

Tribal Child Welfare Data System Procurement Contracting with Data System Vendors

Use this worksheet to take notes during the webinar or support your own program's planning for a new data system.

1

Why is contract language so important?

- Does the contract establish clear expectations, roles, and responsibilities?
- Are all verbal agreements in writing?
- Does the contract protect the tribe's interests?
- Who will review the contract?

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2

What elements should a data system contract include?

Examples:

- Statement of work
- Product development process
- Price and payment
- Data ownership, confidentiality, security
- Intellectual property
- Source code
- Hardware requirements/ownership
- Contract termination/suspension
- User acceptance testing
- Data conversion/migration/cleaning
- Training and documentation
- Maintenance, operations, and license costs
- Roles and responsibilities (agency and vendor)
- Right to approve subcontractors and remove individuals
- Responsibility for federal reporting and correcting data quality issues
- Standards and compliance
- Risk management
- Disaster recovery and business continuity
- Malicious code, open-source code, and software bill of materials

