

APPENDIX II:

DATA OWNERSHIP STATEMENT – KITSAP REGIONAL LIBRARY

The Library defines the term “Data” to mean all information, whether or not confidential, entered into software or equipment by or on behalf of the Library and information derived from such information, including as stored in or processed through the equipment or software, including without limitation, all data and information submitted to a vendor by the Library. All responding Vendors should be aware that all Library Data shall remain the sole and proprietary property of the Library in perpetuity, throughout and beyond the term of any Contract.

The Library requires that the Data owned by the Library must be transferrable to the Library in a usable format and should include a Data Dictionary. It should also include the ability to roll off Data to retrievable archives and the ability to load historical Data for reporting purposes.

No Vendor shall be permitted to destroy or cause to be destroyed; any Library Data unless otherwise permitted by the Library through prior express written consent. At any time during the term of the definitive Contract and any subsequent Contracts, resulting from this RFP, the Library may request copies of or access to, all or any subset of Library Data.

Upon termination of the definitive Contract for any reason, with a period to be set at the time of Contract negotiations, the Vendor agrees to return in an industry-standard and Library approved format, media containing all Library Data then in possession of the Vendor or any subcontractor. Upon completion of the return of all Data to the Library, the Vendor shall then take all reasonable efforts to destroy and dispose of securely all Library Data in its possession or in the possession of any subcontractors.

The Vendor shall notify the Library immediately in the event of any type of Data breach and the Vendor shall satisfy applicable Data retention requirements as set forth by the Library.