector Software to transmit inventory data to Cisco and support of the Collector Software from a remote Cisco location.
- Customer will provide the Collector Software with Simple Network Management Protocol and OS-level Command Line Interface (CLI) access to all Cisco Product(s) covered under the Service.
- Customer will ensure that the Portal access is restricted to those Customer employee(s) or authorized contractor(s) who have a bona fide need to access the Portal and/or a need to know the contents of the output of the Collector Software.
- Perform an initial set-up:
  - 1) install the Collector Hardware in a secure area with limited physical access
  - 2) connect the Collector Hardware to the network
  - 3) secure Collector Hardware behind Customer's corporate firewall

### 3.3 Customers that have purchased the UCS Service Level - Drive Retention Service

- Destroy the defective UCS Drive at Customer's risk and expense and not return the defective drive to Cisco
- Provide Cisco with a Certificate of Destruction within thirty (30) days of receipt of the replacement Product; otherwise the replacement Product will be charged at the current List Price

## 4. Supplemental Glossary of Terms

### 4.1 Terms/Definitions

Term	Definition
<b>Certificate of Destruction</b>	Means the document which shall be signed by an authorized representative of the Customer, certifying that UCS Drive has been destroyed, located at <a href="http://www.cisco.com/web/about/doing_business/legal/service_descriptions/docs/Drive_Retention_CoD.pdf">http://www.cisco.com/web/about/doing_business/legal/service_descriptions/docs/Drive_Retention_CoD.pdf</a>
<b>Collector Hardware</b>	Means a Customer-provided server which runs a Virtual Machine environment that in turn hosts Collector Software for the purposes of collecting information relating to installed Cisco device configuration and inventory.
<b>Collector Software or Collection Software</b>	Means a network profiling software tool, which runs on the Collector Hardware, used for the purposes of collecting information relating to installed Cisco device configuration and inventory.
<b>Customer Network Information</b>	Means the information about Customer's network that is collected, stored and analyzed in connection with the Service and may include, without limitation, the following information: configurations (including running configurations and startup configurations), product identification numbers, serial numbers, host names, equipment locations, IP addressed, system contracts, equipment models, feature sets, software versions, hardware versions, installed memory, installed flash, boot versions, chassis series, exceptions to such information (e.g., duplicate host name, duplicate IP address, device running interim release image), slot IDs, card types, card families, firmware versions, and other network and inventory information as deemed appropriate by Cisco.
<b>Hypervisor</b>	Means a software program that manages multiple operating systems, or multiple instances of the same operating system, on a single computer system
<b>Independent Software Vendor</b>	Supplier of Third Party Software
<b>Smart</b>	Means the utilization of automated software-enabled capabilities that collect network diagnostic data, analyzed and compared with Cisco's deep knowledge base to provide actionable insight.
<b>Smart Enabled Portal or Portal</b>	A web-based user interface to access Smart Net Total Care reports.
<b>SNTC Support Community</b>	Means the support forum located at <a href="http://cisco.com">cisco.com</a> that addresses SNTC related items.
<b>Third Party UCS Product</b>	Non-Cisco hardware or software Customer has acquired directly from Third Party UCS Supplier that is used within the Unified Computing solution.
<b>Third Party UCS Software</b>	Software developed by an Independent Software Vendor. This software may include both initial software releases and upgrades/updates developed after initial release by the Independent Software Vendor.
<b>Third Party UCS Supplier</b>	A provider of Third Party UCS Product to Customer.
<b>TS Smart Applications</b>	Means mobile applications for a phone or tablet that enables user to manage service contracts, amongst other features and can be downloaded through iTunes or Google Play. Application requirements and further information regarding the TS Smart Applications can be found at <a href="http://www.cisco.com/web/about/facts_info/apps/technicalsupport.html">http://www.cisco.com/web/about/facts_info/apps/technicalsupport.html</a> .
<b>UCS Drive</b>	A disk drive from the Cisco Unified Computing System B series or UCS C series only.



**City and County of San Francisco**  
Request for Proposals for Master Agreement  
for Cisco Products  
DT RFP #2020-02  
ConvergeOne Attachments

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**Attachment 3**  
**Cisco Enhanced Limited Lifetime Hardware Warranty**



# Cisco Enhanced Limited Lifetime Hardware Warranty

WARR-ELTD-LIFE-HW

Updated: October 2017

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## Cisco Enhanced Limited Lifetime Hardware Warranty Terms

The following are terms applicable to your hardware warranty. Your embedded software is subject to the Cisco EULA (link available below) and/or any SEULA or specific Software warranty terms for additional software products loaded on the device.

### **Duration of Hardware Warranty:** Lifetime

Contingent that original end user continues to own or use the product. In the event of discontinuance of product manufacture, Cisco hardware warranty support will be discontinued on the Last Date of Support (LDoS) published in the product End of Life Announcement.

**Replacement, Repair or Refund Procedure for Hardware:** Where available, Cisco will use commercially reasonable efforts to ship a replacement for next business day delivery provided Cisco's determination of the hardware failure has been made before 3 p.m. depot time. Otherwise, a replacement part will be shipped the same business day. If a request is made after 3 p.m. depot time, Cisco will ship the advance replacement on the next business day. Actual delivery times will vary by customer location. Taxes and duties may apply and will be borne by the recipient of the replacement part. Refer to the link below about delivery availability:

[https://www.cisco.com/en/US/prod/services\\_genericcontent\\_warranty.html](https://www.cisco.com/en/US/prod/services_genericcontent_warranty.html).

Cisco reserves the right to refund the purchase price as its exclusive warranty remedy.

**Technical Assistance:** Cisco Enhanced Limited Lifetime Hardware Warranty includes access to technical support during local business hours, 8 hours per day, 5 days per week. This support is available for a period of ninety (90) calendar days from the date of purchase of the Cisco product.

### **Limited Hardware Warranty**

**Hardware.** Cisco Systems, Inc., or the Cisco Systems, Inc. subsidiary selling the Product ("Cisco") warrants that commencing from the date of shipment to Customer (and in case of resale by a Cisco reseller, commencing not more than ninety (90) days after original shipment by Cisco), and continuing for a period of the longer of (a) ninety (90) days or (b) as otherwise set forth at <https://www.cisco.com/go/warranty>, the Hardware will be free from defects in material and workmanship under normal use. The date of shipment of a Product by Cisco is set forth on the packaging material in which the Product is shipped. This limited warranty extends only to the original user of the Product. Customer's sole and exclusive remedy and the entire liability of Cisco and its suppliers under this limited warranty will be, at Cisco's or its service center's option, shipment of a replacement within the warranty period and according to the replacement process described in the warranty card (if any), or if no warranty card, as described on the Cisco Product Warranties web page <https://www.cisco.com/go/warranty> or a refund of the purchase price if the Hardware is returned to the party supplying it to Customer, freight and insurance prepaid. Cisco replacement parts used in Hardware replacement may be new or equivalent to new. Cisco's obligations hereunder are conditioned upon the return of affected Hardware in accordance with Cisco's or its service center's then-current Return Material Authorization (RMA) procedures.

**Restrictions.** This limited warranty does not apply if the Hardware (a) has been altered, except by Cisco or its authorized representative, (b) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by Cisco, (c) has been subjected to abnormal physical or electrical stress, abnormal environmental conditions, misuse, negligence, or accident; or (d) is licensed for beta, evaluation, testing or demonstration purposes.

## DISCLAIMER OF WARRANTY

EXCEPT AS SPECIFIED IN THIS LIMITED WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, SATISFACTORY QUALITY, NON-INTERFERENCE, ACCURACY OF INFORMATIONAL CONTENT, OR ARISING FROM A COURSE OF DEALING, LAW, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW AND ARE EXPRESSLY DISCLAIMED BY CISCO, ITS SUPPLIERS AND LICENSORS. TO THE EXTENT AN IMPLIED WARRANTY CANNOT BE EXCLUDED, SUCH WARRANTY IS LIMITED IN DURATION TO THE EXPRESS WARRANTY PERIOD. BECAUSE SOME STATES OR JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, THE ABOVE LIMITATION MAY NOT APPLY. THESE WARRANTIES GIVE CUSTOMER SPECIFIC LEGAL RIGHTS, AND CUSTOMER MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM JURISDICTION TO JURISDICTION. This disclaimer and exclusion shall apply even if the express warranty set forth above fails of its essential purpose.

**Limitations and Exclusions of Liability.** In no event will Cisco or its licensors be liable for the following, regardless of the theory of liability or whether arising out of the use or inability to use the Hardware or otherwise, even if a party been advised of the possibility of such damages: (a) indirect, incidental, exemplary, special or consequential damages; (b) loss or corruption of data or interrupted or loss of business; or (c) loss of revenue, profits, goodwill or anticipated sales or savings. All liability of Cisco, its affiliates, officers, directors, employees, agents, suppliers and licensors collectively, to Customer, whether based in warranty, contract, tort (including negligence), or otherwise, shall not exceed the license fees paid by Customer to any Approved Source for the Hardware that gave rise to the claim. This limitation of liability for Hardware is cumulative and not per incident. Nothing in this limited warranty limits or excludes any liability that cannot be limited or excluded under applicable law.

### Governing Law, Jurisdiction and Venue

If Customer acquired the Product in a country or territory listed below, as determined by reference to the address on the purchase order the Approved Source accepted, this table identifies the law that governs this limited warranty (notwithstanding any conflict of laws provision) and the specific courts that have exclusive jurisdiction over any claim arising under this limited warranty.

Country or Territory	Governing Law	Jurisdiction and Venue
United States, Latin America or the Caribbean	State of California, United States of America	Federal District Court, Northern District of California or Superior Court of Santa Clara County, California
Canada	Province of Ontario, Canada	Courts of the Province of Ontario, Canada
Europe (excluding Italy), Middle East, Africa, Asia or Oceania (excluding Australia)	Laws of England	English Courts
Japan	Laws of Japan	Tokyo District Court of Japan
Australia	Laws of the State of New South Wales	State and Federal Courts of New South Wales
Italy	Laws of Italy	Court of Milan
China	Laws of the People's Republic of China	Hong Kong International Arbitration Center
All other countries or territories	State of California	State and Federal Courts of California

The parties specifically disclaim the application of the UN Convention on Contracts for the International Sale of Goods. In addition, no person who is not a party to the EULA shall be entitled to enforce or take the benefit of any of its terms under the Contracts (Rights of Third Parties) Act 1999. Regardless of the above governing law, either party may seek interim injunctive relief in any court of appropriate jurisdiction with respect to any alleged breach of such party's intellectual property or proprietary rights.

## Return Material Authorizations

### To Receive a Return Materials Authorization (RMA) Number:

- Please contact the party from whom you purchased the product.
- If you purchased the product directly from Cisco, call Cisco TAC by phone to start a validation of your warranty claim.

To obtain a directory of toll-free Cisco TAC telephone numbers for your country, go to this URL:

<https://www.cisco.com/go/DirTAC>.

If you are instructed to return your product under the terms of your warranty and issued an RMA Number, follow these steps:

- Return the unit to Cisco or your network supplier as instructed.
- Your unit will be replaced per the applicable warranty guidelines.
- If you cannot locate your network supplier, you may return the unit to Cisco.

**Important Note** - All material returned to Cisco must be accompanied by a Return Material Authorization (RMA) number. This number is necessary so that the factory can ensure proper tracking and handling of returned material.

**If you do not have an RMA number, Cisco reserves the right to refuse receipt of returned units.**

### Important Claim Information

Complete the form below and keep for ready reference.

Product purchased from:	
Their telephone number:	
Product Model and Serial number:	
Maintenance Contract number:	

### Service Assistance

If you have a Cisco SMART Net Total Care service program or other maintenance agreement, request service under your agreement. You can purchase maintenance contracts from your local network supplier or from Cisco directly.

Call the Cisco TAC line if you have contracted for this service. TAC support is not available as part of warranty alone.

To obtain a directory of toll-free Cisco TAC telephone numbers for your country, go to this URL:

<https://www.cisco.com/go/DirTAC>.



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## Online Resources

### Cisco End User License Agreement (EULA)

The Cisco End User License Agreement (EULA) governing software use is available at the following URL:

<https://www.cisco.com/go/softwareterms>.

### Warranty Online

Product warranty terms and other information applicable to Cisco products are available at the following URL:

<https://www.cisco.com/go/warranty>.

Consult the above website or your Cisco Sales and Service Representative for a complete listing of Cisco products and applicable warranties.

### Obtaining Documentation

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly What's New in Cisco Product Documentation, which also lists all new and revised Cisco technical documentation, at: <https://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>.

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The Netherlands

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City and County of San Francisco  
Request for Proposals for Master Agreement  
for Cisco Products  
DT RFP #2020-02  
ConvergeOne Attachments

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**Attachment 4**  
**Cisco Limited Hardware Warranty – 90 Day**



# Cisco Limited Hardware Warranty

WARR-90-DAY-LTD-HW

Updated: October 2017

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## Cisco 90-Day Limited Hardware Warranty Terms

The following are terms applicable to your hardware warranty. Your embedded software is subject to the Cisco EULA (link available below) and/or any SEULA or specific Software warranty terms for additional software products loaded on the device.

**Duration of Hardware Warranty:** Ninety (90) Days

**Replacement, Repair or Refund Procedure for Hardware:** Cisco or its service center will use commercially reasonable efforts to ship a replacement part within ten (10) working days after receipt of the RMA request. Actual delivery times may vary depending on Customer location.

Cisco reserves the right to refund the purchase price as its exclusive warranty remedy.

### Limited Hardware Warranty

**Hardware.** Cisco Systems, Inc., or the Cisco Systems, Inc. subsidiary selling the Product ("Cisco") warrants that commencing from the date of shipment to Customer (and in case of resale by a Cisco reseller, commencing not more than ninety (90) days after original shipment by Cisco), and continuing for a period of the longer of (a) ninety (90) days or (b) as otherwise set forth at <https://www.cisco.com/go/warranty>, the Hardware will be free from defects in material and workmanship under normal use. The date of shipment of a Product by Cisco is set forth on the packaging material in which the Product is shipped. This limited warranty extends only to the original user of the Product. Customer's sole and exclusive remedy and the entire liability of Cisco and its suppliers under this limited warranty will be, at Cisco's or its service center's option, shipment of a replacement within the warranty period and according to the replacement process described in the warranty card (if any), or if no warranty card, as described on the Cisco Product Warranties web page <https://www.cisco.com/go/warranty> or a refund of the purchase price if the Hardware is returned to the party supplying it to Customer, freight and insurance prepaid. Cisco replacement parts used in Hardware replacement may be new or equivalent to new. Cisco's obligations hereunder are conditioned upon the return of affected Hardware in accordance with Cisco's or its service center's then-current Return Material Authorization (RMA) procedures.

**Restrictions.** This limited warranty does not apply if the Hardware (a) has been altered, except by Cisco or its authorized representative, (b) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by Cisco, (c) has been subjected to abnormal physical or electrical stress, abnormal environmental conditions, misuse, negligence, or accident; or (d) is licensed for beta, evaluation, testing or demonstration purposes.

## DISCLAIMER OF WARRANTY

EXCEPT AS SPECIFIED IN THIS LIMITED WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, SATISFACTORY QUALITY, NON-INTERFERENCE, ACCURACY OF INFORMATIONAL CONTENT, OR ARISING FROM A COURSE OF DEALING, LAW, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW AND ARE EXPRESSLY DISCLAIMED BY CISCO, ITS SUPPLIERS AND LICENSORS. TO THE EXTENT AN IMPLIED WARRANTY CANNOT BE EXCLUDED, SUCH WARRANTY IS LIMITED IN DURATION TO THE EXPRESS WARRANTY PERIOD. BECAUSE SOME STATES OR JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, THE ABOVE LIMITATION MAY NOT APPLY. THESE WARRANTIES GIVE CUSTOMER SPECIFIC LEGAL RIGHTS, AND CUSTOMER MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM JURISDICTION TO JURISDICTION. This disclaimer and exclusion shall apply even if the express warranty set forth above fails of its essential purpose.

**Limitations and Exclusions of Liability.** In no event will Cisco or its licensors be liable for the following, regardless of the theory of liability or whether arising out of the use or inability to use the Hardware or otherwise, even if a party been advised of the possibility of such damages: (a) indirect, incidental, exemplary, special or consequential damages; (b) loss or corruption of data or interrupted or loss of business; or (c) loss of revenue, profits, goodwill or anticipated sales or savings. All liability of Cisco, its affiliates, officers, directors, employees, agents, suppliers and licensors collectively, to Customer, whether based in warranty, contract, tort (including negligence), or otherwise, shall not exceed the license fees paid by Customer to any Approved Source for the Hardware that gave rise to the claim. This limitation of liability for Hardware is cumulative and not per incident. Nothing in this limited warranty limits or excludes any liability that cannot be limited or excluded under applicable law.

### Governing Law, Jurisdiction and Venue

If Customer acquired the Product in a country or territory listed below, as determined by reference to the address on the purchase order the Approved Source accepted, this table identifies the law that governs this limited warranty (notwithstanding any conflict of laws provision) and the specific courts that have exclusive jurisdiction over any claim arising under this limited warranty.

Country or Territory	Governing Law	Jurisdiction and Venue
United States, Latin America or the Caribbean	State of California, United States of America	Federal District Court, Northern District of California or Superior Court of Santa Clara County, California
Canada	Province of Ontario, Canada	Courts of the Province of Ontario, Canada
Europe (excluding Italy), Middle East, Africa, Asia or Oceania (excluding Australia)	Laws of England	English Courts
Japan	Laws of Japan	Tokyo District Court of Japan
Australia	Laws of the State of New South Wales	State and Federal Courts of New South Wales
Italy	Laws of Italy	Court of Milan
China	Laws of the People's Republic of China	Hong Kong International Arbitration Center
All other countries or territories	State of California	State and Federal Courts of California

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Their telephone number:	
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Maintenance Contract number:	

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## Online Resources

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### Warranty Online

Product warranty terms and other information applicable to Cisco products are available at the following URL:

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Consult the above website or your Cisco Sales and Service Representative for a complete listing of Cisco products and applicable warranties.

### Obtaining Documentation

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly What's New in Cisco Product Documentation, which also lists all new and revised Cisco technical documentation, at: <https://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>.

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**Attachment 5**  
**Cisco Solution Support Services: Service Description**



## Service Description: Cisco Solution Support Services

This document describes the Cisco Solution Support Services offering.

**Related Documents:** This document should be read in conjunction with the following documents also posted at [www.cisco.com/go/servicedescriptions](http://www.cisco.com/go/servicedescriptions) : (1) Glossary of Terms; (2) List of Services Not Covered; and (3) Severity and Escalation Guidelines. All capitalized terms in this description have the meaning ascribed to them in the Glossary of Terms.

**Direct Sale from Cisco.** If you have purchased these Services directly from Cisco, this document is incorporated into your Master Services Agreement (MSA) with Cisco. In the event of a conflict between this Service Description and your MSA, this Service Description shall govern. All capitalized terms not defined in the Supplemental Glossary of Terms for Unified Solution Support Services at the end of this document have the meaning ascribed in the MSA or equivalent services agreement executed between you and Cisco.

**Sale via Cisco-Authorized Reseller.** If you have purchased these Services through a Cisco-Authorized Reseller, this document is for description purposes only; is not a contract between you and Cisco. The contract, if any, governing the provision of this Service will be the one between you and your Cisco Authorized Reseller. Your Cisco Authorized Reseller should provide this document to you, or you can obtain a copy of this and other Cisco service descriptions at [www.cisco.com/go/servicedescriptions](http://www.cisco.com/go/servicedescriptions). All capitalized terms not defined in the Supplemental Glossary of Terms for Cisco Solution Support Services at the end of this document have the meaning ascribed in the Glossary of Terms at the above URL.

### Services Summary

Cisco Solution Support Services applies to solutions, infrastructures and appliances that have been either: defined in a Cisco Solution Support Service Definition Document, or Implemented following guidance of the covered Cisco Validated Design in all material respects. Cisco Solution Support Services as described in this document are intended to supplement product-level maintenance and support agreements from Cisco and Cisco's Solution Technology Partner(s) where all products in the Solution are supported through product support services. The ability of Cisco to interact with both Cisco product support and product support from our Solution Technology Partner(s) will depend on the Customer's entitlement to product support.

Cisco Solution Support Services provides access to a team of Solution experts, who provide a primary point of contact for issues found within the Solution. By combining these Cisco Solution Support resources with the Customer's entitlements to technical support on all hardware and software elements that comprise the Solution, Cisco delivers support for the Solution, both directly and through coordination of product maintenance

and support activities needed to troubleshoot and address issues across the Solution.

### Cisco Solution Support Services

#### Cisco Responsibilities:

- Cisco Solution Support Center access 24 hours per day, 7 days per week to assist by telephone, fax, electronic mail or the internet with Solution use, configuration and troubleshooting issues. Cisco will respond within thirty (30) minutes for Severity 1 and 2 calls received. For Severity 3 and 4 calls, Cisco will respond within one (1) hour for all calls received during Standard Business Hours and for calls received outside Standard Business Hours, Cisco will respond no later than the next Business Day.
- Manage problems according to the [Cisco Severity and Escalation Guideline](#).
- Access to Cisco.com for information on the Solution being supported. This system provides Customer with helpful technical and general information on the Solution. Please note that access restrictions identified by Cisco may apply.
- To the extent allowed by our Solution Technology Partners, Cisco will provide technical issue management for issues encountered with the Solution.
- In the event Cisco determines escalation to a Solution Technology Partner for Third Party Product support is necessary, Cisco will work with the Customer and the applicable Solution Technology Partner to open a case for the Customer in the Solution Technology Partner's case management system.
- As part of the Services, it may be necessary for Cisco to disclose Customer information to the applicable Solution Technology Partner. Such information may include logs and contact information.
- Cisco will provide information, to the extent allowable, to Solution Technology Partner in support of Solution Technology Partner conducting diagnosis and resolution of the Customer's issue.
- Cisco will provide updates on actions taken to resolve the Customer's issue as a single point of contact.

- For some products, Cisco may open cases on behalf of Customer with Solution Technology Partner provided Customer and Solution Technology Partner have agreed to allow Cisco to act as Customer's agent in this limited capacity.

#### Customer Responsibilities:

The provision of the Service assumes that Customer will:

- Ensure that Cisco Solution Support or Solution Support with Smart Net Total Care is purchased to cover the solution and all Cisco products that are a part of the covered Solution.
- Provide a severity level as described in the [Cisco Severity and Escalation Guideline](#) for all Customer support requests.
- Unless otherwise instructed by Cisco, Customer will open all cases, where Solution support is expected, with Cisco and using the service contract associated with the Cisco Solution Support Service.
- Customer acknowledges that it will be necessary for Cisco to disclose Customer information to Solution Technology Partners for the purposes of case response, product specific support, advance troubleshooting and product issue resolution and Customer authorizes such disclosure.
- Customer is required, at the Customer's expense, during the term of the Services, to procure and sustain a level of technical maintenance and support on all hardware and software elements of the Solution, at no less than a reasonable level for elements operating in a production environment.
- Provide, at Customer's expense, reasonable access to Solution elements through the Internet or via modem to establish a data communication link between Customer and the Cisco engineer and/or Solution Technology Partner support personnel as applicable and systems passwords so that problems may be diagnosed and, where possible, corrected remotely.
- Customer will be required to have and maintain permissions to access Solution Technology Partner websites for Solution Technology Partner software releases (i.e., patches, updates and upgrades) as well as for specific information, documentation and knowledge base related to Third Party Software that may interact with the Solution.
- For Solution Support Services that requires following a Cisco Validated Design, Customer will be required to implement and maintain the Solution being covered following the guidance set out in a current version of the Cisco Validated Design in all material respects.
- Provide thirty (30) days Notice to Cisco of material increase in the scale of the Solution being supported.
- Provide current shipment contact information as follows: contact name, title, address, telephone number, e-mail address, and fax number.
- Provide valid and applicable contract numbers, component level serial numbers or other applicable entitlement information as requested by Cisco or the applicable Solution Technology Partner for problems and issues reported to Cisco. Cisco may also require Customer provide additional information in the form of location of Solution components, city location details and Postal code information.
- When requested, provide Cisco with a list of all personnel that Customer has authorized to contact Cisco or access Cisco.com for Services. Customer is responsible for reviewing the list on an annual basis and adding or removing personnel as necessary
- Update to the latest Cisco, and/or latest Solution Technology Partner software release, if advised by Cisco or Solution Technology Partner, as applicable, to correct a reported problem.
- Pay to Cisco and/or Solution Technology Partners all engineering time, travel, and out-of-pocket expenses if Customer request performance of onsite Services or Services outside the scope of this document.
- Provide any hardware and/or software required to perform fault isolation.
- Acquire and maintain technical support for all Cisco and Technology Partner products interacting with the Solution, including application of upgrades required by Cisco or the Technology Partner.

#### Supplemental Glossary of Terms for Cisco Solution Support Services

- **Cisco Solution Support Service Definition Document** means a document identifying technology infrastructures supported under the Cisco Solution Support Services and the varying levels (Tier 1, Tier 2 or Tier 3) of coverage provided by Cisco on Third Party Products.
- **Cisco Validated Design** means a design created and validated by Cisco and published on Cisco.com at [www.cisco.com/go/designzone](http://www.cisco.com/go/designzone), incorporated herein by reference.
- **Independent Software Vendor** means a supplier of Third Party Software.
- **Solution Technology Partner** means an independent technology supplier whose products have been validated for inclusion by Cisco in a Cisco Validated Design.
- **Solution** means a solution or appliance based on a Cisco Validated Design or addressed in the Cisco Solution Support Service Definition Document.

- **Third Party Software** means software developed by either a Solution Technology Partner or an Independent Software Vendor. This software may include both initial software releases and upgrades/updates developed after initial release by the

Solution Technology Partner or an Independent Software Vendor, as applicable.

- **Third Party Product** means non-Cisco hardware or software Customer has acquired directly from Solution Technology Partner that is used within the Solution.



**Attachment 6**  
**Cisco Software Support: Service Description**



## **Service Description: Software Support**

This document describes the service offers under Cisco Software Support. This includes Software Support Service (SWSS), Software Support Basic, Software Support Enhanced and Software Support Premium.

### **Related Documents**

This document should be read in conjunction with the documents posted under "Related Documents" at [www.cisco.com/go/servicesdescriptions/](http://www.cisco.com/go/servicesdescriptions/), including End User Obligations, Glossary of Terms, List of Services Not Covered, and Severity and Escalation Guidelines.

### **Direct Sale from Cisco**

If a Customer purchased these Services directly from Cisco, this document is incorporated by reference into the Customer's services agreement with Cisco for the delivery of Software Support Services for perpetual software, subscription software, or Software as a Service (SaaS) offers by Cisco. Such applicable agreement being referred to as the "**Agreement**" in this document. If there is a conflict between this Service Description and the Agreement, this Service Description shall govern.

### **Sale via Cisco Authorized Reseller**

If the Customer has purchased these Services through a Cisco Authorized Reseller, this document is for informational purposes only; it is not a contract between the Customer and Cisco. The contract, if any, governing the provision of this Service is the one between Customer and Authorized Reseller. The Authorized Reseller will provide the contract to the end user.

All capitalized terms have the meaning ascribed in the Glossary of Terms or the Agreement referenced in the above.

### **Service Summary**

Software Support service covers its associated Application Software sold as any of the following:

- On premises perpetual software license
- On premises software subscription license
- Software as a Service subscription for software residing in the Cisco cloud

Note: Software subscription may be a hybrid which is a software application that resides in both the Cisco cloud and on premises or may offer the right to use the application in either a Cloud or on premises environment.

For each Application Software product, any subset of the following Software Support options may be available for purchase:

- Basic
- Enhanced
- Premium

For an on premises perpetual software license, SWSS may be available for purchase for Software Support coverage. SWSS has the same service deliverables of the Software Support Basic option with Phone Support.

For an on premises perpetual software license, the Software Support option purchased with the license should be identified. If the option is not identifiable, the Basic option with Phone Support or SWSS is the default. The Enhanced option includes the deliverables of the Basic option. The Premium option includes the deliverables of the Enhanced and the Basic option.

For software subscription licenses and Software as a Service subscriptions, a specific Software Support option is embedded. If the option is not identifiable, the Basic option with Phone Support is the default. Customer may purchase any available additional Software Support option to complement the embedded Software Support deliverables in that

subscription. For a subscription that embeds only the Basic deliverables, the Enhanced option can be purchased for additional Enhanced deliverables. Alternatively, the Premium option can be purchased for additional deliverables described in the Enhanced and the Premium sections.

### **Cisco Responsibilities**

Cisco shall provide the various Software Support Services according to the option selected on the Purchase Order of the Software Support for perpetual software, subscription software, or Software as a Service subscription for which Cisco has been paid the appropriate fee. Customer is entitled to the purchased Software Support Service only during the term of the service.

Cisco provides support for partner hosted and managed solutions only if the solution is deployed and offered in a manner consistent with the then-current, applicable program requirements, if any. Cisco may deny or cease providing support if the partner's solution does not or no longer meets the program requirements.

### **Basic**

- Cisco Technical Support access is identified in the offer with either one of these two methods:
  - Online Support
    - Allows access for support and troubleshooting via online tools and web case submission only. No telephone case submission is included with this option. Case severity or escalation guidelines are not applicable. Refer to Software Support Response Time table for details.
  - Phone Support
    - Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or web case submission and online tools with Application Software use and troubleshooting issues. Refer to Software Support Response Time table for details.
    - Manage problems according to the Cisco Software Support Severity Guidelines.
- Provide Maintenance Releases for Cisco IP Phones that are deployed in a covered Cisco Unified Communications Manager ("CUCM") environment.
- Access to Cisco.com. This system provides Customer with helpful technical and general information on Cisco Products as well as access to Cisco's on-line Software Center library. Please note that access restrictions identified by Cisco from time to time may apply.
- For Cisco ONE Software, the Software Support service purchased with the perpetual license or embedded in the on premises software subscription on or after January 1, 2017, Cisco will provide Customers with access to new suite capabilities and/or features for the existing Cisco ONE Software suite(s) that Customer has purchased, if and when such capabilities and/or features become available during the duration of the Services term.
- Application Software Updates:
  - Work-around solutions or patches to reported Application Software problems using reasonable commercial efforts for on premises Software. For an Application Software patch for on premises software, a Maintenance Release for the Application Software experiencing the problem will be provided as follows: (a) download from Cisco.com (as available), or (b) shipment of Application Software on media such as CDROM using a nominated carrier. Requests for alternative carriers will be at Customer's expense.
  - Major, Minor and Maintenance Releases for on premises software. For Application Software that runs on Customer's premises or in a Customer controlled environment, the Application Software releases and supporting Documentation are available on the Cisco.com Software Center (<http://www.cisco.com/go/software>) or on media such as CDROM, through the Cisco Product Upgrade Tool (PUT). Applicable supporting Documentation, if available, is on Cisco.com and is limited to one copy per release. Additional copies may be purchased.

For Software as a Service (SaaS):

- Any patches, Maintenance Release, Minor Release and Major Release of the Application Software will be incorporated into the Software as a Service and may not be provided as downloads to Customer.

### Enhanced

- Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or online tools with Application Software use and troubleshooting issues. Cisco will respond within thirty (30) minutes for Severity 1 and 2 calls received. For Severity 3 and 4 calls, Cisco will respond within two (2) hours.
- Support cases are prioritized over those associated with Basic option.
- Proactive guidance for Smart Account structure set up and software license activation.
- Configuration Support to provide advice and process guidance for maintaining consistency of the Application Software performance in the Customer's IT environment. Examples include:
  - Guidance for deploying software Updates and migration
  - Guidance for initial installation & deployment pertained to Application Software
- For Collaboration Flex Plan, configuration assistance for single sign on, directory integration, hybrid calendar, proximity will be provided during the first 90 days.
- All TAC cases submitted will be routed to a team of TAC experts for reactive case handling for Software issue resolution.
- Initial meeting to understand Customer's desired outcomes to define an IT and Infosec adoption plan.
- Periodic technical status reviews
  - Confirm the Customer's desired outcomes and suggest any updates to the IT and Infosec adoption plan.
  - Proactively review and recommend any changes to the Software configuration, settings, etc. and provide technical guidance with any ongoing Customer needs in alignment with desired outcomes.
  - Compare progress to date against goals
  - Address limitations or influences related to IT and Infosec adoption plan
  - Make recommendations on leveraging best practice guides, training, marketing material or suggestions for process changes to better achieve desired outcomes.
- Proactive support associated with integrating the Application Software into the Customer's IT environment, and also ongoing guidance to Customer's help desk personnel in providing internal support to users of the Application Software. Examples include:
  - Best practice training of Customer help desk personnel on processes and product features.
  - Conduct periodic Cisco system risk evaluation for on premises deployments.
- Access to training course(s) for the Software in the Cisco Learning Network online training library.

### Premium

- Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or online tools with Application Software use and troubleshooting issues. Cisco will respond



within fifteen (15) minutes for Severity 1 and 2 calls received. For Severity 3 and 4 calls, Cisco will respond within one (1) hour.

- Support cases are prioritized over those associated with Enhanced option.
- Designated Service Management of the covered products by a technical subject matter expert during local business hours
  - The Designated Service Manager (DSM) provides incident management, change management and escalation management. The DSM also facilitates and expedites resolution for severity 1 and 2 cases based on Customer specific use cases.
  - The DSM assists in problem management by providing technical consultation for any work around or appropriate corrective action based on any available root cause analysis.
  - Quarterly technical reviews: The Designated Service Manager (DSM) will conduct quarterly technical reviews on status and results of both technical and proactive support issues for the designated product offerings with reviews of overall operational performance.
- Proactive Support under Designated Service Management which utilizes Customer information, such as Customer's Environment, software configuration, operation workflows, and IT and Infosec adoption plan to provide the following:
  - Technical consultation for any operational safeguards against known issues and changes that may affect operations and availability of the Application Software.
  - Consultation for planned product changes that may affect availability of Application Software or its feature set.
  - Semi-annual consultation to help planning for upgrades, expansion and migration for any necessary deployment growth.
  - Annual summary for case trend analysis, software configuration review and recommendation for any changes
- Advanced proactive support for lifecycle management
  - Monthly technical status review as described in Enhanced
  - Advanced support analytics: Customer Dashboard Report of Support Case Analysis for Severity 1 and 2 issues with best practices in reducing these types of Support Cases.

#### **Customer Responsibilities.**

The provision of the Services by Cisco assumes that the Customer will facilitate Software Support Services as follows:

- Provide, at Customer's expense, reasonable access to the on premises Product through the Internet to establish a data communication link between Customer's environment and the Cisco TAC engineer and systems passwords so that problems may be diagnosed and, where possible, corrected remotely.
- Provide current shipment contact information as follows: contact name, title, address, telephone number, e-mail address, and fax number.
- Provide valid and applicable license, authentication or other information to identify the purchase for all Products that problems and issues are reported to Cisco or where Customer is seeking information from Cisco in connection with Product use. Cisco may also require Customer to provide additional information in the form of location of the Product, city location details and postal code information.
- When requested, provide Cisco with a list of all personnel that Customer has authorized to contact Cisco or access Cisco.com for Services and to download Application Software from Cisco.com or Cisco's PUT. Customer is responsible for reviewing the list on an annual basis and adding or removing personnel as necessary.

- Update to the latest Software release and latest third-party Software release, if required by Cisco to correct a reported Application Software problem.
- Pay all engineering time, travel, and out-of-pocket expenses if Customer request performance of onsite Services outside the scope of Service options described in this document.
- Provide any hardware required to perform fault isolation.
- Update support contract information to reflect the latest Major and Minor release deployed on their premise.
- Make all reasonable efforts to isolate the Application Software problem prior to requesting support from Cisco.
- Acquire, install configure and provide technical support for Third-party Products, including upgrades required by Cisco or related Services; and for Network infrastructure, including, but not limited to, local and wide-area data Networks and equipment required by Cisco for operation of Application Software.
- Maintain Customer's entire Application Software implementation for configurable Application Software currently in use under the same Service option for Cisco to provide Services for any portion of Customer's Application Software implementation.
- Some capabilities for delivering on premises services requires the Customer to allow telemetry data to be shared with Cisco. The Customer must agree to this in order to have the services delivered. This data will only be utilized for purposes of providing the service.

In addition, the provision of the Enhanced and Premium, Cisco assumes that Customer will facilitate Software Support Services as follows:

- Designate and provide contact information for representative(s) as IT and Infosec adoption primary point of contact with Cisco who will regularly attend and participate in online meetings with Cisco to review support operations metrics.
- Designate and provide contact information or primary representative(s) who would request support from TAC for the cases using the Enhanced and Premium priority routing privilege.
- To perform analytics on consumption data to help improving feature usage, Customer will provide consumption information via any mutually agreed method.
- Designate software users, IT admin and help desk to attend and participate in training and support process reviews, when applicable.
- Customer's designated software users will complete any necessary training made available by Cisco that are recommended for the Products purchased by Customer.
- Advise Cisco of its standard operating procedures related to its business practices, its internal operational nomenclature and Environment to allow Cisco to discuss cases with Customer in the context of Customer's business environment.
- Maintain the entire software implementation for each technology in use under the same Software Support option for Cisco to provide Services for any portion of the software implementation.
- Cisco Webex Meetings customers with Enhanced or Premium who are under the Cloud Connected Audio Service Provider Partner offer acknowledge and authorize that, if all necessary agreements are in place with partners, Cisco will disclose Customer information to the Cisco Cloud Connected Audio Service or Webex audio partner for the purposes of Cisco-led case coordination.

### **Software Support Severity Guidelines**

All submitted cases associated with Basic option with Online Support have no severity classification, and will be handled within the next business day during Standard Business Hours using Email response to the submitted case.

Cases submitted for Application Software associated with Software Support Services Basic option with Phone Support, Enhanced option and Premium option must be assigned with one of the following severity.

The following definitions for Severity are specific to Software Support Services.

**Severity 1** means Application Software is unavailable or down or there is a critical impact to a significant impact to Customer's business operation. Customer and Cisco both will commit full-time resources to resolve the situation.

**Severity 2** means Application Software is degraded or significant aspects of Customer's business operation are negatively impacted by unacceptable software performance. Customer and Cisco both will commit full-time resources during Standard Business Hours to resolve the situation.

**Severity 3** means Application Software is impaired, although most business operations remain functional. Customer and Cisco both are willing to commit resources during Standard Business Hours to resolve the situation.

**Severity 4** means minor intermittent functionality or performance issue, or information is required on Application Software. There is little or no impact to Customer's business operation. Customer and Cisco both are willing to provide resources during Standard Business Hours to provide assistance or information as requested.

#### **Software Support Response Time Objectives**

Response time is defined as the time from when a case has been submitted in the case management system by Customer to the time when a support engineer has made contact regarding the issue reported in the case. The following table outlines the objectives that Cisco strives to achieve to respond to submitted cases based on their case severity. In some cases, the assigned cases severity may be adjusted to align with the Software Support Severity Guidelines.

Software Support Service	Technical Support Coverage	Response Time Objective for Case Severity 1 or 2	Response Time Objective for Case Severity 3 or 4
Premium	24x7 via Phone & Email/Web	Response within 15 minutes	Response within 1 hour
Enhanced	24x7 via Phone & Email/Web	Response within 30 minutes	Response within 2 hours
Basic with Phone Support	24x7 via Phone & Email/Web	Response within 1 hour	Response within next Business Day
Basic with Online Support	Email/Web	Severity is not required to be specified. Response to all cases within next Business Day during local Standard Business Hours	

#### **Software Support Escalation Guidelines**

If Customer does not believe that adequate progress is being made or that the quality of Cisco service is unsatisfactory, Customer is encouraged to escalate the problem to the appropriate level of management by asking for the TAC duty manager. Refer to the Cisco Severity and Escalation Guideline document for the Escalation Guideline associated with the case severity.



**City and County of San Francisco**  
Request for Proposals for Master Agreement  
for Cisco Products  
DT RFP #2020-02  
ConvergeOne Attachments

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**Attachment 7**  
**Cisco Limited Lifetime Hardware Warranty**



# Cisco Limited Lifetime Hardware Warranty

WARR-LTD-LIFE-HW

Updated: October 2017

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## Cisco Limited Lifetime Hardware Warranty Terms

The following are terms applicable to your hardware warranty. Your embedded software is subject to the Cisco EULA (link available below) and/or any SEULA or specific Software warranty terms for additional software products loaded on the device.

### **Duration of Hardware Warranty:** Lifetime

\*Contingent that original end user continues to own or use the product. In the event of discontinuance of product manufacture, Cisco hardware warranty support will be discontinued on the Last Date of Support (LDoS) published in the product End of Life Announcement.

**Replacement, Repair or Refund Procedure for Hardware:** Cisco or its service center will use commercially reasonable efforts to ship a replacement part within ten (10) working days after receipt of the RMA request. Actual delivery times may vary depending on Customer location.

Cisco reserves the right to refund the purchase price as its exclusive warranty remedy.

### **Limited Hardware Warranty**

**Hardware.** Cisco Systems, Inc., or the Cisco Systems, Inc. subsidiary selling the Product ("Cisco") warrants that commencing from the date of shipment to Customer (and in case of resale by a Cisco reseller, commencing not more than ninety (90) days after original shipment by Cisco), and continuing for a period of the longer of (a) ninety (90) days or (b) as otherwise set forth at <https://www.cisco.com/go/warranty>, the Hardware will be free from defects in material and workmanship under normal use. The date of shipment of a Product by Cisco is set forth on the packaging material in which the Product is shipped. This limited warranty extends only to the original user of the Product. Customer's sole and exclusive remedy and the entire liability of Cisco and its suppliers under this limited warranty will be, at Cisco's or its service center's option, shipment of a replacement within the warranty period and according to the replacement process described in the warranty card (if any), or if no warranty card, as described on the Cisco Product Warranties web page <https://www.cisco.com/go/warranty> or a refund of the purchase price if the Hardware is returned to the party supplying it to Customer, freight and insurance prepaid. Cisco replacement parts used in Hardware replacement may be new or equivalent to new. Cisco's obligations hereunder are conditioned upon the return of affected Hardware in accordance with Cisco's or its service center's then-current Return Material Authorization (RMA) procedures.

**Restrictions.** This limited warranty does not apply if the Hardware (a) has been altered, except by Cisco or its authorized representative, (b) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by Cisco, (c) has been subjected to abnormal physical or electrical stress, abnormal environmental conditions, misuse, negligence, or accident; or (d) is licensed for beta, evaluation, testing or demonstration purposes.

**DISCLAIMER OF WARRANTY**

EXCEPT AS SPECIFIED IN THIS LIMITED WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, SATISFACTORY QUALITY, NON-INTERFERENCE, ACCURACY OF INFORMATIONAL CONTENT, OR ARISING FROM A COURSE OF DEALING, LAW, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW AND ARE EXPRESSLY DISCLAIMED BY CISCO, ITS SUPPLIERS AND LICENSORS. TO THE EXTENT AN IMPLIED WARRANTY CANNOT BE EXCLUDED, SUCH WARRANTY IS LIMITED IN DURATION TO THE EXPRESS WARRANTY PERIOD. BECAUSE SOME STATES OR JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, THE ABOVE LIMITATION MAY NOT APPLY. THESE WARRANTIES GIVE CUSTOMER SPECIFIC LEGAL RIGHTS, AND CUSTOMER MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM JURISDICTION TO JURISDICTION. This disclaimer and exclusion shall apply even if the express warranty set forth above fails of its essential purpose.

**Limitations and Exclusions of Liability.** In no event will Cisco or its licensors be liable for the following, regardless of the theory of liability or whether arising out of the use or inability to use the Hardware or otherwise, even if a party been advised of the possibility of such damages: (a) indirect, incidental, exemplary, special or consequential damages; (b) loss or corruption of data or interrupted or loss of business; or (c) loss of revenue, profits, goodwill or anticipated sales or savings. All liability of Cisco, its affiliates, officers, directors, employees, agents, suppliers and licensors collectively, to Customer, whether based in warranty, contract, tort (including negligence), or otherwise, shall not exceed the license fees paid by Customer to any Approved Source for the Hardware that gave rise to the claim. This limitation of liability for Hardware is cumulative and not per incident. Nothing in this limited warranty limits or excludes any liability that cannot be limited or excluded under applicable law.

**Governing Law, Jurisdiction and Venue**

If Customer acquired the Product in a country or territory listed below, as determined by reference to the address on the purchase order the Approved Source accepted, this table identifies the law that governs this limited warranty (notwithstanding any conflict of laws provision) and the specific courts that have exclusive jurisdiction over any claim arising under this limited warranty.

Country or Territory	Governing Law	Jurisdiction and Venue
United States, Latin America or the Caribbean	State of California, United States of America	Federal District Court, Northern District of California or Superior Court of Santa Clara County, California
Canada	Province of Ontario, Canada	Courts of the Province of Ontario, Canada
Europe (excluding Italy), Middle East, Africa, Asia or Oceania (excluding Australia)	Laws of England	English Courts
Japan	Laws of Japan	Tokyo District Court of Japan
Australia	Laws of the State of New South Wales	State and Federal Courts of New South Wales
Italy	Laws of Italy	Court of Milan
China	Laws of the People's Republic of China.	Hong Kong International Arbitration Center
All other countries or territories	State of California	State and Federal Courts of California



The parties specifically disclaim the application of the UN Convention on Contracts for the International Sale of Goods. In addition, no person who is not a party to the EULA shall be entitled to enforce or take the benefit of any of its terms under the Contracts (Rights of Third Parties) Act 1999. Regardless of the above governing law, either party may seek interim injunctive relief in any court of appropriate jurisdiction with respect to any alleged breach of such party's intellectual property or proprietary rights.

## Return Material Authorizations

### To Receive a Return Materials Authorization (RMA) Number:

- Please contact the party from whom you purchased the product.
- If you purchased the product directly from Cisco, call Cisco TAC by phone to start a validation of your warranty claim.

To obtain a directory of toll-free Cisco TAC telephone numbers for your country, go to this URL:

<https://www.cisco.com/go/DirTAC>.

If you are instructed to return your product under the terms of your warranty and issued an RMA Number, follow these steps:

- Return the unit to Cisco or your network supplier as instructed.
- Your unit will be replaced per the applicable warranty guidelines.
- If you cannot locate your network supplier, you may return the unit to Cisco.

**Important Note** - All material returned to Cisco must be accompanied by a Return Material Authorization (RMA) number. This number is necessary so that the factory can ensure proper tracking and handling of returned material.

**If you do not have an RMA number, Cisco reserves the right to refuse receipt of returned units.**

### Important Claim Information

Complete the form below and keep for ready reference.

Product purchased from:	
Their telephone number:	
Product Model and Serial number:	
Maintenance Contract number:	

### Service Assistance

If you have a Cisco SMART Net Total Care service program or other maintenance agreement, request service under your agreement. You can purchase maintenance contracts from your local network supplier or from Cisco directly.

Call the Cisco TAC line if you have contracted for this service. TAC support is not available as part of warranty alone.

To obtain a directory of toll-free Cisco TAC telephone numbers for your country, go to this URL:

<https://www.cisco.com/go/DirTAC>.

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## Online Resources

### Cisco End User License Agreement (EULA)

The Cisco End User License Agreement (EULA) governing software use is available at the following URL:

<https://www.cisco.com/go/softwareterms>.

### Warranty Online

Product warranty terms and other information applicable to Cisco products are available at the following URL:

<https://www.cisco.com/go/warranty>.

Consult the above website or your Cisco Sales and Service Representative for a complete listing of Cisco products and applicable warranties.

### Obtaining Documentation

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly What's New in Cisco Product Documentation, which also lists all new and revised Cisco technical documentation, at: <https://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>.

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Cisco Systems (USA) Pte. Ltd.  
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Cisco has more than 200 offices worldwide. Addresses, phone numbers, and fax numbers are listed on the Cisco Website at <https://www.cisco.com/go/offices>.

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**Attachment 8**  
**Cisco Unified Computing 3-Year**  
**Limited Hardware Warranty**



# Cisco Unified Computing 3-Year Limited Hardware Warranty

WARR-3YR-HW-90D-SW

Updated: October 2017

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## Cisco Unified Computing 3-Year Limited Hardware Warranty Terms

The following are terms applicable to your hardware warranty. Your embedded software is subject to the Cisco EULA (link available below) and/or any SEULA or specific Software warranty terms for additional software products loaded on the device.

**Duration of Hardware Warranty:** Three (3) Years

**Replacement, Repair or Refund Procedure for Hardware:** Listed below are the types of warranty service that may be applicable to Cisco Unified Computing products. Service levels are response time objectives and are not guaranteed. The specified level of warranty service may not be available in all worldwide locations.

**Customer Replaceable Unit ("CRU") Service:** Cisco provides a replacement unit to the Customer and the Customer performs the installation. CRU information and replacement instructions are shipped with the replacement unit and are available from Cisco at any time upon request. Cisco specifies the material shipped with the replacement unit whether the defective unit must be returned to Cisco. If a return of the defective is required 1) the Customer instructions and a container are shipped with the replacement unit and 2) Customers may be charged for the replacement unit if Cisco does not receive the defective unit within the period specified in the return instructions.

**Advanced Replacement Warranty Service:** Under the terms of the advanced replacement warranty service, Cisco will ship a replacement unit directly to the Customer if the Cisco hardware product purchased is diagnosed as defective. Cisco or its service center will use commercially reasonable efforts to ship a replacement part within the Next Cisco Business Day ("NBD") after receipt of the Return Materials Authorization ("RMA") request. Actual delivery times may vary depending on Customer location.

**Onsite Support:** Onsite support may be utilized to address the defective unit. Cisco may, at its sole discretion, determine if a defect can be repaired through any of the following means:

- Remotely (or via Cisco's Smart Call Home functionality, if enabled)
- By the use of a CRU part
- By a service call at the location of the defective unit

Cisco reserves the right to refund the purchase price as its exclusive warranty remedy.

### Limited Hardware Warranty

**Hardware.** Cisco Systems, Inc., or the Cisco Systems, Inc. subsidiary selling the Product ("Cisco") warrants that commencing from the date of shipment to Customer (and in case of resale by a Cisco reseller, commencing not more than ninety (90) days after original shipment by Cisco), and continuing for a period of the longer of (a) ninety (90) days or (b) as otherwise set forth at <https://www.cisco.com/go/warranty>, the Hardware will be free from defects in material and workmanship under normal use. The date of shipment of a Product by Cisco is set forth on the packaging material in which the Product is shipped. This limited warranty extends only to the original user of the Product. Customer's sole and exclusive remedy and the entire liability of Cisco and its suppliers under this limited warranty will be, at Cisco's or its service center's option, shipment of a replacement within the warranty period and according to the replacement process described in the warranty card (if any), or if no warranty card, as described on the Cisco Product Warranties web page <https://www.cisco.com/go/warranty> or a refund of the purchase price if the Hardware is returned to the party supplying it to Customer, freight and insurance prepaid. Cisco replacement parts used in Hardware replacement may be new or equivalent to new. Cisco's obligations hereunder are conditioned upon the return of affected Hardware in accordance with Cisco's or its service center's then-current Return Material Authorization (RMA) procedures.

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**Restrictions.** This limited warranty does not apply if the Hardware (a) has been altered, except by Cisco or its authorized representative, (b) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by Cisco, (c) has been subjected to abnormal physical or electrical stress, abnormal environmental conditions, misuse, negligence, or accident; or (d) is licensed for beta, evaluation, testing or demonstration purposes.

#### **DISCLAIMER OF WARRANTY**

EXCEPT AS SPECIFIED IN THIS LIMITED WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, SATISFACTORY QUALITY, NON-INTERFERENCE, ACCURACY OF INFORMATIONAL CONTENT, OR ARISING FROM A COURSE OF DEALING, LAW, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW AND ARE EXPRESSLY DISCLAIMED BY CISCO, ITS SUPPLIERS AND LICENSORS. TO THE EXTENT AN IMPLIED WARRANTY CANNOT BE EXCLUDED, SUCH WARRANTY IS LIMITED IN DURATION TO THE EXPRESS WARRANTY PERIOD. BECAUSE SOME STATES OR JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, THE ABOVE LIMITATION MAY NOT APPLY. THESE WARRANTIES GIVE CUSTOMER SPECIFIC LEGAL RIGHTS, AND CUSTOMER MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM JURISDICTION TO JURISDICTION. This disclaimer and exclusion shall apply even if the express warranty set forth above fails of its essential purpose.

**Limitations and Exclusions of Liability.** In no event will Cisco or its licensors be liable for the following, regardless of the theory of liability or whether arising out of the use or inability to use the Hardware or otherwise, even if a party been advised of the possibility of such damages: (a) indirect, incidental, exemplary, special or consequential damages; (b) loss or corruption of data or interrupted or loss of business; or (c) loss of revenue, profits, goodwill or anticipated sales or savings. All liability of Cisco, its affiliates, officers, directors, employees, agents, suppliers and licensors collectively, to Customer, whether based in warranty, contract, tort (including negligence), or otherwise, shall not exceed the license fees paid by Customer to any Approved Source for the Hardware that gave rise to the claim. This limitation of liability for Hardware is cumulative and not per incident. Nothing in this limited warranty limits or excludes any liability that cannot be limited or excluded under applicable law.

#### **Customer Responsibilities**

The following responsibilities must be completed prior to Cisco replacement of Unified Computing products under this warranty. The Customer agrees to remove all parts, options, alterations and attachments not covered by the warranty from the defective product. Prior to any replacement provided, Customer agrees to:

- Remove any confidential, proprietary or personal information from a product prior to its return to Cisco
- Ensure the Cisco product is free of any legal obligations or restrictions that prevent its return or exchange
- Obtain authorization from owner of the product to have Cisco provide warranty service
- Where applicable, backup or secure all data contained in the Cisco product
- Inform Cisco of changes in the Cisco product's location (install site address and/or ship-to address) directly or via the party from whom you purchased the product.

Customer is also responsible for installing and updating BIOS, firmware, utility programs, device drivers and diagnostics as appropriate.

## Exclusions

CISCO DOES NOT WARRANT THAT THE OPERATION OF THIS PRODUCT WILL BE UNINTERRUPTED OR ERROR-FREE. CISCO IS NOT RESPONSIBLE FOR DAMAGE TO OR LOSS OF ANY DATA, OPERATING SYSTEMS, PROGRAMS OR REMOVABLE STORAGE MEDIA. CISCO IS NOT RESPONSIBLE FOR THE RESTORATION OR REINSTALLATION OF ANY SOFTWARE OR DATA. Cisco is not responsible for any confidential, proprietary or personal information returned to Cisco for any reason. Cisco is not responsible for any compatibility or interoperability issues that may arise in the use of a) products that are not supported by Cisco. b) parts that are not interoperable among different Cisco models. c) configurations that are not supported by Cisco. Unless otherwise set form in the supplemental terms to the End User License Agreement, software from independent software vendors that is used with Unified Computing product is subject to the terms and conditions of end user license agreements or similar contracts provided by the applicable independent software vendor.

## Freeware Operating Systems and Applications

Software provided under public license by third parties, including operating systems, hypervisors, or applications ("Freeware"). Freeware may be provided along with Unified Computing products. Warranty service for Freeware is provided by the Freeware vendor. For purposes of the Cisco Unified Computing warranty, Cisco's disclaimer of Warranty as specified in the Limited Warranty shall also apply to Freeware.

## Governing Law, Jurisdiction and Venue

If Customer acquired the Product in a country or territory listed below, as determined by reference to the address on the purchase order the Approved Source accepted, this table identifies the law that governs this limited warranty (notwithstanding any conflict of laws provision) and the specific courts that have exclusive jurisdiction over any claim arising under this limited warranty.

Country or Territory	Governing Law	Jurisdiction and Venue
United States, Latin America or the Caribbean	State of California, United States of America	Federal District Court, Northern District of California or Superior Court of Santa Clara County, California
Canada	Province of Ontario, Canada	Courts of the Province of Ontario, Canada
Europe (excluding Italy), Middle East, Africa, Asia or Oceania (excluding Australia)	Laws of England	English Courts
Japan	Laws of Japan	Tokyo District Court of Japan
Australia	Laws of the State of New South Wales	State and Federal Courts of New South Wales
Italy	Laws of Italy	Court of Milan
China	Laws of the People's Republic of China	Hong Kong International Arbitration Center
All other countries or territories	State of California	State and Federal Courts of California

The parties specifically disclaim the application of the UN Convention on Contracts for the International Sale of Goods. In addition, no person who is not a party to the EULA shall be entitled to enforce or take the benefit of any of its terms under the Contracts (Rights of Third Parties) Act 1999. Regardless of the above governing law, either party may seek interim injunctive relief in any court of appropriate jurisdiction with respect to any alleged breach of such party's intellectual property or proprietary rights.



## Return Material Authorizations

### To Receive a Return Materials Authorization (RMA) Number:

- Please contact the party from whom you purchased the product.
- If you purchased the product directly from Cisco, call Cisco TAC by phone to start a validation of your warranty claim.

To obtain a directory of toll-free Cisco TAC telephone numbers for your country, go to this URL:

<https://www.cisco.com/go/DirTAC>.

If you are instructed to return your product under the terms of your warranty and issued an RMA Number, follow these steps:

- Return the unit to Cisco or your network supplier as instructed.
- Your unit will be replaced per the applicable warranty guidelines.
- If you cannot locate your network supplier, you may return the unit to Cisco.

**Important Note** - All material returned to Cisco must be accompanied by a Return Material Authorization (RMA) number. This number is necessary so that the factory can ensure proper tracking and handling of returned material.

**If you do not have an RMA number, Cisco reserves the right to refuse receipt of returned units.**

### Important Claim Information

Complete the form below and keep for ready reference.

Product purchased from:	
Their telephone number:	
Product Model and Serial number:	
Maintenance Contract number:	

### Service Assistance

If you have a Cisco SMART Net Total Care service program or other maintenance agreement, request service under your agreement. You can purchase maintenance contracts from your local network supplier or from Cisco directly.

Call the Cisco TAC line if you have contracted for this service. TAC support is not available as part of warranty alone.

To obtain a directory of toll-free Cisco TAC telephone numbers for your country, go to this URL:

<https://www.cisco.com/go/DirTAC>.

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## Online Resources

### Cisco End User License Agreement (EULA)

The Cisco End User License Agreement (EULA) governing software use is available at the following URL:

<https://www.cisco.com/go/softwareterms>.

### Warranty Online

Product warranty terms and other information applicable to Cisco products are available at the following URL:

<https://www.cisco.com/go/warranty>.

Consult the above website or your Cisco Sales and Service Representative for a complete listing of Cisco products and applicable warranties.

### Obtaining Documentation

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly What's New in Cisco Product Documentation, which also lists all new and revised Cisco technical documentation, at: <https://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>.

Document ID    EDCS-11619300

Version: 1




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**Americas Headquarters**  
Cisco Systems, Inc.  
San Jose, CA

**Asia Pacific Headquarters**  
Cisco Systems (USA) Pte. Ltd.  
Singapore

**Europe Headquarters**  
Cisco Systems International BV Amsterdam,  
The Netherlands

Cisco has more than 200 offices worldwide. Addresses, phone numbers, and fax numbers are listed on the Cisco Website at <https://www.cisco.com/go/offices>.

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## **Service Description: Software Support**

This document describes the service offers under Cisco Software Support. This includes Software Support Service (SWSS), Software Support Basic, Software Support Enhanced and Software Support Premium.

### **Related Documents**

This document should be read in conjunction with the documents posted under "Related Documents" at [www.cisco.com/go/service-descriptions/](http://www.cisco.com/go/service-descriptions/), including End User Obligations, Glossary of Terms, List of Services Not Covered, and Severity and Escalation Guidelines.

### **Direct Sale from Cisco**

If a Customer purchased these Services directly from Cisco, this document is incorporated by reference into the Customer's services agreement with Cisco for the delivery of Software Support Services for perpetual software, subscription software, or Software as a Service (SaaS) offers by Cisco. Such applicable agreement being referred to as the "**Agreement**" in this document. If there is a conflict between this Service Description and the Agreement, this Service Description shall govern.

### **Sale via Cisco Authorized Reseller**

If the Customer has purchased these Services through a Cisco Authorized Reseller, this document is for informational purposes only; it is not a contract between the Customer and Cisco. The contract, if any, governing the provision of this Service is the one between Customer and Authorized Reseller. The Authorized Reseller will provide the contract to the end user.

All capitalized terms have the meaning ascribed in the Glossary of Terms or the Agreement referenced in the above.

### **Service Summary**

Software Support service covers its associated Application Software sold as any of the following:

- On premises perpetual software license
- On premises software subscription license
- Software as a Service subscription for software residing in the Cisco cloud

Note: Software subscription may be a hybrid which is a software application that resides in both the Cisco cloud and on premises or may offer the right to use the application in either a Cloud or on premises environment.

For each Application Software product, any subset of the following Software Support options may be available for purchase:

- Basic
- Enhanced
- Premium

For an on premises perpetual software license, SWSS may be available for purchase for Software Support coverage. SWSS has the same service deliverables of the Software Support Basic option with Phone Support.

For an on premises perpetual software license, the Software Support option purchased with the license should be identified. If the option is not identifiable, the Basic option with Phone Support or SWSS is the default. The Enhanced option includes the deliverables of the Basic option. The Premium option includes the deliverables of the Enhanced and the Basic option.

For software subscription licenses and Software as a Service subscriptions, a specific Software Support option is embedded. If the option is not identifiable, the Basic option with Phone Support is the default. Customer may purchase any available additional Software Support option to complement the embedded Software Support deliverables in that

subscription. For a subscription that embeds only the Basic deliverables, the Enhanced option can be purchased for additional Enhanced deliverables. Alternatively, the Premium option can be purchased for additional deliverables described in the Enhanced and the Premium sections.

### **Cisco Responsibilities**

Cisco shall provide the various Software Support Services according to the option selected on the Purchase Order of the Software Support for perpetual software, subscription software, or Software as a Service subscription for which Cisco has been paid the appropriate fee. Customer is entitled to the purchased Software Support Service only during the term of the service.

Cisco provides support for partner hosted and managed solutions only if the solution is deployed and offered in a manner consistent with the then-current, applicable program requirements, if any. Cisco may deny or cease providing support if the partner's solution does not or no longer meets the program requirements.

### **Basic**

- Cisco Technical Support access is identified in the offer with either one of these two methods:
  - Online Support
    - Allows access for support and troubleshooting via online tools and web case submission only. No telephone case submission is included with this option. Case severity or escalation guidelines are not applicable. Refer to Software Support Response Time table for details.
  - Phone Support
    - Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or web case submission and online tools with Application Software use and troubleshooting issues. Refer to Software Support Response Time table for details.
    - Manage problems according to the Cisco Software Support Severity Guidelines.
- Provide Maintenance Releases for Cisco IP Phones that are deployed in a covered Cisco Unified Communications Manager ("CUCM") environment.
- Access to Cisco.com. This system provides Customer with helpful technical and general information on Cisco Products as well as access to Cisco's on-line Software Center library. Please note that access restrictions identified by Cisco from time to time may apply.
- For Cisco ONE Software, the Software Support service purchased with the perpetual license or embedded in the on premises software subscription on or after January 1, 2017, Cisco will provide Customers with access to new suite capabilities and/or features for the existing Cisco ONE Software suite(s) that Customer has purchased, if and when such capabilities and/or features become available during the duration of the Services term.
- Application Software Updates:
  - Work-around solutions or patches to reported Application Software problems using reasonable commercial efforts for on premises Software. For an Application Software patch for on premises software, a Maintenance Release for the Application Software experiencing the problem will be provided as follows: (a) download from Cisco.com (as available), or (b) shipment of Application Software on media such as CDROM using a nominated carrier. Requests for alternative carriers will be at Customer's expense.
  - Major, Minor and Maintenance Releases for on premises software. For Application Software that runs on Customer's premises or in a Customer controlled environment, the Application Software releases and supporting Documentation are available on the Cisco.com Software Center (<http://www.cisco.com/go/software>) or on media such as CDROM, through the Cisco Product Upgrade Tool (PUT). Applicable supporting Documentation, if available, is on Cisco.com and is limited to one copy per release. Additional copies may be purchased.

For Software as a Service (SaaS):

- Any patches, Maintenance Release, Minor Release and Major Release of the Application Software will be incorporated into the Software as a Service and may not be provided as downloads to Customer.

#### Enhanced

- Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or online tools with Application Software use and troubleshooting issues. Cisco will respond within thirty (30) minutes for Severity 1 and 2 calls received. For Severity 3 and 4 calls, Cisco will respond within two (2) hours.
- Support cases are prioritized over those associated with Basic option.
- Proactive guidance for Smart Account structure set up and software license activation.
- Configuration Support to provide advice and process guidance for maintaining consistency of the Application Software performance in the Customer's IT environment. Examples include:
  - Guidance for deploying software Updates and migration
  - Guidance for initial installation & deployment pertained to Application Software
- For Collaboration Flex Plan, configuration assistance for single sign on, directory integration, hybrid calendar, proximity will be provided during the first 90 days.
- All TAC cases submitted will be routed to a team of TAC experts for reactive case handling for Software issue resolution.
- Initial meeting to understand Customer's desired outcomes to define an IT and Infosec adoption plan.
- Periodic technical status reviews
  - Confirm the Customer's desired outcomes and suggest any updates to the IT and Infosec adoption plan.
  - Proactively review and recommend any changes to the Software configuration, settings, etc. and provide technical guidance with any ongoing Customer needs in alignment with desired outcomes.
  - Compare progress to date against goals
  - Address limitations or influences related to IT and Infosec adoption plan
  - Make recommendations on leveraging best practice guides, training, marketing material or suggestions for process changes to better achieve desired outcomes.
- Proactive support associated with integrating the Application Software into the Customer's IT environment, and also ongoing guidance to Customer's help desk personnel in providing internal support to users of the Application Software. Examples include:
  - Best practice training of Customer help desk personnel on processes and product features.
  - Conduct periodic Cisco system risk evaluation for on premises deployments.
- Access to training course(s) for the Software in the Cisco Learning Network online training library.

#### Premium

- Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or online tools with Application Software use and troubleshooting issues. Cisco will respond

within fifteen (15) minutes for Severity 1 and 2 calls received. For Severity 3 and 4 calls, Cisco will respond within one (1) hour.

- Support cases are prioritized over those associated with Enhanced option.
- Designated Service Management of the covered products by a technical subject matter expert during local business hours
  - The Designated Service Manager (DSM) provides incident management, change management and escalation management. The DSM also facilitates and expedites resolution for severity 1 and 2 cases based on Customer specific use cases.
  - The DSM assists in problem management by providing technical consultation for any work around or appropriate corrective action based on any available root cause analysis.
  - Quarterly technical reviews: The Designated Service Manager (DSM) will conduct quarterly technical reviews on status and results of both technical and proactive support issues for the designated product offerings with reviews of overall operational performance.
- Proactive Support under Designated Service Management which utilizes Customer information, such as Customer's Environment, software configuration, operation workflows, and IT and Infosec adoption plan to provide the following:
  - Technical consultation for any operational safeguards against known issues and changes that may affect operations and availability of the Application Software.
  - Consultation for planned product changes that may affect availability of Application Software or its feature set.
  - Semi-annual consultation to help planning for upgrades, expansion and migration for any necessary deployment growth.
  - Annual summary for case trend analysis, software configuration review and recommendation for any changes
- Advanced proactive support for lifecycle management
  - Monthly technical status review as described in Enhanced
  - Advanced support analytics: Customer Dashboard Report of Support Case Analysis for Severity 1 and 2 issues with best practices in reducing these types of Support Cases.

#### **Customer Responsibilities.**

The provision of the Services by Cisco assumes that the Customer will facilitate Software Support Services as follows:

- Provide, at Customer's expense, reasonable access to the on premises Product through the Internet to establish a data communication link between Customer's environment and the Cisco TAC engineer and systems passwords so that problems may be diagnosed and, where possible, corrected remotely.
- Provide current shipment contact information as follows: contact name, title, address, telephone number, e-mail address, and fax number.
- Provide valid and applicable license, authentication or other information to identify the purchase for all Products that problems and issues are reported to Cisco or where Customer is seeking information from Cisco in connection with Product use. Cisco may also require Customer to provide additional information in the form of location of the Product, city location details and postal code information.
- When requested, provide Cisco with a list of all personnel that Customer has authorized to contact Cisco or access Cisco.com for Services and to download Application Software from Cisco.com or Cisco's PUT. Customer is responsible for reviewing the list on an annual basis and adding or removing personnel as necessary.

- Update to the latest Software release and latest third-party Software release, if required by Cisco to correct a reported Application Software problem.
- Pay all engineering time, travel, and out-of-pocket expenses if Customer request performance of onsite Services outside the scope of Service options described in this document.
- Provide any hardware required to perform fault isolation.
- Update support contract information to reflect the latest Major and Minor release deployed on their premise.
- Make all reasonable efforts to isolate the Application Software problem prior to requesting support from Cisco.
- Acquire, install configure and provide technical support for Third-party Products, including upgrades required by Cisco or related Services; and for Network infrastructure, including, but not limited to, local and wide-area data Networks and equipment required by Cisco for operation of Application Software.
- Maintain Customer's entire Application Software implementation for configurable Application Software currently in use under the same Service option for Cisco to provide Services for any portion of Customer's Application Software implementation.
- Some capabilities for delivering on premises services requires the Customer to allow telemetry data to be shared with Cisco. The Customer must agree to this in order to have the services delivered. This data will only be utilized for purposes of providing the service.

In addition, the provision of the Enhanced and Premium, Cisco assumes that Customer will facilitate Software Support Services as follows:

- Designate and provide contact information for representative(s) as IT and Infosec adoption primary point of contact with Cisco who will regularly attend and participate in online meetings with Cisco to review support operations metrics.
- Designate and provide contact information or primary representative(s) who would request support from TAC for the cases using the Enhanced and Premium priority routing privilege.
- To perform analytics on consumption data to help improving feature usage, Customer will provide consumption information via any mutually agreed method.
- Designate software users, IT admin and help desk to attend and participate in training and support process reviews, when applicable.
- Customer's designated software users will complete any necessary training made available by Cisco that are recommended for the Products purchased by Customer.
- Advise Cisco of its standard operating procedures related to its business practices, its internal operational nomenclature and Environment to allow Cisco to discuss cases with Customer in the context of Customer's business environment.
- Maintain the entire software implementation for each technology in use under the same Software Support option for Cisco to provide Services for any portion of the software implementation.
- Cisco Webex Meetings customers with Enhanced or Premium who are under the Cloud Connected Audio Service Provider Partner offer acknowledge and authorize that, if all necessary agreements are in place with partners, Cisco will disclose Customer information to the Cisco Cloud Connected Audio Service or Webex audio partner for the purposes of Cisco-led case coordination.

### **Software Support Severity Guidelines**

All submitted cases associated with Basic option with Online Support have no severity classification, and will be handled within the next business day during Standard Business Hours using Email response to the submitted case.

Cases submitted for Application Software associated with Software Support Services Basic option with Phone Support, Enhanced option and Premium option must be assigned with one of the following severity.

The following definitions for Severity are specific to Software Support Services.

**Severity 1** means Application Software is unavailable or down or there is a critical impact to a significant impact to Customer's business operation. Customer and Cisco both will commit full-time resources to resolve the situation.

**Severity 2** means Application Software is degraded or significant aspects of Customer's business operation are negatively impacted by unacceptable software performance. Customer and Cisco both will commit full-time resources during Standard Business Hours to resolve the situation.

**Severity 3** means Application Software is impaired, although most business operations remain functional. Customer and Cisco both are willing to commit resources during Standard Business Hours to resolve the situation.

**Severity 4** means minor intermittent functionality or performance issue, or information is required on Application Software. There is little or no impact to Customer's business operation. Customer and Cisco both are willing to provide resources during Standard Business Hours to provide assistance or information as requested.

#### **Software Support Response Time Objectives**

Response time is defined as the time from when a case has been submitted in the case management system by Customer to the time when a support engineer has made contact regarding the issue reported in the case. The following table outlines the objectives that Cisco strives to achieve to respond to submitted cases based on their case severity. In some cases, the assigned cases severity may be adjusted to align with the Software Support Severity Guidelines.

Software Support Service	Technical Support Coverage	Response Time Objective for Case Severity 1 or 2	Response Time Objective for Case Severity 3 or 4
Premium	24x7 via Phone & Email/Web	Response within 15 minutes	Response within 1 hour
Enhanced	24x7 via Phone & Email/Web	Response within 30 minutes	Response within 2 hours
Basic with Phone Support	24x7 via Phone & Email/Web	Response within 1 hour	Response within next Business Day
Basic with Online Support	Email/Web	Severity is not required to be specified. Response to all cases within next Business Day during local Standard Business Hours	

#### **Software Support Escalation Guidelines**

If Customer does not believe that adequate progress is being made or that the quality of Cisco service is unsatisfactory, Customer is encouraged to escalate the problem to the appropriate level of management by asking for the TAC duty manager. Refer to the Cisco Severity and Escalation Guideline document for the Escalation Guideline associated with the case severity.

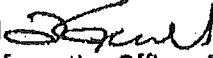




**SAN FRANCISCO  
DEPARTMENT OF  
TECHNOLOGY**

**Date:** June 24, 2019

**To:** Romulus Asenloo  
Director, Contract Monitoring Division

**From:** Linda Gerull   
City Chief Information Officer, Executive Director, Department of Technology

**Subject:** Waiver Request of 14B Subcontracting Goals for Master Agreement for Cisco Products

**MEMORANDUM**

The Department of Technology requests a waiver of 14B subcontracting goals for its Master Agreement for Cisco Products RFP.

This RFP is for Cisco Products to include hardware, software, software licenses, hardware and software maintenance. The Committee on Information Technology (COIT) has determined that the Cisco Voice Over Internet Protocol (VOIP) to be its Citywide telephony solution. The Department of Technology has already purchased equipment, licenses software and maintenance through its City solicitation process through the Office of Contracts Administration. However, this type of bidding method has not allowed the City to leverage volume discount pricing for equipment, licenses and maintenance. This RFP, however, will allow us to work with a Cisco re-seller who will partner with the City to identify discount opportunities as well as identify updated equipment and leverage volume discount pricing for software licenses.

One potential opportunity for sub-contracting would be the hardware and software support and maintenance. However, the equipment and software are proprietary to Cisco. Cisco will only re-sell its hardware and software support to an Authorized Cisco Partner. Cisco, as the manufacturer, has exclusive rights for access to Cisco IOS software upgrades. Access to Cisco IOS upgrades are critically important so that City staff can upgrade the software on Cisco devices to resolve security issues, fix bugs, and gain new features/performance improvements. Furthermore, in a massive initiative to procure Cisco Hardware, SmartNet Support, Software Licenses and Subscriptions; the Department of Technology needs a single vendor/single point of contact to coordinate the logistics for shipment of hardware to the City and to assist the Department of Technology track historical purchases and entitlements.

The Department of Technology has completed its first step to due diligence and identified only one supplier, from the CMD LBE webpage, with the designation to procure telecommunications, hardware and software equipment. Cisco has confirmed that ACTNET is not a City Cisco Authorized Reseller, see attached email.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B and 14B
WAIVER REQUEST FORM
(CMD-201)

Send completed waiver requests to:
CMD, 30 Van Ness Avenue, Suite 200, San Francisco, CA 94102 or
cmd.waiverequest@sfgov.org

FOR CMD USE ONLY
Request Number: 9794
2019 OCT -4 AM 10:25
CONTRACT MONITORING DIVISION

Section 1. CCSF Department Information (all fields must be completed)

Department Head Signature: [Signature]
Name of Department: Department of Technology
Department Address: One South Van Ness Ave., 2nd Floor
Contact Person: Jolie Gines
Phone Number: 628 652 5074 E-mail: jolie.gines@sfgov.org

Section 2. Contractor Information (all fields must be completed)

Contractor Name: ConvergeOne
Bidder/Supplier No.: 0000030047 Contractor Tax ID: 1084523
Contractor Address: 940 Riverside Parkway, Sacramento, CA 95605
Contact Person: Adam Eisenberg Contact Phone No.: 415 969 6880

Section 3. Transaction Information (all fields must be completed)

Date Waiver Request Submitted: October 2, 2019 Dollar Amount of Contract: \$ 70,000,000
Contract/Transaction Number: Contract Name: Cisco EA Products
Contract/Transaction Start Date: November 1, 2019 Contract/Transaction End Date: October 30, 2026

Section 4. Administrative Code Chapter to be Waived (please check all that apply)

Chapter 12B
[X] Chapter 14B Note: Employment and LBE subcontracting requirements will still be in force even when a 14B Waiver Type A or B is granted.

Section 5. Waiver Type (a justification must be attached; see Check List on the other side of this form for instructions)

A. Sole Source
B. Emergency (pursuant to Administrative Code §6.60 or §21.15)
C. Public Entity
D. No Potential Contractors Comply (Required) Copy of waiver request sent to Board of Supervisors on:
E. Government Bulk Purchasing Arrangement (Required) Copy of waiver request sent to Board of Supervisors on:
F. Sham/Shell Entity (Required) Copy of waiver request sent to Board of Supervisors on:
[X] G. Subcontracting Goals
H. Local Business Enterprise (LBE) Note: For contracts in excess of \$5 million; see Admin. Code §14B.7(J)(2)

CMD ACTION - For CMD/HRC Use Only
12B Waiver Granted: 14B Waiver Granted: X
12B Waiver Denied: 14B Waiver Denied:
Reason for Action: Contract Awarding Authority confirmed no LBE firms are certified partners with the manufacturer and therefore are not authorized to perform the work.
CMD or HRC Staff: Jose Ferrando Date: 10/4/19
CMD or HRC Director: [Signature] Date: "

Visit our [new website SF.gov](http://SF.gov)

## Civil Service Commission

# Civil Service Commission - March 4, 2019 - Minutes

**Meeting Date:**

March 4, 2019 - 2:00pm

**Location:**

City Hall - Room 400  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

**Related Meeting Content:**

[Agenda](#)

[Supporting Documents](#)

MINUTES

Regular Meeting

March 4, 2019

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

President F. X. Crowley	Present
Vice President Elizabeth Salvesson	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Heldfond	Present (Left at 5:12 p.m.)

President F.X. Crowley presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of February 4, 2019

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Michael Brown, Executive Officer announced that a correction was made to the Agenda but posted and distributed in the material timely. No other changes have been made.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director, stated that they are deeply involved in labor negotiations. They are also in the process of issuing the RFP for a new job applicant tracking system. These activities have put them behind in submitting their regular reports before the Civil Service Commission. DHR will be working with the Executive Officer on scheduling them when they are ready.

The Department of Public Health has done a great job in resolving some of the concerns of labor that arose with respect to the EPIC Implementation of the electronic medical records. Karen Hill, Department of Public Health provided a brief report on "schedgistration". In discussion with SEIU 1021, DPH addressed concerns of affected employees around the implementation of the Epic program. "Schedgistration" is the scheduling and registration of clients together in a more efficient way. The effected employees will have a chance to be appointed to temporary positions in a new classification for which they will qualify after receiving appropriate training. There will be no loss of jobs or no deskilling. They actually are upskilling and DPH is happy to give long term employees an opportunity to promote. They are in the process of working on appointing employees to temporary positions and are hoping to have all of them appointed by March 23, 2019.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0056-19-8 Review of Request for Approval of Proposed Personal Services Contracts.  
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49666-18/19	Airport	\$500,000	San Francisco International Airport (SFO) requires the assistance of National Aeronautics and Space Administration (NASA) Ames Research Center (ARC) for the purpose of analyzing and modeling the causes of congestion on the airfield. Tasks require SFO and NASA ARC to conduct a data-driven analysis of airfield operations to identify, quantify and interpret the extent of potential inefficiencies that may limit the capacity of the Airport and result in avoidable delays.	Regular	6/30/2024
42645-18/19	Economic and Workforce Development	\$240,000	Contractor will assist with the implementation of Healthy Retail SF, a City ordinance-mandated technical assistance program designed to increase access to healthy, affordable food. Contractor will be the lead consultant, supporting small businesses with space design, produce consulting, equipment needs, physical improvements and related activities. Contractor will also assist with client identification, conduct assessments of businesses, help create an individual development plan (IDP), provide individualized technical support to business clients based on the IDP, help with tracking progress, and follow up with the client and modify the approach to best suit the client's needs. Contractor will provide direct and focused technical assistance, in individual and group settings if needed. Contractor will also provide equipment, materials, and supplies as outlined in the IDPs to the small businesses.	Regular	6/30/2021

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45429-18/19	Human Resources	\$130,000	Provide expert test development consultation for the Q060 Police Lieutenant and Q080 Police Captain selection processes and defend those selection processes against legal challenge as necessary.	Regular	12/31/2022
46105-18/19	Human Resources	\$190,000	Provide expert test development consultation for the Q050 Police Sergeant selection process and defend that selection process against legal challenge as necessary.	Regular	12/31/2022
48019-18/19	Municipal Transportation Agency	\$350,000	Contractor will identify a suite of programs and services that will be most likely to significantly reduce Single Occupancy Vehicle (SOV) trips by SFMTA employees at all facilities. "SOV" trips refer to trips taken by automobile, with only one person in the car; the SFMTA has a goal to reduce these "SOV" trips in favor of trips such as public transit, bicycling, walking, or carpooling which have a reduced impact on the environment and the transportation system. Contractor will assess existing conditions, conduct stakeholder outreach, develop strategy proposals and recommend operations and evaluations plans for implementing those strategies	Regular	12/31/2022
41712-18/19	Port	\$1,500,000	The contractor shall provide all services, personnel, labor, materials, and equipment necessary to package, remove, transport, and dispose of hazardous waste from Port properties. Contractor shall also provide all services, personnel, labor, materials, and equipment necessary to salvage, transport, and dispose of sunken and abandoned marine vessels from waters within Port jurisdiction	Regular	2/29/2024
45798-18/19	Port	\$1,000,000	The services that will be provided under this contract are the environmental review and analysis of the proposed amendments to updates the Port of San Francisco Waterfront	Regular	1/31/2023

Land Use Plan ("Project") and advice on the impact and implications.

44486-18/19	Public Utilities Commission	\$2,100,000	<p>The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Co-ordination with the ranchers, farmers, and county is the responsibility of the contractor.</p>	Regular	3/31/2023
40732-18/19	Recreation and Park	\$150,000	<p>The Recreation and Park Department is seeking the services of a landscape architecture firm to develop a schematic design concept plan for Buena Vista Park that reflects the Capital Improvement plan, community needs and operation maintenance needs. Schematic design will consider the circulation and hardscape, erosion control and water management, and woodland management. The scope will include outreach and community engagement.</p>	Regular	2/1/2020
44727-18/19	Sheriff	\$3,600,000	<p>Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via</p>	Regular	4/30/2024



radio frequency to land line telephone or via cellular transmission to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40844-18/19	Public Health	\$1,000,000	In order to modernize and improve responsiveness and user friendliness of the Department's websites, the contractor(s) will provide website design, Search Engine Optimization (SEO), administration, testing, training, and support services, which may also include development of website pages focused on e-commerce for the Department's Vital Records office (birth and death records).	Regular	12/31/2022
42517-18/19	Public Health	\$1,750,000	The contractor(s) will provide fully hosted, web-based software and its support to enable credentialing and privileging of medical services providers and employees for the Department of Public Health (DPH). Support will include project management, design, programming, testing, documentation, and system integration services.	Regular	1/31/2024
49622-18/19	General Services Agency – Technology	\$500,000	Vendor will install a Jail Management System (JMS) and to work with San Francisco Sheriff's Department Information Technology Support Services Staff (ITSS) to configure a prototype of the Inmate Booking Module in JMS. This service shall include a subscription to use the JMS software in conjunction with the San Francisco Sheriff's Department existing Microsoft Dynamic CRM licenses. The prototype would be used by San Francisco Sheriff's Department in a non-production environment for the duration of the subscription (12 months) in order to confirm that Vendor's JMS will meet the jail	Regular	3/31/2022

management system needs of San Francisco Sheriff's Department

The scope, assumptions, and costs presented in this SOW represent Vendor proprietary experience and knowledge

A. Project Scope

Vendor will work with San Francisco Sheriff's Department to install Offender360 JMS and all technology components associated with the software in a non-production San Francisco Sheriff's Department environment on their server hardware. Vendor will conduct a series of training workshops with San Francisco Sheriff's Department to make configuration changes to the standard JMS Booking module and develop a non-production prototype that meets the specific business requirements of San Francisco Sheriff's Department for the booking process. Vendor will include in the services a 12 month subscription of the Offender360 JMS software to allow San Francisco Sheriff's Department users to test the application in a non-production environment for up to 12 months. The result of this project will provide a prototype that will enable San Francisco Sheriff's Department to validate and confirm that Offender360 will meet the jail management system needs of San Francisco Sheriff's Department.

30382-17/18	Economic and Workforce Development	Current Approved Amount	The Office of Economic and Workforce Development (OEWD) is seeking to contract with an individual or firm that can serve as the department's One-Stop Operator (OSO), a lead coordinator of services delivered to San Francisco's workforce system. The workforce system is designed to establish services for a variety of San Francisco jobseekers that include unskilled, semi-skilled and high skilled individuals. The OSO will play a leadership role in coordinating the four (4) core mandated partners – the California Employment Development Department (EDD), California Department of	Modification	6/30/2021
		\$100,000			
		Increase Amount Requested			
		\$200,000			
		New Total Amount Requested			
		\$300,000			

Rehabilitation (DOR), City College of San Francisco (CCSF) Career Technical Education and Adult Education programs, and the San Francisco Human Services Agency (HSA)/Temporary Assistance for Needy Families (TANF) programs – and ensuring that appropriate services are delivered to customers through the workforce system. The role includes establishing Memorandums of Understanding (MOU) with the core partners, providing training and technical assistance and facilitating the successful implementation of services. Additional responsibilities may be determined by OEWD or suggested by the OSO or service providers to fulfill the OSO's role of system coordination and quality assurance.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
		Current Approved Amount			
		\$500,000			
43857-14/15	General Services Agency – Public Works	Increase Amount Requested	Provide specialized services in Acoustical engineering to support DPW design staff on an as-needed basis. The City intends to award two (2) contracts for \$250,000 each, and contract duration of two (2) years each.	Modification	6/30/2022
		\$0			
		New Total Amount Requested			
		\$500,000			
47395-17/18	Public Utilities Commission	Current Approved Amount	The San Francisco Public Utilities Commission (SFPUC) intends to award a \$8 million agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services needed to assist in the design and support during construction of a new raw water ozonation system at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-	Modification	10/1/2026
		\$8,000,000			
		Increase Amount Requested			
		\$11,500,000			

<p>New Total Amount Requested  \$19,500,000</p>	<p>term taste and odor issues. Design scope includes new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contractor, an ozone building, an ozone destruct system, electrical power facilities, associated piping/appurtenances, associated automatic controls (I&amp;C), related facilities, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load. The Sunol valley power supply and usage will need to be analyzed and upgraded at San Antonio Pump Station and the Calaveras Substation to accommodate the new plant power loads. The contract will also address identified plant process limitations and make modifications to improve the plan reliability.</p>
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Scope Change:

The San Francisco Public Utilities Commission (SFPUC) intends to award a \$19.5 million agreement to support SFPUC civil, structural, electrical, process, mechanical, and other specialized engineering services in the design and support during construction of a new raw water ozonation system, flocculant aid polymer system, and various needed upgrades at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues and plant reliability. The scope also includes an upgrade to the Calaveras high voltage substation to accommodate increasing power needs brought on by the new ozonation system and solar panels at the SVWTP to offset the large ozonation power demand. Major plant upgrades includes new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contractor, an ozone building, an ozone destruct system, electrical power facilities, backup power facilities, polymer mixing skids, polymer aging tanks, transfer pumps, polymer building, associated piping/appurtenances, and associated automatic controls (I&C).

41501-14/15	Recreation and Park	Current Approved Amount \$800,000  Increase Amount Requested \$600,000  New Total Amount Requested \$1,400,000	The Recreation and Park Department (RPD) is seeking the services of engineering firms with marina and coastal engineering expertise that can deliver a Criteria Package for the waterside improvements to the Marina Yacht Harbor, East Harbor, which RPD intends will be performed under separate contract by a design-builder. This consultant shall be tasked with providing preliminary design services for marina, coastal and general civil engineering, and consulting support services during the design/build process. Landside improvement designs will be prepared by the City and County of San Francisco's Department of Public Works (DPW).	Modification	12/31/2021
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PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4918-13/14	Recreation and Park	Current Approved Amount \$2,000,000  Increase Amount Requested \$6,017,719  New Total Amount Requested \$8,017,719	Provide full Landscape Architectural, Architectural, Engineering, and Outreach services for the Portsmouth Square Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid, construction administration, and closeout. Scope will also include facilitation of broad community and stakeholder outreach process in multiple languages. A/E firm shall also provide cost estimating services during the course of the project.	Modification	2/10/2024
44536-18/19	General Services Agency – Technology	Current Approved Amount \$9,500,000  Increase Amount Requested \$20,500,000	The Department of Technology has projects underway in the areas of upgrading Wide and Local Area Networks, migrating Telephony systems to the City's new Cisco Call Manager, and moving Departments to new office spaces. The Department of Technology will also begin a project to migrate approximately 15 separate Contact Centers to a unified Enterprise Contact Center system. The awarded Supplier	Modification	12/31/2027

New Total Amount Requested \$30,000,000 will provide project services for the upgrade, move, and migration project areas utilizing following phased structure: 1) Discovery and Analysis, 2) Planning, 3) Upgrade/Migration, 4) Post Go-Live support and training for handoff to City staff. Supplemental services include reviewing current systems and environments, designing new networks and systems, developing migration plans, configuring, installing, and testing new systems, moving and installing networks in new locations, providing support and training City staff on how to maintain and operate new systems.

**Speakers:**

Christina Brusaca and Dave Johnson, Department of Human Resources spoke on PSC #45429-18/19 and PSC #46105-18/19.

Ryan Fitzgerald, Public Utilities Commission spoke on PSC #47395-18/19.

**Action:**

1. Approved PSC #45429-18/19. (Vote of 5 to 0)
2. Approved PSC #46105-18/19. (Vote of 5 to 0)
3. The Commission instructed the Public Utilities Commission to resubmit PSC #47395-17/18 as a *new* contract for approval. (Vote of 5 to 0)
4. Adopt the report. Approved the remaining requests for proposed Personal Services Contracts; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0053-19-1

Report of Future Employment Restrictions and Probationary Releases from July 1, 2018 to December 31, 2018. (Item No. 8)

**Action:** Adopted the report. (Vote of 5 to 0)

0054-  
19-1 Report of Expired Exempt Appointments for the period of July 1, 2018 –  
December 31, 2018. (Item No. 9)

**Speakers:** Shawn Sherburne, Department of Human Resources

Micki Callahan, Department of Human Resources

Tammy Wong, Representing Department of Technology and Department of Public Works

Kristin Kogure, Adult Probation Department

Anna Biasbas, Department of Human Resources

Justin Hinderliter, Public Utilities Commission

Suzette Love, Port of San Francisco

**Public  
Comment:** Gregory Pitts, TWU Local 200

Jasmine Charles, TWU Local 200

**Action:** Adopted the report as amended. Departments to report back to the Commission on the next Commission meeting of March 18, 2019.

0055- Report of Appointments Exempt from Civil Service under Charter Sections 10.104-16 through  
19-1 10.104-18. (Item No. 10)

Speaker: Shawn Sherburne, Department of Human Resources

Action: Adopted the report as amended. Report back to the Commission on the status of  
Temporary Exempt Category 16 Appointments.  
(Vote of 5 to 0)

0057- Report on Recent Police Promotions. (Item No. 11)  
19-1

Speakers: Dave Johnson, Department of Human Resources

Action: Adopted the report. (Vote of 5 to 0)

Public comment on all matters pertaining to Items #14, #15 and #16, including Item #13, whether  
to hear each item in closed session. (Item No. 12)

None.



Vote on whether to hold Items #14, #15, and #16 in closed session, including whether to invoke the attorney-client privilege as to Item #16. (S.F. Admin. Code § 67.10(d))  
(Item No. 13)

Action: The Commission voted to conduct Items #14, #15, and #16 in closed session. (Vote of 5 to 0)

0361- Update on the Appeal by Deonte Walker of the Transportation Director's Finding that there was  
17-6 Insufficient Evidence to Sustain His Complaint of Harassment and Discrimination Due to Race.  
Basis for closed session: Personnel Exception (Gov't Code § 54957(b)(1), S.F. Admin Code § 67.10  
(b)); constitutional right to privacy (California Constitution art. I, § 1). (Item No. 14)

March 5, 2018: Postpone to the meeting of March 19, 2018 by mutual agreement between the appellant and the Department of Human Resources.

March 19, 2018: Postponed to April 2, 2018 so that the item can be held in Closed Session at the request of the Department of Human Resources.

April 2, 2018: The Commission continued the item to a future meeting after the Municipal Transportation Agency meets with the appellant to discuss the make whole remedy.

February 4, 2019: Postpone to the meeting of March 4, 2019 by mutual agreement between the appellant and the Municipal Transportation Agency.

The Closed Session started at 3:38 p.m. in City Hall, Room 400 and the following individuals were present:

F.X. Crowley, President, CSC

Elizabeth Salvesson, Vice President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Scott R. Heldfond, Commissioner, CSC

Michael Brown, Executive Director, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Matthew Lee, Deputy City Attorney

Micki Callahan, Department of Human Resources

Linda Simon, Department of Human Resources

Derek Kim, Municipal Transportation Agency

James Cerenio, Municipal Transportation Agency

Cherylynn Norona, Municipal Transportation Agency

Matthew Barravecchia, City Attorney Worker's Comp

Tamara Reed, Appellant's Representative

Deonte Walker, Appellant

Action: Adopt the report and deny Mr. Walker's appeal. (Vote of 5 to 0)

0379- Closed Session – Appeal of the Human Resources Director's Finding of Insufficient Evidence to  
17-6 Sustain the Complaint of Harassment. Basis for closed session: Personnel Exception (Gov't Code  
§ 54957(b)(1), S.F. Admin. Code § 67.10(b)); peace officer confidentiality statutes (Penal Code  
§§ 832.5, 832.7, 832.8)). (Item No. 15)

February 4, Postpone to the meeting of March 4, 2019 by mutual agreement between the appellant  
2019: and the Department of Human Resources

The following individuals were present:

F.X. Crowley, President, CSC

Elizabeth Salvesson, Vice President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Scott R. Heldfond, Commissioner, CSC

Michael Brown, Executive Director, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Matthew Lee, Deputy City Attorney

Micki Callahan, Department of Human Resources

Linda Simon, Department of Human Resources

Matthew Valdez, Department of Human Resources

Rebecca Cox, Department of Human Resources

Department Representative

Department Representative

Russell Robinson, Counsel for Appellant

Appellant

Action: Adopted the report and denied the appeal. (Vote of 4 to 1; Commissioner Chan  
dissents)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Basis for closed session:  
Pending Litigation Exception (Gov't Code § 54956.9(a), (d)(1); S.F. Admin. Code § 67.10(d))

Matter: Boreen v. City and County of San Francisco, No. CPF-18-516450, San Francisco  
Superior Court, filed December 17, 2018. (Item No. 16)

The following individuals were present:

F.X. Crowley, President, CSC

Elizabeth Salvesson, Vice President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Michael Brown, Executive Director, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Micki Callahan, Department of Human Resources

Rafal Ofierski, Deputy City Attorney

#### Discussion

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Items #14, #15 and #16 in closed session (San Francisco Administrative Code Section 67.12 (a)) (Item No. 17)

**Action:** The Commission voted to disclose its actions for items #14, and #15 but not the discussions conducted in Closed Session in items #14, 15 and #16. (Vote of 4 to 0; Commissioner Heldfond left at 5:12 p.m.)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

Commissioner Favetti requested that the report on Police promotions be added to the regular reports to the Commission and we should discuss with the Department of Human Resources the best times to calendar. Also, she requested to explore current and possibly new rules that may address the issues of exempt appointments that appear to go beyond their limitation by the Charter. Lastly, she requested to include the Fire Department report on their promotions to the regularly calendared reports as well.

Commissioner Salvason requested the report on the exempt appointments in categories 16, 17, and 18 include a reporting on exempt categories coming up due to expire within an appropriate period, such as six (6) months.

The Commission adjourned the meeting in memory of Jeff Adachi, Public Defender of the City and County of San Francisco from 2003 – 2019.

ADJOURNMENT (Item No. 19)

5:26 p.m.

# Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
Time stamp  
2019 OCT - 8 PM 3: 01  
or meeting date

I hereby submit the following item for introduction (select only one):

BY AK

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [ ] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Topic submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Fewer

Subject:

Contract Agreement- ConvergeOne, Inc.- Cisco Enterprise Agreement, Not to Exceed \$70,000,000.

The text is listed:

Resolution authorizing the Department of Technology to enter into a contract between the City and County and ConvergeOne, Inc., for the purchase of Cisco products and services, with a total amount not to exceed \$70,000,000; for an initial term ending November 1, 2022, to commence following Board approval, with two two-year options to extend at the sole and absolute discretion of the City.

Signature of Sponsoring Supervisor:

*Jandra Lee Fewer*

For Clerk's Use Only



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102  
 Phone: 415.252.3100 . Fax: 415.252.3112  
[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #:  
191022

Bid/RFP #:  
DT RFP 2020-02

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

1. FILING INFORMATION	
TYPE OF FILING	DATE OF ORIGINAL FILING <i>(for amendment only)</i>
original	
AMENDMENT DESCRIPTION – Explain reason for amendment	
2. CITY ELECTIVE OFFICE OR BOARD	
OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members
3. FILER'S CONTACT	
NAME OF FILER'S CONTACT	TELEPHONE NUMBER
Angela calvillo	415-554-5184
FULL DEPARTMENT NAME	EMAIL
Office of the Clerk of the Board	Board.of.Supervisors@sfgov.org
4. CONTRACTING DEPARTMENT CONTACT	
NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Brian Roberts	628-652-5161
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
TIS Department of Technology	brian.roberts@sfgov.org



5. CONTRACTOR	
NAME OF CONTRACTOR Converge One, Inc.	TELEPHONE NUMBER 415.969.6880
STREET ADDRESS (including City, State and Zip Code) 10900 Nesbitt Avenue South, Bloomington, MN 55437	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER DT RFP 2020-02	FILE NUMBER (If applicable) 191022
DESCRIPTION OF AMOUNT OF CONTRACT \$70,000,000		
NATURE OF THE CONTRACT (Please describe) The contract is an enterprise agreement with Convergeone for the purchase of Cisco networking equipment and services. The contract term is for three years with two options to extend for an additional two years, for a total potential term of seven years. The not-to-exceed amount is \$70 Million with no minimum commitment.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	McKenna	John	Board of Directors
2	Colpitts	Christopher	Board of Directors
3	Christopoulos	James	Board of Directors
4	McKenna	John	CEO
5	Lyons	John	Other Principal Officer
6	Maier	Paul	Other Principal Officer
7	Goncalves	Rui	Other Principal Officer
8	Nachbor	Jeffrey	CFO
9	C1 Holdings Corp.		Shareholder
10	Cisco Systems		Subcontractor
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK   BOS Clerk of the Board	DATE SIGNED
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