

Note: All sections must be completed. Incomplete forms will be returned to the originating department.

I. CONTRACT INFORMATION:

Agency/Department: AHS/ Department of Corrections Contract #: 49226 Amendment #:
Vendor Name: Keefe Commissary Network, LLC VISION Vendor No: 0000427570
Vendor Address: 10880 Linpage Place, St. Louis, MO 63132
Starting Date: 02/28/2025 Ending Date: 02/27/2029 Amendment Date:
Summary of agreement or amendment: Incarcerated Individual Commissary, Banking, Deposits, and Friends & Family Package Program

II. FINANCIAL & ACCOUNTING INFORMATION

Maximum Payable: \$0.00 Prior Maximum: \$ Prior Contract # (If Renewal): 34430
Current Amendment: \$ Cumulative amendments: \$ % Cumulative Change: %
Business Unit(s): ; ; - [notes:] VISION Account(s): ;
Estimated Funding Split: % GF % SF % Other
% TF % GC % FF (name)

III. PROCUREMENT & PERFORMANCE INFORMATION

A. Identify applicable procurement process utilized. Additional detail if applicable.
[X] Standard Bid/RFP [] Simplified [] Sole Source (See B.) [] Qualification Based Selection [] Statutory
B. If Sole Source Contract, contract form includes self-certification language? [] Yes [X] N/A
C. Contract includes performance measures/guarantees to ensure the quality and/or results of the service? [X] Yes [] No

IV. TYPE OF AGREEMENT (select all that apply)

[X] Service [] Construction [] Arch/Eng. [] Marketing [X] Info. Tech. [] Prof. Service [] Personal Service
[] Commodity [] Retiree/Former SOV EE [] Financial Trans [X] Zero-Dollar [] Privatization [] Other

V. SUITABILITY FOR CONTRACT FOR SERVICE

[X] Yes [] No [] N/A Does this contract meet the determination of an Independent Contractor? If "NO", then consult with the Department of Human Resources for guidance.

VI. CONTRACTING PLAN APPLICABLE

Is any element of this contract subject to a pre-approved Agency/Department Contracting Waiver Plan? [] Yes [X] No

VII. CONFLICT OF INTEREST

By signing below, I (Agency/Department Head) certify that no person able to control or influence award of this contract had a pecuniary interest in its award or performance, either personally or through a member of his or her household, family, or business.
[] Yes [X] No Is there an "appearance" of a conflict of interest so that a reasonable person may conclude that this party was selected for improper reasons: (If yes, explain)

VIII. PRIOR APPROVALS REQUIRED OR REQUESTED

[] Yes [X] No Is this a Contract for Services valued at \$25,000 or more per year? If yes, attach AGO Certification Form.
[X] Yes [] No Attorney General review As To Form is required (\$25,000 and above) or otherwise requested.
[X] Yes [] No Agreement must be approved by the Secretary of ADS/CIO.
[] Yes [X] No Agreement includes marketing services and CMO sent copy of contract. If / when marketing services exceed \$25,000 CMO must approve contract. CMO Approved:
[] Yes [X] No Chief Information Security Officer (CISO) approval required for modification of Attachment C.12 use/protection of state information. CISO Approved:
[] Yes [X] No Auditor approval required for modification of Attachment C.13 audit clause. AUDITOR Approved:
[X] Yes [] No Risk Management approval required for modification of Attachment C.8 insurance clause. RISK Approved:
[] Yes [X] No Is this a Contract for Legal Services? If yes, attach AGO 17.10 Approval Form.
[] Yes [X] No Agreement must be approved by Commissioner of Human Resources: for Privatization, Retirees, Former Employees, & if a Contract fails the IRS test. DHR Approved:
[X] Yes [] No Agreement must be approved by the Secretary of Administration.

IX. AGENCY/DEPARTMENT HEAD CERTIFICATION; APPROVAL

I have made reasonable inquiry as to the accuracy of the above information (sign in order):

1-Date 2/20/2025 1-Appointing Authority Kristin Calver 1a-Date 2/25/2025 Agency/Secretary (if applicable) Kristin Mellure
2-Date 2/26/2025 2-Secretary of ADS/CIO Denise Reilly-Hughes Additional Approvers below if required by Agency process Diane Irish
3-Date 2/20/2025 3-AGO Approval Lauri Fisher 2/25/2025 Jonathan Provost
4-Date 2/27/2025 4-Secretary of Administration Nick Kramer 2/27/2025 Tim Metayer



State of Vermont

Agency of Digital Services
One National Life Drive, Dewey 2nd Floor
Montpelier, VT 05620-2001

[phone] 802-828-4141

MEMO

Date: 02/18/2025

2/26/2025

To: Denise Reilly-Hughes, Secretary, Agency of Digital Services

VIA: Jon Provost

2/25/2025

From: ADS Procurement Advisory Team (PAT)

DocuSigned by:
Denise Reilly-Hughes
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DocuSigned by:
Jonathan Provost
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Subject: CIO approval of contract 49226 between the Department of Corrections and Commissary Network LLC.

The Agency of Digital Services (ADS) PAT reviewed contract 49226 between the Department of Corrections and Commissary Network LLC., at our January 17, 2025 meeting.

The Department of Corrections (DOC) provides Incarcerated Individual Commissary, Banking, Deposits and Friends and Family Package Program to approximately 1,400 individuals statewide, housed in six correctional facilities.

In February 2024, the DOC issued a Request for Proposals (RFP) for these services and evaluated submissions from multiple bidders. Following a comprehensive review process, site visits, product demonstrations, Keefe Commissary Network, LLC, was selected as the vendor to provide Incarcerated Individual Commissary, Banking, Deposits, and Friends and Family Package Program.

These services not only integrate software, hardware, materials, labor, and technological infrastructure at our facilities, they also will include training of financial staff on a facility and central level as well as Correctional Officers and incarcerated individuals alike.

Given these circumstances DOC feels it is most beneficial to contract with our chosen vendor for an extended period of time. As such the DOC is requesting approval a term waiver with this contract, in order to initiate a 4-year contract with an option of two, 2-year extensions.

The PAT Team recommends CIO approval of this contract.



ADS Review Verification Sheet

Project Name:	Keefe Commissary Network LLC
Agency/Dept.	AHS DOC

ADS Reviewer Summary & Sign-off

Reviewer	Memo			
	Reviewer Name	Date Received	Date Review Completed	Ok to Proceed to with project from Reviewer's perspective?
IT Contracting Specialist	Jon Provost			
Chief Financial Officer	Kate Slocum			
Enterprise Architecture	Bill Froberg			
Deputy CISO	David Kaiser			
Chief Data Officer	Josiah Rachie			
IT Leader				
Chief Technology Officer	Mark Combs			
Secretary	Denise Reilly-Hughes			
				Date e-signed approval:

	RFP			
	Reviewer Name	Date Received	Date Review Completed	Ok to Post RFP from Reviewer's perspective?
IT Contracting Specialist	Jon Provost			
Chief Financial Officer	Kate Slocum			
EPMO/OPM	Stacy Gibson-Grandfield			
Enterprise Architecture	Bill Froberg			
Deputy CISO	David Kaiser			
Chief Data Officer	Josiah Raiche			
IT Leader				
Risk Management	Rebecca White			
Chief Technology Officer	Mark Combs			
Secretary	Denise Reilly-Hughes			
				Date e-signed approval:

	Contract or Amendment			
	Reviewer Name	Date Received	Date Review Completed	Ok to Sign Contract from Reviewer's perspective?
IT Contracting Specialist	Jon Provost	1/14/2025	1/16/2025	Yes
Deputy Chief Financial Officer	Emily Mascitti	1/14/2025	1/17/2025	Yes
EPMO/OPM	Stacy Gibson-Grandfield	1/14/2025	1/17/2025	Yes
Enterprise Architecture	Bill Froberg	1/14/2025	1/15/2025	Yes
Deputy CISO	David Kaiser	1/14/2025	1/16/2025	Yes
Chief Data Officer	Jake Durell	1/14/2025	02/18/2025	Yes
IT Leader	Mike Nagle	1/14/2025	1/17/2025	Yes
Risk Management	Rebecca White	1/14/2025	1/16/2025	Yes
Chief Technology Officer	Mark Combs	1/14/2025	1/16/2025	Yes
Secretary	Denise Reilly-Hughes	1/14/2025		
				Date e-signed approval:



MEMORANDUM

2/20/2025

DocuSigned by:
Diane Irish
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**TO: Sarah Clark, Acting Secretary, Agency of Administration
Denise Reilly-Hughes, Secretary, ADS**

2/20/2025

DocuSigned by:
Kristin Calver
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FROM: Kristin Calver, Deputy Commissioner, Department of Corrections

DATE: 01/16/2025

SUBJECT: Administrative Bulletin 3.5 Waiver Request

For all waiver memos that are seeking to waive a provision of Bulletin 3.5, please ensure that this waiver request includes the following information, by section:

Waiver Type: Waiver for Time (Duration)

[IF APPLICABLE]	
VENDOR: Keefe Commissary Network, Inc	CONTRACT #: 49226
ESTIMATED CONTRACT AMOUNT: \$ 0.00	SUGGESTED CONTRACT TERM START DATE: 02/28/2025 END DATE: 02/27/2029

Describe the waiver request

The Department of Corrections Requests a waiver to the standard contract term to allow for a four (4) year initial term plus two additional two-year periods.

Overview

Provide a high-level overview of the contract, and service need, and an explanation of any departmental activities that may have necessitated the request.

In February 2024, the Department of Corrections (DOC) issued an RFP, following ADS approval in January 2024, for its Incarcerated Individual Commissary, Banking, Tablet, Telephone, and Video Visitation Kiosk solutions. These services support approximately 1,400 incarcerated individuals statewide, housed in six correctional facilities. The commissary services offered provide the incarcerated individuals access to hygiene items, food, clothing and miscellaneous supplies that are delivered weekly. Additionally, the vendor provides an accounting system to track funds in the incarcerated individual accounts for the purchases of these items and services.

The current contract, which began on April 15, 2017, is set to expire on April 13, 2025. Given the integration of software, hardware, and technological infrastructure across our facilities, as well as considerations related to security, vocational programs, and training, we find it necessary to request a waiver of the standard contract term. While Keefe is the DOC current commissary contractor, we plan to work with them alongside the new contractor, ICSolutions, to ensure a successful transition from the current provider within 60 days of the initial term. This overlap with the existing agreement is essential to facilitate a

smooth transition and establish the necessary infrastructure.

Justification

Provide justification for the waiver request. If this is a sole source waiver, it must also include language explaining why a competitive procurement process was not utilized, such as a Simplified Bid.

To maintain the stability and effectiveness of the critical services this solution provides to the department and its incarcerated individuals, it is crucial to allocate additional time. This time is necessary to effectively manage the transition process and address the complexities of integrating the new State communication contractor with Keefe Commissary Network, Inc. Careful planning and execution during this period will help ensure continuity of services, minimize disruptions, and uphold our continued partnership.

Next Steps

Provide an overview of steps the departments will take in the future to reduce the need for similar, future, waiver requests. The department may need to continue to request reasonable term waivers for this solution to ensure long term stability of the program for the incarcerated population.

ACTING SECRETARY OF ADMINISTRATION
APPROVED:

SECRETARY AGENCY OF DIGITAL SERVICES / STATE CIO (if applicable)
APPROVED:

Signed by:
Nick Kramer 2/27/2025
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DocuSigned by: **DATE**

DocuSigned by:
Denise Reilly-Hughes 2/26/2025
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DATE

DocuSigned by:
Kristin McLure 2/25/2025
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DocuSigned by:
Tim Metayer 2/27/2025
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AGO Certification Checklist

Is this a retainer-type contract? No

If yes, can compliance be certified at the retainer level? Select One

Part I: please answer the below three questions:

- Yes 1) The agency will not supervise the daily activities or methods and means by which the contractor provides services, other than supervision necessary to ensure that the contractor meets performance expectations and standards.
- Yes 2) The services provided are not the same as those provided by classified State employees within the agency.
- Yes 3) The contractor customarily engages in an independently established trade, occupation, profession, or business.

Part II: If answering “no” to one or more of the above questions, check the box next to each of the below items that apply to the requested contract for services:

- A) The services are not available within the agency or are of such a highly specialized or technical nature that the necessary knowledge, skills, or expertise is not available within the agency.
- B) The services are incidental to a contract for purchase or lease of real or personal property.
- C) There is a demonstrated need for an independent audit, review, or investigation; or independent management of a facility is needed as a result of, or in response to, an emergency such as licensure loss or criminal activity.
- D) The State is not able to provide equipment, materials, facilities, or support services in the location where the services are to be performed in a cost-effective manner.
- E) The contract is for professional services, such as legal, engineering, or architectural services, that are typically rendered on a case-by-case or project-by-project basis, and the services are for a period limited to the duration of the project, normally not to exceed two years or provided on an intermittent basis for the duration of the contract.
- F) The need for services is urgent, temporary, or occasional, such that the time necessary to hire and train employees would render obtaining the services from State employees imprudent. Such contract shall be limited to 90 days' duration, with any extension subject to review and approval by the Secretary of Administration.
- G) Contracts for the type of services covered by the contract are specifically authorized by law. (Please provide the legal citation)
- H) Efforts to recruit State employees to perform work, authorized by law, have failed in that no applicant meeting the minimum qualifications has applied for the job.
- I) The cost of obtaining the services by contract is lower than the cost of obtaining the same services by utilizing State employees. When comparing costs, the provisions of section 343 of this title shall apply.

Contract Name: Keefe Commissary Services
Contract #: 49226

AGO Certification Checklist

If applicable, provide additional comments here.

Kristin Calver

01/15/2025

Project Manager Name

Date

STANDARD CONTRACT FOR SERVICES

1. **Parties.** This is a contract for services between the State of Vermont, Department of Corrections (hereinafter called “State”), and Keefe Commissary Network, LLC (KCN), with a principal place of business in St. Louis, MO, (hereinafter called “Contractor”). Contractor’s form of business organization is LLC / Corporation. It is Contractor’s responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.
2. **Subject Matter.** The subject matter of this contract is services generally on the subject of Incarcerated Individual Commissary, Banking, Deposits and Friends and Family Package Program. Detailed services to be provided by Contractor are described in Attachment A.
3. **Maximum Amount.** In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$0.00.
4. **Contract Term.** The period of Contractor’s performance shall begin on February 28, 2025, and end on February 27, 2029. This contract may be extended for up to two, two-year periods at the States discretion.
5. **Prior Approvals.** This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.
6. **Amendment.** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.
7. **Termination for Convenience.** This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.
8. **Primary Contacts.** The Parties will keep and maintain current at all times a primary point of contact for this Agreement, which are presently as follows:

a. For the Contractor:

Name: Laura Palmisano

Phone: 732-735-2058

Email:lpalmisano@keefegroup.com

b. For the State:

Name: Monique Sullivan

Phone: 802.798.9598

Email: Monique Sullivan@vermont.gov

9. **Attachments.** This contract consists of 53 pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work

Attachment B - Payment Provisions

Attachment C – “Standard State Provisions for Contracts and Grants” a preprinted form
(revision date 10/01/2024)

Attachment D-1 – Information Technology System Implementation Terms and Conditions
(revision date 01/12/2024)

Attachment D-2 – Modification of Customary Provisions of Attachment C and Attachment F

Attachment E – Business Associate Agreement (N/A) Attachment F – Agency of Human Services’ Customary Contract/Grant Provisions

Attachment G – Service Level Agreement

Attachment H – VT DOC Commissary Menu

10. **Order of Precedence.** Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract

(2) Attachment D-1

(3) Attachment D-2

(4) Attachment C (Standard Contract Provisions for Contracts and Grants)

(5) Attachment A

(6) Attachment B

(7) Attachment F

(8) Attachment G

(9) Attachment H

(10) Attachment E

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the State of Vermont:

Date: 2/28/2025

Signature: 
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Name: Kristin Calver

Title: Deputy Commissioner

By the Contractor:

Date: 2/28/2025

Signature: 
31EE64A7054E4FB...

Name: John Puricelli

Title: Executive Vice President

ATTACHMENT A – STATEMENT OF WORK

1. PURPOSE

This Contract sets forth the terms and conditions under which Contractor agrees to provide to the State with a [web-based,] incarcerated individual Commissary and Accounting System (the “Solution” or “System”).

The Contractor shall provide the following services for the State for its Incarcerated Individual Commissary and Accounting System (the Work). The Contractor is ultimately responsible for satisfying, in full, the scope of services and performance expectations as defined within this contract. The Contractor will furnish all materials, labor, software, hardware, and equipment required to operate, deliver and maintain an incarcerated individual commissary operation and administer the incarcerated individual financial accounts to the incarcerated individuals utilizing the Contractor’s system to all current and future correctional facilities operated by the State as described in this document. Contractor has extensive experience in the Correctional field. This Contract specifies the obligations of each party with additional provisions detailed in the attached Attachments.

2. EXISTING SYSTEMS.

Contractor must be compliant with the State’s technology standards and existing hardware. Technology standards for the State are located under section 6.1.30 of Attachment A.

3. OBJECTIVE

This Contract identifies the tasks required by each party to implement and support the Solution through the following major activities: Contractor is to provide the highest level of service to incarcerated individuals and the State with the least amount of support required by the State.

The State operates six (6) locations statewide, housing approximately 1,400 incarcerated individuals:

- Chittenden Regional Correctional Facility – South Burlington, Vermont
- Marble Valley Regional Correctional Facility – Rutland, Vermont
- Northeast Correctional Complex – St. Johnsbury, Vermont
- Northern State Correctional Facility – Newport, Vermont
- Northwest State Correctional Facility – Swanton, Vermont
- Southern State Correctional Facility – Springfield, Vermont

In addition to in-state locations, the State also contracts with a privately run correctional facility/facilities located outside of Vermont. The number of Vermont Correctional Facilities and/or the number of private Correctional Facility sites may increase or decrease during the life of this contract.

State is required to provide Vermont incarcerated individuals with communication to family and community ties. Utilizing the latest software and technology, the State hopes to help reduce the undue burden on friends and family travelling across the state or state-lines to visit, reduce the introduction of contraband, allow more opportunity for pro-social visiting, and increase positive leisure and learning activities for incarcerated individuals all as detailed herein.

The successful outcome of the project is defined by the following:

- Completed in accordance with this Contract and applicable project management planning documentation.
- Resolution of all material functional and operational deficiencies prior to deployment in the production environment.
- Completed within budget.
- Configured to meet all specified requirements and needs of the State.
- The Solution meets and adheres to all requirements and timeframes set forth in service level terms set forth herein.
- The Solution is fully documented, including but not limited to requirements specifications, architecture, design, configuration, operational environment and user manuals; and
- Trained State staff and stakeholders.

3.1. PERIOD OF INSTALLATION AND IMPLEMENTATION AND TRAINING

The period of installation and implementation and training shall not exceed two (2) months from the execution date of this Contract. Support and maintenance shall begin February 1, 2025, and will continue through the Contract Term as the same may be extended by the parties.

4. DEFINITIONS

Capitalized terms used in this Contract not specifically defined in the text shall have the following meanings:

- (a) **“Certificate of Acceptance”** means written certification, delivered to Contractor and signed by an authorized representative of the State, stating that any Defects in a particular Phase or the Solution discovered after implementation and testing have been corrected as required under this Contract, and that the Phase complies in all material respects with all of the applicable Requirements.
- (b) **“Certificate of Completion”** means written certification, delivered to the State and signed by an authorized representative of Contractor, stating that any Defects in a particular Phase or the Solution discovered after implementation, testing and Acceptance have been corrected as required under this Contract, and that the Phase or Solution complies in all material respects with all of the applicable Solution Requirements. The State must provide written acceptance to Contractor of any and all Certificates of Completion for them to become effective.
- (c) **“Certificate of Destruction”** means written certification, delivered to the State and signed by an authorized representative of Contractor, stating that any and all data originating from the State and/or data created or existing as related to this contract has been thoroughly removed from any of the Contractor’s systems, servers, and/or clients or any subcontractor’s systems, servers, and/or clients.
- (d) **“Contractor Personnel”** means and refers to Contractor’s employees and employees of Contractor’s permitted subcontractors or permitted agents assigned by Contractor to

perform Services under this Contract.

- (e) **“Defect”** means any failure by the Solution or any Phase or component thereof to conform in any material respect with applicable Requirements.
- (f) **“Defect Correction”** means either a modification or addition that, when made or added to the Solution, establishes material conformity of the Solution to the applicable Requirements, or a procedure or routine that, when observed in the regular operation of the Solution, eliminates the practical adverse effect on the State of such nonconformity.
- (g) **“Documentation”** means any and all descriptions and specifications of the Requirements included herein or created or developed hereunder, operational, functional and supervisory reference guides, manuals and instructive materials, in whatever form and regardless of the media on which it may be contained, stored or transmitted, which is developed, prepared, used or otherwise available from Contractor and/or Contractor’s suppliers, in connection with and applicable to the provision, use, operation and support of the Services hereunder. Documentation shall be sufficient to enable State personnel to understand, operate, use, access, support, maintain, update and modify Services, notwithstanding that Contractor is or may be responsible for any or all of the foregoing obligations. Documentation shall also include all standards applicable to the Services, including those applicable to: (i) Contractor for its own comparable items or services; (ii) the State for its own comparable items or services; and (iii) such standards and guidelines as the parties mutually agree apply to the Services involved.
- (h) **“Final Acceptance”** means the issuance of Certificate of Acceptance executed by the State which specifies the mutually agreed upon Go Live Date for the Solution.
- (i) **“Facilities”** means the physical premises, locations and operations owned or leased by the State (a “State Facility”) or the Contractor (a “Contractor Facility”), and from or through which the Contractor and/or its permitted contractors will provide any Services.
- (j) **“Go Live Date.”** The date that all or any part of the entire Solution is first available for use by the State in an operational, non-test environment, utilizing actual production data.
- (k) **“Interconnection Security Agreement”** The technical companion to this legal contract used to document the establishment, maintenance, and termination of a data exchange.
- (l) **“Requirements”** means the State’s baseline Functional and Technical Requirements listed in Attachment A of this Contract.
- (m) **“Service Level”** means the specific level of performance Contractor is required to comply with and adhere to in providing the Services in conformity with the Requirements, consistent with the criteria and parameters specified in this Contract. Service Level Terms are set forth in Attachment G to this Contract.

5. PROJECT MANAGEMENT

The scope of work as detailed below describes the services, deliverables and key assumptions. Contractor will develop an overall project schedule that details the tasks, timelines, and deliverables for the fully integrated solution. All requirements listed within this section apply only during Project Management implementation periods and are not generalizable for other aspects of the contract.

5.1. CONTRACTOR PROJECT MANAGEMENT AND SUPPORT

5.1.1. CONTRACTOR'S PROJECT MANAGER

Contractor will designate an individual to serve as the "**Contractor Project Manager**" who will: (i) be a senior employee within Contractor's organization, with the information, authority and resources available to properly discharge the responsibilities required hereunder; (ii) serve as primary point of contact and the single-point of accountability and responsibility for all Contract-related questions and issues and the provision of Services by Contractor; (iii) have day-to-day responsibility for, and authority to manage, State customer satisfaction; (iv) devote full time and dedicated efforts to managing and coordinating the Services; and (v) be located at State Facilities or such other appropriate location as Contractor and the State may mutually agree.

Contractor's Project Manager shall be responsible for all tasks necessary to manage, oversee, and ensure success of the project. These tasks include documenting requirements, developing and updating project plans, assigning staff, scheduling meetings, developing and publishing status reports, addressing project issues, risks, and change orders, and preparing presentations for the State.

Contractor's Project Manager shall be responsible for the successful delivery of all Contractor tasks and subtasks defined in the Project Management Plan (as defined herein). Progress will be monitored and plans adjusted, as necessary, in project status meetings. The Project Management Plan deliverables (for both State and Contractor tasks) shall be updated by the Contractor, subject to review and approval of the State, and reports printed for each status meeting.

The Contractor will provide a Project Manager ("PM"), and their effort will incorporate all the tasks necessary to successfully implement the project. These tasks will include, among others consistent with the Project Management Body of Knowledge (PMBOK) methodology updating Project Plans, assigning staff, scheduling meetings, reviewing status reports, addressing project issues and change orders, and preparing presentations for State stakeholders. Contractor's Project Manager shall have overall responsibility for the project deliverables, schedule, and successful implementation of the project as planned and all activities of Contractor's resources.

The State's will supervise the Contractor's performance to the extent necessary to ensure that the Contractor meets performance expectations and standards. Contractor's Project Manager shall work closely with the State on a day-to-day basis. Contractor's Project Manager shall be on-site in Vermont as the State may require during the entire project based upon an agreed project schedule. Contractor's Project Manager shall be required to

schedule and facilitate weekly project team status meetings either onsite in Vermont or via teleconference.

Contractor's Project Manager shall be responsible for developing and implementing the following project management documentation:

Contractor's Project Manager shall provide weekly written Status Reports to the State. Status Reports shall include, at a minimum: all tasks accomplished, incomplete, or behind schedule in the previous week (with reasons given for those behind schedule); all tasks planned for the coming two weeks, an updated status of tasks (entered into the Project Plan and attached to the Status Report – e.g., percentage (%) completed, completed, resources assigned to tasks, etc.), and the status of any corrective actions undertaken. The report will also contain items such as the current status of the project's technical progress and contractual obligations, achievements to date, risk management activities, unresolved issues, requirements to resolve unresolved issues, action items, problems, installation and maintenance results, and significant changes to Contractor's organization or method of operation, to the project management team, or to the deliverable schedule where applicable. The State and the Contractor Project Manager will come to agreement on the exact format of the report document at or before the project kickoff meeting.

The State requires, at a minimum, the following Project Management Deliverables:

- Contractor Project Manager to work with State team to finalize a detailed project workplan. The contractor will maintain and update the project plan on a regular basis (at least weekly, if not daily).
- Project kickoff meeting.
- A detailed Project Management Plan (PMP).
- Weekly project status reports as defined above.
- Up-to-date project issues log.
- Up-to-date risk log.
- Weekly project team meetings which shall include meeting agendas and meeting discussion log, action items and update issues and risk logs accordingly.

Project Scope – Change Management - The Contractor must directly manage all activities related to Change Management. The Contractor will be required to work with the State to establish and execute a change management plan to include all aspects of Change Management. This work will include, but is not limited to, defining and executing activities involved in (1) defining and instilling new values, attitudes, norms, and behaviors within the State of Vermont organization and (2) creating and conducting thorough testing and training tasks to ensure successful implementation and use of the system(s) defined in this contract.

Contract/Project Change Orders - Any change to this Contract that alters one or more aspects of the Project scope, schedule, deliverables, or cost, may require a formal Change Request. While such changes may typically incur additional costs and possible delays relative to the project schedule, some changes may result in less cost to the State (i.e.; the State decides it no longer needs a deliverable in whole or part) or less effort on

the part of the contractor. A change order shall define the effort involved in implementing the change, the total cost or associated savings to the State, of implementing the change, and the effect, if any, of implementing the change on the project schedule.

The Contractor will comply with any additional software, modules, functionalities, or State directives introduced at any time during the term of this contract that were not included in the original requirements. The State will provide the Contractor with the details of such changes. The Contractor will implement these changes through contract negotiations with the State. No changes will be made without mutual consent of both parties.

Change Orders will be developed jointly, and every effort will be made to adhere to the approved Project Plan. The State and the Project Manager for the Contractor will decide whether a formal Change Request is necessary. If a formal Change Request is necessary, the State will prepare a Change Request detailing the impacts on scope, schedule, deliverables, resources, and cost. Once completed, the Change Request will be submitted to the non-requesting party for review. The non-requesting party will make its best efforts to either approve or deny the Change Request in writing within (10) business days. In no event shall any delay in the approval or denial of a Change Request constitute a deemed approval by the State.

All Change Requests that are mutually agreed upon in writing will be considered an amendment to the Contract.

The State will not pay for the effort involved in developing a change order. The Contractor shall bear the cost of estimating the cost or savings, time, and manpower required to implement all change requests forthcoming from the State during the course of the Project. The State and the Contractor will work together to outline a change control process which will be used to manage changes to the scope of work being performed.

The State shall be responsible for the review and acceptance of project management documentation.

Contractor's project manager shall assist the State's project manager (upon request) in creating materials for periodic presentations to State project sponsors and key stakeholders. Contractor's project manager may be required to present information to, and answer questions from, State stakeholders at these presentations.

5.1.2. PROJECT MANAGEMENT AND SUPPORT

The Contractor will apply Project Management Institute's (PMI) PMBOK principles to ensure on-time and within-budget delivery of the Solution, while meeting all of the Requirements in this Contract. The State will approve all project management methods and tools used during the project. These project management methods and tools are considered project deliverables

5.1.3. KEY PROJECT STAFF

Contractor will perform and support the Services consistent with this Contract and the Solution Requirements. Contractor Personnel will be properly educated, trained and qualified for the Services they are to perform, and Contractor will put appropriate training in place to meet initial and ongoing training requirements of Contractor Personnel assigned to perform Services.

- (a) Contractor shall be responsible, at its own cost and expense, for any and all recruitment, hiring, Contractor-specific training, education and orientation for all Contractor Personnel assigned or to be assigned to perform Services or support the Requirements.
- (b) All Contractor Personnel, in addition to any Contractor security policies and procedures, shall be required to comply with the security requirements in this Contract
- (c) Contractor shall conduct its hiring process in compliance with all applicable Federal and State laws to include, but not be limited to, anti-discrimination laws.
 - (i) **Eligibility for Employment:** Contractor shall verify that all prospective employees are eligible for employment in the United States.
 - (ii) **Criminal Records:** Contractor or an agent of Contractor shall perform criminal background checks on all prospective employees utilizing a national criminal database acceptable to the State. Before any Contractor Personnel begin work on the Services x) such background check shall have returned a “no record” result or, y) to the extent that the result revealed that a felony record or records exist for a given individual, the associated conviction(s) shall be unrelated to the work to be performed as specified under the Equal Employment Opportunities Commission’s EEOC Enforcement Guidance regarding the employment of convicted felons issued April 25, 2012. Contractor shall provide the State with notice of proposed Contractor Personnel with felony or misdemeanor convictions that involve a crime against a person; a crime involving the use or misuse of computer network; a crime involving weapons, explosives or arson; a crime involving trade secret/proprietary information; a crime involving theft, dishonesty, embezzlement, breach of fiduciary duty, identity theft, or other financial-related crimes; a felony conviction for drug possession; or a crime involving the distribution or trafficking of illegal drugs and/or controlled substances.
- (d) All Contractor Personnel providing or assigned to provide Services or otherwise in a position to obtain or have access to State Information, shall execute a non-disclosure agreement in a form acceptable to the State.
- (e) The timing for transfer, reassignment or replacement of Contractor Personnel will be coordinated with requirements for timing and other elements of the Services so as to maintain continuity in the performance of the Services and avoid interruption or disruption to the Services or any failures to maintain Service Levels.
- (f) Contractor has provided a complete description of its standard support offerings for end users and technical staff including help desk, application and technical support. Contractor has provided a copy of the standard Service Level Plan covering these services if applicable. See Attachment G.
- (g) Contractor will assign Key Project Staff and dedicate sufficient effort in the services outlined in this contract to ensure compliance with the specified Service and Performance Levels.

5.1.4. KEY PROJECT STAFF CHANGES

Contractor shall not change members of Key Project Staff without providing the State written justification, a comprehensive transition plan and obtaining prior written approval of the State. State approvals for replacement of Key Project Staff will not be unreasonably withheld.

The replacement of Key Project Staff shall have comparable or greater skills and applied experience than being replaced and be subject to reference and background checks described above. If Contractor removes Key Project Staff for any reason without the State's approval, Contractor agrees to replace the new Key Project Staff member if performance is unacceptable to State and provide the first thirty (30) days of a replacement resource with equivalent skill at no charge.

Notwithstanding the foregoing, the State acknowledges that Key Project Staff may become unavailable due to termination of employment for any reason, through disability or death, illness, or through leave of absence such as FMLA or National Guard duty for example. In such circumstances, Contractor shall promptly notify the State in writing of the impending or actual departure of any Key Personnel and of the qualifications and identity of proposed replacement Key Project Staff. The State has the right to reasonably disapprove of any replacement Key Project Staff.

5.2. PROJECT PLANNING

The State and Contractor Project Managers will arrange for kick-off dates and procedures for managing the project – such as reporting status and resolving issues. This will provide an opportunity to introduce all key members of the project teams and walk through the project management plan and key milestones.

5.2.1. MEETING PROTOCOLS

For regular weekly project status meetings, Contractor's Project Manager shall provide a meeting agenda and any handouts at least one business day in advance of the scheduled meeting.

5.2.2. PROJECT DOCUMENT STORAGE

The Contractor will establish a SharePoint site, or some other collaboration mechanism, that is accessible to the Contractor and the State. This will provide a common area for Contractor's project documents, artifacts, and deliverables. Access to all SharePoint sites (or other medium of collaboration) and all project material contained therein shall be delivered to the State upon completion of the project.

5.3. PROJECT PLAN IMPLEMENTATION

The Contractor has compiled a preliminary "baseline" Project Plan, using the best available knowledge at the time of Contract signing. The Contractor shall update the Project Plan after execution of this Contract during the Project Development as required pursuant to the terms herein (e.g., updated tasks and task descriptions, updated meeting dates, updated resource assignments, updated milestone dates). Any such changes shall be communicated in writing by the Contractor to the State Contract Manager by executing a new or revised Project Plan or other documentation acceptable to the State. Such changes are subject to State review and

approval. The parties shall work together to implement the Project Plan changes in accordance with the terms of this Contract; provided, however, in no event shall revisions to the Project Plan be deemed to amend this Contract. Changes to project scope, term or maximum amount shall require a Contract amendment.

The IMS is an ongoing tool for anticipating and tracking changes to expectations for all project tasks, deliverables and milestones. The complete Project Plan is an integrated plan – that is, it includes actions and deliverables from all project areas – both Contractor and State. The complete Project Plan, which includes the detailed tasks and milestones, will be shared in the ongoing communication meetings to discuss changes. State shall sign off on all deliverables from each Phase of the Project Plan before proceeding to the next phase. Once sign off is complete, Contractor and State will assess readiness to proceed with next phase.

6. SCOPE OF WORK

6.1. GENERAL REQUIREMENTS

- 6.1.1. All persons who enter Vermont Correctional Facilities must first pass a background check as required by State.
- 6.1.2. The following objectives must be met for this contract to result from this process:
 - To provide State with an automated incarcerated individual accounting solution that meets all business requirements and addresses the accounting needs of the State. The Contractor must support their own software. Technical support must be provided 24 hours a day, 7 days a week and 365 days a year by the Contractor.
 - The Contractor will provide, support and maintain any software, hardware, interfaces, and communications infrastructure required to operate the incarcerated individual account solution.
 - To maintain an open collaborative relationship with the administration and staff of the State as well as any other State agencies and departments deemed necessary by the State.
 - Contractor will provide all services described in this contract.
 - Contractor is experienced and has provided documented experience in the field of technology solutions, specifically for facilities the size and scope of the State.
- 6.1.3. Contractor has furnished evidence of an acceptable staffing plan, identifying the background of the responsible staff, job descriptions, and written work plan that demonstrates the ability of the Contractor to fulfill the requirements of this contract. For reasons of security, the State reserves the right to approve all system administration personnel who have access to the system and to conduct background investigations of all assigned system administration Contractor employees.
- 6.1.4. The Contractor will provide a single point-of-contact for any service outage or remedial maintenance issue that may arise 24 hours per day, 7 days per week, and 365 days per year. Contractor will provide a 24-hour, toll-free service number. A live customer service representative must be available at all times for service calls. All service requests must result in an immediate trouble ticket generation with severity level assignment. Trouble tickets must track all activities related to the

- service call, including resolution time, method, and follow up communication to the State will be done documenting completion.
- 6.1.5. Contractor's system(s) will be capable of processing a data import including, but not limited to, a .csv file format.
 - 6.1.6. Contractor's system(s) will allow for highly configurable daily, weekly, or monthly scheduled imports from external data sources.
 - 6.1.7. Contractor's system(s) will allow the secure transmission of selected files/information to community/outside entities.
 - 6.1.8. Contractor's system(s) will have 24/7 availability.
 - 6.1.9. Contractor's system(s) will have a 99.9% uptime including all scheduled and unanticipated updates.
 - 6.1.10. Contractor's system(s) will have the ability to handle 400 concurrent users with sub-second response times for transactions; appropriate (approved) response times for reports.
 - 6.1.11. The Contractor will provide on-site repair time, method, and level of services for all locations. Contractor has the ability to handle emergencies and has an escalation plan.
 - 6.1.12. Contractor will have an automated tracking system for problem requests as they are opened, updated, and closed by the field technicians, providing detail to show the problem and final resolution of said problem.
 - 6.1.13. The Contractor has provided the State with a complete list of business, cellular, and pager numbers for its contractors/subcontractors, managers, administrators, technicians, etc. The Contractor will provide a copy of the company's current repair procedure policy for both normal maintenance and emergency outages as it relates to this contract.
 - 6.1.14. Contractor will have the ability to remotely diagnose and repair the systems covered in this contract. Repair technicians must have remote access to all system controls via a secured Wide Area Network (WAN) or modem connection supplied by the Contractor at no cost to the State.
 - 6.1.15. The system software will provide continuous non-intrusive remote diagnostic testing without State personnel intervention. When the system detects a problem, alarms indicating system malfunctions and network problems will be sent to the Contractor. The system software will include remote diagnostic programs to indicate the operational status of critical system components.
 - 6.1.16. The Contractor will provide continuous on-line diagnostics and continuous supervision, as well as local remote offline system control access for advanced programming and diagnostics. Access to the built-in advanced diagnostics and program control shall be accessible via a secured Wide Area Network (WAN) or modem connection by service center personnel and will provide failure reports, service history, and other diagnostics.
 - 6.1.17. The Contractor will provide a complete solution including all equipment, software, and infrastructure necessary to provide the services required in this contract. These services may include, but are not limited to, commissary vending machines and any/all necessary wiring, connectors, jacks, security, and monitoring system/equipment. Installation and maintenance will be performed in accordance

- with the manufacturer's specifications. This includes expansion of any existing location or newly constructed location throughout the State.
- 6.1.18. The Contractor will be responsible for all equipment, software, and infrastructure including Contractor network and connectivity in its entirety or its individual components including, but not limited to, normal wear/use, incarcerated individual abuse, natural disaster, or incarcerated individual unrest. System or component or replacement will be performed at no cost to the State and will occur immediately upon notification to the Contractor of the system problem by the Location or State designee.
- 6.1.19. Contractor will provide any and all equipment in areas accessed by incarcerated individuals that will be sturdy, vandal resistant, and composed of durable, tamper-free equipment suitable for a detention environment. The equipment must contain no removable parts.
- 6.1.20. Contractor will provide solution hardware that must be of detention grade quality; tamperproof user end equipment is required; a minimum of moving, removable, metallic parts, or any object which could be used as or fashioned into an offensive item, must not be present at the user end in the solution.
- 6.1.21. Contractor will be responsible for all cables and power cords which must be stored in a secure manner.
- 6.1.22. Contractor will have the ability to secure all access ports and/or connections with lockable doors or behind/under secured unit.
- 6.1.23. Contractor's Solution will contain incarcerated individual usage tracking.
- 6.1.24. All equipment will be compliant with American Disability Act (ADA) guidelines.
- 6.1.25. All hardware provided for this contract will be maintained and warrantied for the duration of the contract term. Software will be updated as upgrades are made available and at no cost to the State. All required commissary interfaces are already implemented and operational; for any new interfaces are required, Contractor and State Communication vendor will work to ensure smooth transition and minimal disruption to facility operations.
- 6.1.26. All hardware and equipment provided as part of this contract will be maintained and warrantied for the duration of this contract term. Software will be updated as upgrades are made available and at no cost to the State. All required interfaces will be implemented and operational.
- 6.1.27. The Contractor will indicate any environmental conditions required for the Solution. Contractor will include any air conditioning or heating requirements for equipment provided. The Contractor is required to supply the necessary heating or cooling system.
- 6.1.28. For each location installation, the Contractor has provided an implementation plan which does include an installation schedule. The plan, including quantities of equipment, must be approved by the State before initiation and any updates or changes to this plan must be submitted to and approved by the State. Please note that any and all installations must be accomplished during normal business hours at each location or as directed by the location's onsite Superintendent.
- 6.1.29. The Contractor will adhere to all applicable State, Agency, and Departmental IT policies and procedures regarding information protection and security. The Solution

- must be approved by the Chief Information Security Officer (CISO), including risk assessments as required.
- 6.1.30. The system must conform to State security standards and protocols. A list of the Agency of Human Service security policies can be found at: [Rules & Policies | Agency of Human Services \(vermont.gov\)](#) and a list of State of Vermont security policies can be found at [Policies | Agency of Digital Services \(vermont.gov\)](#).
- 6.1.31. The system must be developed using application and database best practices. Contractor has a development and project management methods and practices they will use and have cited detailed examples of past successes using these methods.
- 6.1.32. The Contractor will obtain the State's written permission before proceeding with any work that requires cutting into or through girders, beams, concrete or tile floors, partitions or ceilings, or any work that may impair fireproofing or moisture proofing or potentially cause and structural damage.
- 6.1.33. Use of existing or in-place conduit, raceways, cable ways, cable, inside wiring, telephone set mountings, switches, terminal boxes, and terminals within the location are at the risk of the Contractor. No exposed wiring will be permitted. Ownership of any wiring or conduit placed under this Agreement by the Contractor becomes the State's property upon termination and/or expiration of the Agreement.
- 6.1.34. The Contractor will restore to original condition, at its own cost, any damage to the State's property caused by maintenance, installation, or removal by personnel associated with the Contractor including, but not limited to, repairs to walls and ceilings.
- 6.1.35. The Contractor will clean up and remove all debris and packaging material resulting from work performed.
- 6.1.36. The Contractor will provide and install adequate surge and lightning protection equipment on all equipment used robust enough in order to support the Contractor provided system/equipment for thirty (30) minutes in the event of a power outage. This shall include an uninterruptable power supply (UPS) for the switch, if required. UPS units must be adequate for the size of each location. Adequacy must be documented based on UPS manufacturer's recommendations. The Contractor will provide, install, and maintain (according to manufacturer's specification) all UPS equipment at each of the locations. The Contractor will replace all UPS equipment upon expiration of the manufacturer's life cycle of the installed product. The use of traditional "power strips" for surge protection is not acceptable.
- 6.1.37. Upon completion of initial installation and ongoing installations, Contractor will provide the State with a list of identifying information for all equipment including, but not limited to, serial numbers, make/model, telephone numbers, and locations of each unit.
- 6.1.38. The Contractor will provide reporting and querying methods and capabilities which provide maximum flexibility and speed. The Contractor will provide reporting capabilities of the system including, without limitation, the ability of the system to access reports or a subset of reports to designated State personnel by password or other structured access and how this will be accomplished.
- 6.1.39. All systems contained within this contract will have the capability to interface with all others in order to provide the maximum level of service and scalability. Contractor's Solution is capable of transferring monies, purchase information, and

other data for a seamless user experience. Any systems contained in this Solution must be capable of receiving interface data from State's Offender Management System (OMS) for current placement and transfer of incarcerated individuals between locations. Additionally, the system, including any tablet-based solutions, will have the capability to ensure that all relevant information follows an incarcerated individual as the move between facilities.

- 6.1.40. Contractor's system(s) will have extensive auditing and reporting capabilities including but not limited to user access reports, revenue reports, and other system activity reports to ensure the State can audit the system at any time. A complete audit trail of transactions will be permanently stored in the system. Data stored is including but not limited to user, location, timestamp and any related transactions and activities, such as collection of debt, checks, debit cards, stored documents, custom fields, and notes required at time of entry, cash drawer relationships, bank relationships, accounts payable and accounts receivable summarizations, disbursement, and fiscal period actions.
- 6.1.41. Contractor system(s) will provide redundancy to limit or virtually eliminate system downtime due to hardware component failure.

6.2. TRANSITION PLAN

- 6.2.1. The Contractor will work with the State and any incumbent contractor to ensure an orderly transition of services and responsibilities under the Agreement and to ensure the continuity of the services required by the State.
- 6.2.2. Upon expiration, termination, or cancellation of the Agreement, the Contractor will cooperate in an orderly transfer of responsibility and/or the continuity of the services required under the terms of the Agreement to an organization designated by the State.
- 6.2.3. The Contractor solution will store legacy information as determined by the State, in accordance with the State records retention schedules. Contractor will convert data such as incarcerated individual accounting history, and other relevant records from the existing system and imported into the new system. Data to be converted includes but is not limited to incarcerated individual accounting history and commissary orders.
- 6.2.4. The Contractor will have a transition plan to convert existing and historical data housed in current systems to data within the new system(s).
- 6.2.5. The Contractor acknowledges all data contained within the Solution will be the property of the State and will be provided to the State by the Contractor within ninety (90) days of request or termination of the contract. The data will be in a format specified by, and at no cost to, the State.
- 6.2.6. The Contractor agrees to remove its equipment at the conclusion of the contract in a manner that will allow the reuse of that wire distribution.
- 6.2.7. The Contractor agrees the workstations and associated infrastructure shall become the property of the State at the expiration, cancellation, or termination of this contract.
- 6.2.8. The Contractor will discontinue providing service or accepting new assignments under the terms of the contract, on a date specified by the State. Contractor will continue to provide all services in accordance with the terms and conditions,

requirements and specifications for a period not to exceed ninety (90) calendar days after the expiration, termination, or cancellation date of this contract.

- 6.2.9. As locations complete the user acceptance testing, the Contractor and State will mutually agree upon the billing start date. The start date may vary from location to location depending on the completion of the “system functionality testing”.
- 6.2.10. The Contractor will provide training to the State’s staff at each location sufficient to enable State staff to successfully use the system. Additional training will be provided to new staff assigned during the Agreement period at no cost to the State.
- 6.2.11. Training documentation will be provided to the State’s staff at all training meetings at no cost to the State, including at least one hard copy per site. All manuals will become the property of the State.
- 6.2.12. The Contractor and current State’s Communication Vendor will establish and maintain a seamless, secure, and reliable interface to facilitate the exchange of data and services necessary for the operation of the Commissary Account System. The integration shall support real-time data synchronization, where applicable, to ensure accurate records and efficient service delivery. The contractor will provide access to the software or other requirements required to establish and maintain a seamless and reliable interface. Both parties will monitor and resolve any issues related the functionality of the interface that impacts the services provided at no additional cost to the State.

7. INCARCERATED INDIVIDUAL ACCOUNTING COMMISSARY REQUIREMENTS

- 7.1. Solution will allow the State to open an account for an incarcerated individual at time of booking and enter into the system the amount of money in their possession at that time via interface to the existing State Offender Management System (OMS). The following data must be captured during the booking process:
 - Account Number
 - Name
 - Date of Birth
 - Gender
 - Location
 - Status (Active or Non-Active)
- 7.2. The solution will allow for the following transactions to take place at the intake screen:
 - Charge Receivable such as medical fees, copying fees, postage, etc.
 - Sell commissary packs
 - Place restrictions on incarcerated individual orders
- 7.3. Once the account is open, the solution will enable the following to occur:
 - Add funds and/or draw funds using a check, Electronic Funds Transfer (EFT), Debit Card, or any combination thereof.
 - Close the account and pay the balance by check or EFT/Debit Card
 - Close multiple accounts printing out one check
 - Deduct commissary purchases and other charges in a live time environment
 - Process credits
 - Change incarcerated individual location, individually or in groups

- Assign a permanent ID used by the existing State OMS for an incarcerated individual that will allow an account to be reopened and allow for the ability for debts to be tracked across multiple incarcerations (NOTE: This function will require an interface to the State OMS).
 - Add incarcerated individual information to control commissary purchases (such as medical and disciplinary restrictions and indigent status)
 - Contractor will provide a complete audit trail of all transactions including scheduled and unannounced audits of the incarcerated individual accounts by the State to ensure the integrity and accuracy of the account
 - Once an account is closed, account access will be restricted to specified State users
 - The system should have a mechanism to flag potential duplicate users based on criteria set by the State such as DOB, Name, etc., upon import of data from the States OMS.
- 7.4. Following are the mandatory specifications required of the banking solution. The system will address all of the requirements and features that are outlined below at the start of this contract.
- 7.4.1. The banking solution will provide an accurate, cashless accounting of all incarcerated individual monies, expenses, and purchases. At a minimum, it must contain all of the features and reporting including below:
- General Ledger with Automatic Dual Accounting Posting
 - General Ledger Reporting for all Ledger Accounts
 - Date Specific Reporting for all Ledger Accounts
 - Provide for a Trial Balance to be run at any time
 - Fiscal Year Maintenance with End of Month Reporting
 - Checkbook Reconciliation with Multiple Checkbook Capabilities
 - Incarcerated individual receivables function complete with reports section
 - Incarcerated individual payroll function complete with reports section
 - Automatic check writer with check writing options, such as magnetic ink character recognition (MICR) or blank checks
 - Incarcerated individual savings feature complete with reporting section
 - Reconciliation reports of sub ledger to general ledger accounts
 - Deposit functions to allow for deposit of funds via State of Vermont lockbox vendor
 - Provide an automatic checkbook reconciliation function
 - Contractor will provide commissary inventory reporting separate from the banking solution through Oracle or BI reports. Incarcerated individual property function with reports section
 - Indigent function which includes the ability to rotate up to four (4) indigent packs individually for each incarcerated individual based upon monetary and time criteria to be determined by the location
 - Allow for debt to be collected based upon a percentage of incoming funds to be determined by the location.
 - Allow for collected funds to be applied to debts either by priority, percentage, or both as defined by the location
 - The System will always be in balance within the general ledger

- Provide reports on cash drawer balancing and balance history
- Provide reports on commissary order, order rejections, commissary sales and products offered
- Provide reports of frozen incarcerated individual accounts or accounts with administrative holds or other location designated restrictions
- Provide accounts summaries (both incarcerated individual and location including transaction history)
- Provide for reclamation of checks automatically
- Provide for reports on all checkbook activity by operator defined criteria
- Provide reports based on user definable date time periods
- Provide for inactivity maintenance to include reporting and reclamation of monies
- Provide for incarcerated individual intake and release reporting
- Allow for multiple checkbooks to be set up
- Provide for Location & operator log reports
- Allow for the assignment of a State designated permanent identifier to each incarcerated individual
- Allow for specific deductions to be assigned to individual accounts with an “automatic” collection per criteria designated set by the State
- Allow for input of incarcerated individual address and phone contact information for the purpose of generating invoices and receiving payment for debt after incarcerated individual release
- Allow for incarcerated individual releases to be done by check or EBT or a combination as determined by the location.
- The System must include the ability to customize reports based on the above functionality.

7.5. The solution will provide reports according to specifications provided by the State, including the following at minimum.

- Cash report
- Sales report
- Debt reports
- Checkbook report
- Bank reconciliation
- Incarcerated individual report
- Receivable report
- Shipping report (where product was shipped and when)
- General Ledger report
- Negative balance report for incarcerated individual with debts.
- The checkbook feature must be able to write a check to a third-party, void a check, make correctios by designates Administrator, add deposits via the State lockbox.
- Print out a registry with multiple query options with requirements set by State
- The System must include the ability to customize reports based on the above functionality.

7.6. The Contractor and State must mutually agree upon the items to be sold in the commissary program. No new items will be offered without the written permission from

the State. The Contractor will advise the State of new products as soon as they become available.

- 7.7.** The Contractor will provide ability for incarcerated individuals to create their own orders via Telephone or tablet ordering, therefore minimizing the necessity for State staff interaction.
- 7.8.** Contractor will have the ability to process funds received via the State Lockbox at no additional cost to the State.
- 7.9.** All commissary orders will be combined, prepackages, sorted by housing area, and shipping within 24 hours of mutually agreed upon delivery schedule.
- 7.10.** General Requirements for Commissary items are as follows:
- Food items will be packaged and dated for individual consumption
 - Contractor is responsible for purchasing, receiving, and maintaining all supplies necessary for the commissary operation and will promptly resolve situations involving items missing from an order.
 - All containers will be made of non-breakable materials
 - No products will contain alcohol
 - Incarcerated individuals in general population will be allowed to order commissary via telephone or tablet at least once per week with a maximum purchase of \$100.00 subject to change (excluding tax)
 - Orders will be processed from an off-premises secure warehouse and delivered to each location per a strict weekly schedule as mutually agreed upon by both the State and the Contractor.
 - Inventory levels in the secure warehouse shall be maintained to ensure an order fill rate of at least 85% or reasonable rate as determined by both parties.
 - Solutions or backorders are prohibited.
 - A method of restocking on returned orders must be available and at no additional cost to the State.
 - The State and contractor will mutually agree on all pricing. Prices will be comparable to those of local State convenient stores.
 - All items sold must be appropriate for an incarcerated setting and population.
 - Commissary orders will be sent in clear, tamper proof, heat sealed plastic bags for the primary purpose of security and accountability. Two copies of the receipt shall be sealed within the bag and will list incarcerated individual name, location, ID number, items ordered, total of order, and 2 signature lines.
 - Net sales will be defined as gross sales less sales of stamps, stamped envelopes, incarcerated individual phone time, and sales tax.
- 7.11.** The Contractor will provide self-service options they have to offer and details any costs associated with this service. The services will be funded through the commissary operation.
- 7.12.** The system may include alternative ways to provide on-site access to commissary products, such as secure vending machines designed for an incarcerated setting. These machines would integrate with the banking system and allow purchases using incarcerated individual's ID or identifier specified by the State. The services will be at no additional operating costs to the State and may be subject to a mutually agreed upon increased rate of commissions to account for any additional work by the State, such as stocking the machines.

- 7.13. Solution must include Web based and app ordering of commissary products, debit calling, and web based incarcerated individual deposits for incarcerated individual family/friends via Internet.
- 7.14. Solution will include ordering of commissary products, debit calling, and deposits to incarcerated individual accounts for incarcerated individual family/friends via secure kiosks, provided by the Contractor, placed in the lobby of each location.
- 7.15. Combined web product orders and incarcerated individual orders are not to exceed weekly incarcerated individual spending limits as set by the State. Contractor will ensure the weekly \$100 order cap is adhered to between all order types.
- 7.16. State staff will have access to view web and kiosk orders placed by family/friends.
- 7.17. The contractor will provide the highlights of additional services or offerings available from the contractor which will benefit the State. The contractor will describe the services and benefits that will derive from implementing the proposed services
- 7.18. Contractor will provide the State with the following deposit fees. The State will approve any changes to said fees.

Secure Deposits Pricing Schedule						
Gross Amount Deposited	Lobby Kiosk Cash	Lobby Kiosk Credit Card	Web/Mobile App	Phone	Lockbox	Walk-In Retailer
\$0.01 - \$19.99	\$4.00	\$3.25	\$3.25	\$3.25	FREE	Up to \$900.00
\$20.00 - \$99.99	\$4.00	\$4.75	\$4.75	\$4.75	FREE	\$5.95
\$100.00 - \$199.99	\$4.00	\$9.25	\$9.25	\$9.25	FREE	
\$200.00 - \$300.00	\$4.00	\$11.25	\$11.25	\$11.25	FREE	

8. State Data Sharing Requirements

8.1. Documentation:

8.1.1. Contractor will provide the State with all necessary documentation for the following systems:

- All information, data, descriptive materials, software source code annotations and documentation in accordance with such programming and coding documentation standards
- All approved specifications, service level descriptions and details, any and all descriptions and specifications of the requirements
- Operational, functional and supervisory reference guides, manuals and all other information which is developed, prepared, used or otherwise available from Contractor
- All documentation will be sufficient to enable the State to understand, operate, use, access, support, maintain, update and modify the Solution.
- Documentation will also include all standards applicable to the Solution.

8.2. Hardware/Software

8.2.1. Under any categories of IT service, the Contract may include the acquisition of hardware and/or commercial off-the-shelf (COTS) software to support the project. All hardware/software purchases will be compatible with Statewide and applicable Agency/Department IT architecture policies and standards and be approved in

accordance with State bulletins and statutes. If the Contractor proposes to provide hardware and software as part of this contract the State reserves the right to procure hardware and software from other sources when it is in the best interest of the State to do so.

8.3. Open Standards

8.3.1. Contractor's Solution is fully functional using Open Standards.

8.4. Application and Database Architecture:

8.4.1. Software Licensing:

- Solution will include software to be licensed from the Contractor. Contractor will insert software licensing requirements and anticipate volume. Contractor will provide the licensing options available and will recommend the advantages of those various options.

8.5. Required Project Policies, Guidelines and Methodologies

8.5.1. The Contractor is required to comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically. It is the responsibility of the Contractor to ensure adherence and to remain abreast of new or revised Laws, regulations, policies, standards and guidelines affecting project execution. Agency specific confidentiality and privacy policies, such as Health Insurance Portability and Accountability Act (HIPAA) may apply.

8.6. Tuning and Measurement

8.6.1. Contractor has provided a description of their Software Development Lifecycle, including details regarding development and testing environments. Hosted System Requirements

- Contractor is required to agree to terms acceptable to the State regarding the confidentiality and security of State data. These terms may vary depending on the nature of the data to be stored by the Contractor. If applicable, the State may require compliance with State security standards, IRS requirements, HIPAA, HITECH and/or FISMA compliance and/or compliance with State law relating to the privacy of personally identifiable information, specifically Chapter 62 of the Vermont Statutes. Further, Contractor hosting the State system will be a "data collector" for purposes of State law and will be required to (i) comply with certain data breach notification requirements; and (ii) indemnify the State for any third-party claims against the State which may occur as a result of any data breach.
- The Contractor agrees to host the State's solution within the continental United States of America.
- The State reserves the right to periodically audit the Contractor (or subcontractor) application infrastructure to ensure physical and network infrastructure meets the configuration and security standards and adheres to relevant State policies governing the system.
- The State reserves the right to run non-intrusive network audits (basic port scans, etc.) randomly, without prior notice. More intrusive network and physical audits may be conducted on or off site with 24 hours' notice.
- The Contractor will have a third party perform methodology-based (such as OSSTM) penetration testing quarterly and will report the results of that testing to the State.

- The Contractor agrees to cause an SSAE 16 SOC 2 Type 2 audit certification to be conducted annually. The audit results and the Contractor's plan for addressing or resolution of the audit results shall be shared with the State.
- The Contractor agrees to terms acceptable to the State regarding system backup, disaster recovery planning and access to state data.
- The Contractor agrees to disclose the hosting provider which shall be acceptable to the State for purposes of the data to be stored and will not change the hosting provider without the prior written consent of the State.
- The Contractor is required to guarantee the service level terms of any hosting provider.
- The Contractor agrees to apply service level credits for the failure to meet service level terms.

8.7. Applications Security Standards

8.7.1. The Contractor has reviewed the application and does certify it meets the following:

- Identify the key risks to the important assets and functions provided by the application and conduct an analysis of the Top 25 software errors (<http://cwe.mitre.org/top25>), or most common programming errors, and document in writing that they have been mitigated.
- Ensure all application code and any new development meets or exceeds the OWASP Application Development Security Standards outlined on the www.OWASP.org site and has documented in writing that they have been met.

9. STATE-CAUSED DELAYS

9.1. Contractor acknowledges that the State may not be able to meet the time frames specified in an IMS or that the State may determine that it is necessary to delay and/or modify the timing and sequencing of the implementation as provided in the IMS. While the State is committed to the project and shall use reasonable efforts to provide staff and resources necessary to satisfy all such time frames, the State shall not be held responsible or deemed in default for any delays in Solution implementation provided the State uses its reasonable efforts to accomplish its designated responsibilities and obligations as set forth in the IMS. In addition, the State may, at its option, delay implementation and installation of the Solution, or any part thereof. Notwithstanding any provision to the contrary, if the State Significantly Delays implementation of the Solution, either party may make a Change Request in accordance with Section 8, "Change Order Process," and, if required, an amendment to this Contract. Contractor agrees to adjust the IMS and Payment Milestones deadlines to take into account any State-caused delays; provided, however, that Contractor shall continue to perform any and all activities not affected by such State-caused delay. In the event the State's adjustment to the IMS causes Contractor scheduling conflicts or personnel unavailability, the State and Contractor shall prepare a revised mutually agreeable IMS which may delay the commencement and completion dates of the project and shall take into consideration the readjusted time frames and any necessary resequencing of the activities. Such readjustment, rescheduling or modification of the Project shall be at no additional cost to the State if the delays are less than or equal to thirty (30) days.

- 9.2.** For purposes of this Section, a “Significant Delay” shall mean any delay that in itself will cause a slippage of thirty (30) calendar days or more in a Go Live date.

10. ACCEPTANCE

- 10.1.** Acceptance Testing by the State Following Implementation. After Contractor provides written notice to the State that it has completed a Phase of the Solution, the State shall, in accordance with the Formal Acceptance Criteria agreed by the parties, and with full cooperation and assistance from Contractor, conduct all such inspections and tests of the Phase as the State may deem necessary or appropriate to determine whether any Defects exist in the Phase as implemented and whether the Phase as installed materially complies with all of the Installation Test Specifications and Phase specifications as set forth in the Requirements and detailed IMS. Such inspections and tests shall be over a duration mutually agreed upon by the State and Contractor, per Phase, from the date a notice of completion is issued (the “Acceptance Period”). Contractor shall correct all Defects during the Acceptance Period, demonstrate to the State that correction of such Defects has been made, and after so demonstrating correction, shall issue to the State a written Certificate of Completion indicating that no Defects are known to exist in the Phase and/or Solution. The State shall be deemed to have accepted and approved the particular Phase or Solution only upon the State’s delivery to Contractor of a signed, written Certificate of Acceptance indicating that the Phase or the Solution, as the case may be, as completed, materially performs in accordance with the Requirements.
- 10.2.** If at the end of the Acceptance Period, the State has not issued a signed Certificate of Acceptance to Contractor for that Phase or the Solution, the State may, in its sole discretion, extend the Acceptance Period; provided, however, that the State shall respond within five (5) business days of a written request by Contractor issued after the end of the original Acceptance Period to provide Contractor with the State’s status of approval or disapproval for that Phase or the Solution. Any rejection must be in writing and specify the reason for the rejection and must be based upon the continued existence of a Defect in the Phase or Solution or failure of the Phase or Solution to materially perform in accordance with the Requirements. The Certificate of Acceptance shall not be unreasonably withheld by the State. If a Certificate of Acceptance for a Phase or the Solution is signed and delivered by the State, Contractor shall sign said Certificate, with both parties receiving a copy thereof.

11. THIRD PARTY COOPERATION

- 11.1.** The State may hire other independent contractors as it may require to assist with the project. Contractor will cooperate with the State and the third party, including provision of: (i) written Documentation requested by the State; (ii) commercially reasonable assistance and support services to such third party; and (iii) reasonable access to Contractor as necessary for such third parties to perform their work. The State shall use reasonable efforts to require such third parties to comply with Contractor’s reasonable requirements regarding confidentiality, operations, standards, and security. Contractor shall support and maintain such third-party work product, provided the service provider complies with any Documentation applicable to Contractor in respect of the Services

involved.

Prison Rape Elimination Act (PREA)

Contractor will comply with the Prison Rape Elimination Act of 2003 (28 C.F.R. Part 115, Docket No. OAG-131, R1N1005-AB34- Dated May 17, 2012), and with all applicable PREA Standards, VTDOC Policies and Directives related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within VTDOC. Contractor acknowledges that, in addition to “self-monitoring requirements” VT State staff will conduct announced or unannounced, compliance monitoring to include “on-site” monitoring. Failure to comply with PREA, including PREA Standards and VTDOC Directives and Policies may result in termination of the contract.

Link to the Final PREA Standards:

<http://www.prearesourcecenter.org/library/488/standards/departments-of-justice-national-prea-standards>

ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
 - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
 - b. a current IRS Form W-9 (signed within the last six months).
2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. Contractor shall submit detailed invoices itemizing all work performed during the invoice period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. All invoices must include the Contract # for this contract.
4. Contractor shall submit invoices to the State in accordance with the schedule set forth in this Attachment B. Unless a more particular schedule is provided herein, invoices shall be submitted not more frequently than monthly.
5. Invoices shall be submitted to the State at the following address:
AHS.DOCInvoicesBusinessOffice@vermont.gov
AHS/Department of Corrections
280 State Street, NOB 2 South
Waterbury, VT 05671-2000
6. The payment schedule for delivered products, or rates for services performed, and any additional reimbursements, are as follows:
 - a. Commissary
 - i. Contractor shall request the State to submit payment on behalf of the States Incarcerated Individual on a monthly basis.
 - b. Commission

- i. Contractor shall pay the State at a commission rate to be agreed upon by both parties upon execution of the contract. Commissions will be remitted to the State no later than 45 days following month end.
 - c. Performance Measures
 - i. Should the escalation plan as provided by the Contractor's Service Level Plan, not to be followed explicitly, other than for reasons beyond Contractor's control, Contractor will be liable for System outages during times system was in need of repair or not properly operating. The specific commission will be calculated by the State and the State will advise the Contractor of all commissions due. Contractor will pay calculated lost commission with the next commission payment due to the State. Contractor will be allotted time between the notification of the lost commission and the next commission payment to validate the lost commission.

Additionally, it is hereby agreed and understood that this contract has no minimum amount. The Contractor's service will be required on an "as needed" basis.

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED OCTOBER 1, 2024**

“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated October 1, 2024) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.

ATTACHMENT D-1
INFORMATION TECHNOLOGY SYSTEM IMPLEMENTATION
TERMS AND CONDITIONS (rev. 01/12/2024)

1. NO SUBSEQUENT, UNILATERAL MODIFICATION OF TERMS BY CONTRACTOR

Notwithstanding any other provision or other unilateral license terms which may be issued by Contractor during the Term of this Contract, and irrespective of whether any such provisions have been proposed prior to or after the issuance of an order for the products and services being purchased by the State, as applicable, the components of which are licensed under the Contractor Documents, or the fact that such other agreement may be affixed to or accompany the products and services being purchased by the State, as applicable, upon delivery, the terms and conditions set forth herein shall supersede and govern licensing and delivery of all products and services hereunder.

2. TERM OF CONTRACTOR'S DOCUMENTS; PAYMENT TERMS

Contractor acknowledges and agrees that, to the extent a Contractor Document provides for alternate term or termination provisions, including automatic renewals, such sections shall be waived and shall have no force and effect. All Contractor Documents shall run concurrently with the term of this Contract; provided, however, to the extent the State has purchased a perpetual license to use the Contractor's software, hardware or other services, such license shall remain in place unless expressly terminated in accordance with the terms of this Contract. Contractor acknowledges and agrees that, to the extent a Contractor Document provides for payment terms which differ from the payment terms set forth in Attachment B, such sections shall be waived and shall have no force and effect and the terms in Attachment B shall govern.

3. OWNERSHIP AND LICENSE IN DELIVERABLES

3.1 Contractor Intellectual Property. Contractor shall retain all right, title and interest in and to any work, ideas, inventions, discoveries, tools, methodology, computer programs, processes and improvements and any other intellectual property, tangible or intangible, that has been created by Contractor prior to entering into this Contract ("Contractor Intellectual Property"). Should the State require a license for the use of Contractor Intellectual Property in connection with the development or use of the items that Contractor is required to deliver to the State under this Contract, including Work Product ("Deliverables"), the Contractor shall grant the State a royalty-free license for such development and use. For the avoidance of doubt, Work Product shall not be deemed to include Contractor Intellectual Property, provided the State shall be granted an irrevocable, perpetual, non-exclusive royalty-free license to use any such Contractor Intellectual Property that is incorporated into Work Product.

State Intellectual Property. The State shall retain all right, title and interest in and to (i) all content and all property, data and information furnished by or on behalf of the State or any agency, commission or board thereof, and to all information that is created under this Contract, including, but not limited to, all data that is generated under this Contract as a result of the use by Contractor, the State or any third party of any technology systems or knowledge bases that are developed for the State and used by Contractor hereunder, and all other rights, tangible or intangible; and (ii) all State trademarks, trade names, logos and other State identifiers, Internet

uniform resource locators, State user name or names, Internet addresses and e-mail addresses obtained or developed pursuant to this Contract (collectively, “State Intellectual Property”).

Contractor may not use State Intellectual Property for any purpose other than as specified in this Contract. Upon expiration or termination of this Contract, Contractor shall return or destroy all State Intellectual Property and all copies thereof, and Contractor shall have no further right or license to such State Intellectual Property.

Contractor acquires no rights or licenses, including, without limitation, intellectual property rights or licenses, to use State Intellectual Property for its own purposes. In no event shall the Contractor claim any security interest in State Intellectual Property.

3.3 Work Product. All Work Product shall belong exclusively to the State, with the State having the sole and exclusive right to apply for, obtain, register, hold and renew, in its own name and/or for its own benefit, all patents and copyrights, and all applications and registrations, renewals and continuations thereof and/or any and all other appropriate protection. To the extent exclusive title and/or complete and exclusive ownership rights in and to any Work Product may not originally vest in the State by operation of law or otherwise as contemplated hereunder, Contractor shall immediately upon request, unconditionally and irrevocably assign, transfer and convey to the State all right, title and interest therein.

“Work Product” means any tangible or intangible ideas, inventions, improvements, modifications, discoveries, development, customization, configuration, methodologies or processes, designs, models, drawings, photographs, reports, formulas, algorithms, patterns, devices, compilations, databases, computer programs, work of authorship, specifications, operating instructions, procedures manuals or other documentation, technique, know-how, secret, or intellectual property right whatsoever or any interest therein (whether patentable or not patentable or registerable under copyright or similar statutes or subject to analogous protection), that is specifically made, conceived, discovered or reduced to practice by Contractor, either solely or jointly with others, pursuant to this Contract. Work Product does not include Contractor Intellectual Property or third party intellectual property.

To the extent delivered under this Contract, upon full payment to Contractor in accordance with Attachment B, and subject to the terms and conditions contained herein, Contractor hereby (i) assigns to State all rights in and to all Deliverables, except to the extent they include any Contractor Intellectual Property; and (ii) grants to State a perpetual, non-exclusive, irrevocable, royalty-free license to use for State’s internal business purposes, any Contractor Intellectual Property included in the Deliverables in connection with its use of the Deliverables and, subject to the State’s obligations with respect to Confidential Information, authorize others to do the same on the State’s behalf. Except for the foregoing license grant, Contractor or its licensors retain all rights in and to all Contractor Intellectual Property.

The Contractor shall not sell or copyright a Deliverable without explicit permission from the State.

If the Contractor is operating a system or application on behalf of the State of Vermont, then the Contractor shall not make information entered into the system or application available for uses by any other party than the State of Vermont, without prior authorization by the State. Nothing herein shall entitle the State to pre-existing Contractor Intellectual Property or

Contractor Intellectual Property developed outside of this Contract with no assistance from State.

3.1 Contractor Intellectual Property.

As between the parties, and subject to the terms and conditions of this Contract, Contractor and its third-party suppliers will retain ownership of all intellectual property rights in the [System], and any and all derivative works made to the [System] or any part thereof, as well as all Work Product provided to the State (“**Contractor Proprietary Technology**”). The State acquires no rights to Contractor Proprietary Technology except for the licensed interests granted under this Contract. The term “**Work Product**” means all other materials, reports, manuals, visual aids, documentation, ideas, concepts, techniques, inventions, processes, or works of authorship developed, provided or created by Contractor or its employees or contractors during the course of performing work for the State (excluding any State Data or derivative works thereof and excluding any output from the [System] generated by the State’s use of the [System], including without limitation, reports, graphs, charts and modified State Data, but expressly including any form templates of such reports, graphs or charts by themselves that do not include the State Data).

Title, ownership rights, and all Intellectual Property Rights in and to the [System] will remain the sole property of Contractor or its suppliers. The State acknowledges that the source code is not covered by any license hereunder and will not be provided by Contractor. Except as set forth in this Contract, no right or implied license or right of any kind is granted to the State regarding the [System] or any part thereof. Nothing in this Contract confers upon either party any right to use the other party's trade names and trademarks, except for permitted license use in accordance with this Contract. All use of such marks by either party will inure to the benefit of the owner of such marks, use of which will be subject to specifications controlled by the owner.

3.2 State Intellectual Property; User Name

The State shall retain all right, title and interest in and to (i) all content and all property, data and information furnished by or on behalf of the State or any agency, commission or board thereof, and to all information that is created under this Contract, including, but not limited to, all data that is generated under this Contract as a result of the use by Contractor, the State or any third party of any technology systems or knowledge bases that are developed for the State and used by Contractor hereunder, and all other rights, tangible or intangible; and (ii) all State trademarks, trade names, logos and other State identifiers, Internet uniform resource locators, State user name or names, Internet addresses and e-mail addresses obtained or developed pursuant to this Contract (collectively, “**State Intellectual Property**”).

Contractor may not collect, access or use State Intellectual Property for any purpose other than as specified in this Contract. Upon expiration or termination of this Contract, Contractor shall return or destroy all State Intellectual Property and all copies thereof, and Contractor shall have no further right or license to such State Intellectual Property.

Contractor acquires no rights or licenses, including, without limitation, intellectual property rights or licenses, to use State Intellectual Property for its own purposes. In no event shall the Contractor claim any security interest in State Intellectual Property.

3. CONFIDENTIALITY AND NON-DISCLOSURE; SECURITY BREACH REPORTING

- 3.1 For purposes of this Contract, confidential information will not include information or material which (a) enters the public domain (other than as a result of a breach of this Contract); (b) was in the receiving party's possession prior to its receipt from the disclosing party; (c) is independently developed by the receiving party without the use of confidential information; (d) is obtained by the receiving party from a third party under no obligation of confidentiality to the disclosing party; or (e) is not exempt from disclosure under applicable State law.
- 3.2 **Confidentiality of Contractor Information.** The Contractor acknowledges and agrees that this Contract and any and all Contractor information obtained by the State in connection with the performance of this Contract are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. The State will not disclose information for which a reasonable claim of exemption can be made pursuant to 1 V.S.A. § 317(c), including, but not limited to, trade secrets, proprietary information or financial information, including any formulae, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to the Contractor, and which gives the Contractor an opportunity to obtain business advantage over competitors who do not know it or use it.

The State shall immediately notify Contractor of any request made under the Access to Public Records Act, or any request or demand by any court, governmental agency or other person asserting a demand or request for Contractor information. Contractor may, in its discretion, seek an appropriate protective order, or otherwise defend any right it may have to maintain the confidentiality of such information under applicable State law within three business days of the State's receipt of any such request. Contractor agrees that it will not make any claim against the State if the State makes available to the public any information in accordance with the Access to Public Records Act or in response to a binding order from a court or governmental body or agency compelling its production. Contractor shall indemnify the State for any costs or expenses incurred by the State, including, but not limited to, attorneys' fees awarded in accordance with 1 V.S.A. § 320, in connection with any action brought in connection with Contractor's attempts to prevent or unreasonably delay public disclosure of Contractor's information if a final decision of a court of competent jurisdiction determines that the State improperly withheld such information and that the improper withholding was based on Contractor's attempts to prevent public disclosure of Contractor's information.

The State agrees that (a) it will use the Contractor information only as may be necessary in the course of performing duties, receiving services or exercising rights under this Contract; (b) it will provide at a minimum the same care to avoid disclosure or unauthorized use of Contractor information as it provides to protect its own similar confidential and proprietary information; (c) except as required by the Access to Records Act, it will not disclose such information orally or in writing to any third party unless that third party is subject to a written confidentiality agreement that contains restrictions and safeguards at least as restrictive as those contained in this Contract; (d) it will take all reasonable precautions to protect the Contractor's information; and (e) it will not otherwise appropriate such information to its own use or to the use of any other person or entity.

Contractor may affix an appropriate legend to Contractor information that is provided under this Contract to reflect the Contractor's determination that any such information is a trade secret, proprietary information or financial information at time of delivery or disclosure.

4. SECURITY OF STATE INFORMATION

4.1 Security Standards. To the extent the Contractor or its subcontractors, affiliates or agents handles, collects, stores, disseminates or otherwise deals with State Data, the Contractor represents and warrants that it has implemented and it shall maintain during the term of this Contract the highest industry standard administrative, technical, and physical safeguards and controls consistent with NIST *Special Publication 800-53* (version 4 or higher) and *Federal Information Processing Standards Publication 200* and designed to (i) ensure the security and confidentiality of State Data; (ii) protect against any anticipated security threats or hazards to the security or integrity of the State Data; and (iii) protect against unauthorized access to or use of State Data. Such measures shall include at a minimum: (1) access controls on information systems, including controls to authenticate and permit access to State Data only to authorized individuals and controls to prevent the Contractor employees from providing State Data to unauthorized individuals who may seek to obtain this information (whether through fraudulent means or otherwise); (2) industry-standard firewall protection; (3) encryption of electronic State Data while in transit from the Contractor networks to external networks; (4) measures to store in a secure fashion all State Data which shall include, but not be limited to, encryption at rest and multiple levels of authentication; (5) dual control procedures, segregation of duties, and pre-employment criminal background checks for employees with responsibilities for or access to State Data; (6) measures to ensure that the State Data shall not be altered or corrupted without the prior written consent of the State; (7) measures to protect against destruction, loss or damage of State Data due to potential environmental hazards, such as fire and water damage; (8) staff training to implement the information security measures; and (9) monitoring of the security of any portions of the Contractor systems that are used in the provision of the services against intrusion on a twenty-four (24) hour a day basis.

4.2 Security Breach Notice and Reporting. The Contractor shall have policies and procedures in place for the effective management of Security Breaches, as defined below, which shall be made available to the State upon request.

In addition to the requirements set forth in any applicable Business Associate Agreement as may be attached to this Contract, in the event of any actual security breach or reasonable belief of an actual security breach the Contractor either suffers or learns of that either compromises or could compromise State Data (a “Security Breach”), the Contractor shall notify the State within 24 hours of its discovery. Contractor shall immediately determine the nature and extent of the Security Breach, contain the incident by stopping the unauthorized practice, recover records, shut down the system that was breached, revoke access and/or correct weaknesses in physical security. Contractor shall report to the State: (i) the nature of the Security Breach; (ii) the State Data used or disclosed; (iii) who made the unauthorized use or received the unauthorized disclosure; (iv) what the Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure; and (v) what corrective action the Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. The Contractor shall provide such other information, including a written report, as reasonably requested by the State. Contractor shall analyze and document the incident and provide all notices required by applicable law.

In accordance with Section 9 V.S.A. §2435(b)(3), the Contractor shall notify the Office of the Attorney General, or, if applicable, Vermont Department of Financial Regulation (“DFR”), within fourteen (14) business days of the Contractor’s discovery of the Security Breach. The

notice shall provide a preliminary description of the breach. The foregoing notice requirement shall be included in the subcontracts of any of Contractor's subcontractors, affiliates or agents which may be "data collectors" hereunder.

The Contractor agrees to fully cooperate with the State and assume responsibility at its own expense for the following, to be determined in the sole discretion of the State: (i) notice to affected consumers if the State determines it to be appropriate under the circumstances of any particular Security Breach, in a form recommended by the AGO; and (ii) investigation and remediation associated with a Security Breach, including but not limited to, outside investigation, forensics, counsel, crisis management and credit monitoring, in the sole determination of the State.

The Contractor agrees to comply with all applicable laws, as such laws may be amended from time to time (including, but not limited to, Chapter 62 of Title 9 of the Vermont Statutes and all applicable State and federal laws, rules or regulations) that require notification in the event of unauthorized release of personally-identifiable information or other event requiring notification.

In addition to any other indemnification obligations in this Contract, the Contractor shall fully indemnify and save harmless the State from any costs, loss or damage to the State resulting from a Security Breach or the unauthorized disclosure of State Data by the Contractor, its officers, agents, employees, and subcontractors.

- 4.3 Security Policies.** To the extent the Contractor or its subcontractors, affiliates or agents handles, collects, stores, disseminates or otherwise deals with State Data, the Contractor will have an information security policy that protects its systems and processes and media that may contain State Data from internal and external security threats and State Data from unauthorized disclosure, and will have provided a copy of such policy to the State. The Contractor shall provide the State with not less than thirty (30) days advance written notice of any material amendment or modification of such policies.
- 4.4 Operations Security.** To the extent the Contractor or its subcontractors, affiliates or agents handles, collects, stores, disseminates or otherwise deals with State Data, the Contractor shall cause an SSAE 18 SOC 2 Type 2 audit report to be conducted annually. The audit results and the Contractor's plan for addressing or resolution of the audit results shall be shared with the State within sixty (60) days of the Contractor's receipt of the audit results. Further, on an annual basis, within 90 days of the end of the Contractor's fiscal year, the Contractor shall transmit its annual audited financial statements to the State.
- 4.5 Redundant Back-Up.** The Contractor shall maintain a fully redundant backup data center geographically separated from its main data center that maintains near realtime replication of data from the main data center. The Contractor's back-up policies shall be made available to the State upon request. The Contractor shall provide the State with not less than thirty (30) days advance written notice of any material amendment or modification of such policies.
- 4.6 Vulnerability Testing.** The Contractor shall run quarterly vulnerability assessments and promptly report results to the State. Contractor shall remediate all critical issues within 90 days, all medium issues within 120 days and low issues within 180 days. Contractor shall obtain written State approval for any exceptions. Once remediation is complete, Contractor shall re-perform the test.

5. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

5.1 General Representations and Warranties. The Contractor represents, warrants and covenants that:

- (i) The Contractor has all requisite power and authority to execute, deliver and perform its obligations under this Contract and the execution, delivery and performance of this Contract by the Contractor has been duly authorized by the Contractor.
- (ii) There is no outstanding litigation, arbitrated matter or other dispute to which the Contractor is a party which, if decided unfavorably to the Contractor, would reasonably be expected to have a material adverse effect on the Contractor's ability to fulfill its obligations under this Contract.
- (iii) The Contractor will comply with all laws applicable to its performance of the services and otherwise to the Contractor in connection with its obligations under this Contract.
- (iv) The Contractor (a) owns, or has the right to use under valid and enforceable agreements, all intellectual property rights reasonably necessary for and related to delivery of the services and provision of the Deliverables as set forth in this Contract; (b) shall be responsible for and have full authority to license all proprietary and/or third party software modules, including algorithms and protocols, that Contractor incorporates into its product; and (c) none of the Deliverables or other materials or technology provided by the Contractor to the State will infringe upon or misappropriate the intellectual property rights of any third party.
- (v) The Contractor has adequate resources to fulfill its obligations under this Contract.
- (vi) Neither Contractor nor Contractor's subcontractors has past state or federal violations, convictions or suspensions relating to miscoding of employees in NCCI job codes for purposes of differentiating between independent contractors and employees.

5.2 Contractor's Performance Warranties. Contractor represents and warrants to the State that:

- (i) All Deliverables will be free from material errors and shall perform in accordance with the specifications therefor for a period of at least one year.
- (ii) Contractor will provide to the State commercially reasonable continuous and uninterrupted access to the Service, and will not interfere with the State's access to and use of the Service during the term of this Contract;
- (iii) The Service is compatible with and will operate successfully with any environment (including web browser and operating system) specified by the Contractor in its documentation;
- (iv) Each and all of the services shall be performed in a timely, diligent, professional and skillful manner, in accordance with the highest professional or technical standards applicable to such services, by qualified persons with the technical skills, training and experience to perform such services in the planned environment.

- (v) All Deliverables supplied by the Contractor to the State shall be transferred free and clear of any and all restrictions on the conditions of transfer, modification, licensing, sublicensing and free and clear of any and all liens, claims, mortgages, security interests, liabilities and encumbrances or any kind.
- (vi) Any time software is delivered to the State, whether delivered via electronic media or the internet, no portion of such software or the media upon which it is stored or delivered will have any type of software routine or other element which is designed to facilitate unauthorized access to or intrusion upon; or unrequested disabling or erasure of; or unauthorized interference with the operation of any hardware, software, data or peripheral equipment of or utilized by the State. Without limiting the generality of the foregoing, if the State believes that harmful code may be present in any software delivered hereunder, Contractor will, upon State's request, provide a new or clean install of the software. Notwithstanding the foregoing, Contractor assumes no responsibility for the State's negligence or failure to protect data from viruses, or any unintended modification, destruction or disclosure.
- (vii) To the extent Contractor resells commercial hardware or software it purchased from a third party, Contractor will, to the extent it is legally able to do so, pass through any such third party warranties to the State and will reasonably cooperate in enforcing them. Such warranty pass-through will not relieve the Contractor from Contractor's warranty obligations set forth herein.

5.3 Limitation on Disclaimer. The express warranties set forth in this Contract shall be in lieu of all other warranties, express or implied.

5.4 Effect of Breach of Warranty. If, at any time during the term of this Contract, software or the results of Contractor's work fail to perform according to any warranty of Contractor under this Contract, the State shall promptly notify Contractor in writing of such alleged nonconformance, and Contractor shall, at its own expense and without limiting any other rights or remedies of the State hereunder, re-perform or replace any services that the State has determined to be unsatisfactory in its reasonable discretion. Alternatively, with State consent, the Contractor may refund of all amounts paid by State for the nonconforming deliverable or service

6. TRADE SECRET, PATENT AND COPYRIGHT INFRINGEMENT

The State shall not be deemed to waive any of its rights or remedies at law or in equity in the event of Contractor's trade secret, patent and/or copyright infringement.

7. REMEDIES FOR DEFAULT; NO WAIVER OF REMEDIES

In the event either party is in default under this Contract, the non-defaulting party may, at its option, pursue any or all of the remedies available to it under this Contract, including termination for cause, and at law or in equity.

No delay or failure to exercise any right, power or remedy accruing to either party upon breach or default by the other under this Contract shall impair any such right, power or remedy, or shall be construed as a waiver of any such right, power or remedy, nor shall any waiver of a single breach or default be deemed a waiver of any subsequent breach or default. All waivers must be in writing.

8. NO ASSUMPTION OF COSTS

Any requirement that the State defend or indemnify Contractor or otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or license verification costs of Contractor, is hereby deleted from the Contractor Documents.

9. TERMINATION

Upon termination of this Contract for any reason whatsoever, Contractor shall immediately deliver to the State all State information, State Intellectual Property or State Data (including without limitation any Deliverables for which State has made payment in whole or in part) ("State Materials"), that are in the possession or under the control of Contractor in whatever stage of development and form of recordation such State property is expressed or embodied at that time.

In the event the Contractor ceases conducting business in the normal course, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets or avails itself of or becomes subject to any proceeding under the Federal Bankruptcy Act or any statute of any state relating to insolvency or the protection of rights of creditors, the Contractor shall immediately return all State Materials to State control; including, but not limited to, making all necessary access to applicable remote systems available to the State for purposes of downloading all State Materials.

Contractor shall reasonably cooperate with other parties in connection with all services to be delivered under this Contract, including without limitation any successor provider to whom State Materials are to be transferred in connection with termination. Contractor shall assist the State in exporting and extracting the State Materials, in a format usable without the use of the Services and as agreed to by State, at no additional cost.

Any transition services requested by State involving additional knowledge transfer and support may be subject to a contract amendment for a fixed fee or at rates to be mutually agreed upon by the parties.

If the State determines in its sole discretion that a documented transition plan is necessary, then no later than sixty (60) days prior to termination, Contractor and the State shall mutually prepare a Transition Plan identifying transition services to be provided.

10. ACCESS TO STATE DATA:

The State may import or export State Materials in part or in whole at its sole discretion at any time (24 hours a day, seven (7) days a week, 365 days a year), during the term of this Contract or for up to [three (3) months] after the Term (so long as the State Materials remain in the Contractor's possession) without interference from the Contractor in a format usable without the Service and in an agreed-upon file format and medium at no additional cost to the State.

The Contractor must allow the State access to information such as system logs and latency statistics that affect its State Materials and or processes.

The Contractor's policies regarding the retrieval of data upon the termination of services have been made available to the State upon execution of this Contract under separate cover. The Contractor shall provide the State with not less than thirty (30) days advance written notice of any material amendment or modification of such policies.

11. AUDIT RIGHTS

Contractor will maintain and cause its permitted contractors to maintain a complete audit trail of all transactions and activities, financial and non-financial, in connection with this Contract. Contractor will provide to the State, its internal or external auditors, clients, inspectors, regulators and other designated representatives, at reasonable times (and in the case of State or federal regulators, at any time required by such regulators) access to Contractor personnel and to any and all Contractor facilities or where the required information, data and records are maintained, for the purpose of performing audits and inspections (including unannounced and random audits) of Contractor and/or Contractor personnel and/or any or all of the records, data and information applicable to this Contract.

At a minimum, such audits, inspections and access shall be conducted to the extent permitted or required by any laws applicable to the State or Contractor (or such higher or more rigorous standards, if any, as State or Contractor applies to its own similar businesses, operations or activities), to (i) verify the accuracy of charges and invoices; (ii) verify the integrity of State Data and examine the systems that process, store, maintain, support and transmit that data; (iii) examine and verify Contractor's and/or its permitted contractors' operations and security procedures and controls; (iv) examine and verify Contractor's and/or its permitted contractors' disaster recovery planning and testing, business resumption and continuity planning and testing, contingency arrangements and insurance coverage; and (v) examine Contractor's and/or its permitted contractors' performance of the Services including audits of: (1) practices and procedures; (2) systems, communications and information technology; (3) general controls and physical and data/information security practices and procedures; (4) quality initiatives and quality assurance, (5) contingency and continuity planning, disaster recovery and back-up procedures for processes, resources and data; (6) Contractor's and/or its permitted contractors' efficiency and costs in performing Services; (7) compliance with the terms of this Contract and applicable laws, and (9) any other matters reasonably requested by the State. Contractor shall provide and cause its permitted contractors to provide full cooperation to such auditors, inspectors, regulators and representatives in connection with audit functions and with regard to examinations by regulatory authorities, including the installation and operation of audit software.

12. DESTRUCTION OF STATE DATA

At any time during the term of this Contract within (i) thirty days of the State's written request or (ii) [three (3) months] of termination or expiration of this Contract for any reason, and in any event after the State has had an opportunity to export and recover the State Materials, Contractor shall at its own expense securely destroy and erase from all systems it directly or indirectly uses or controls all tangible or intangible forms of the State Materials, in whole or in part, and all copies thereof except such records as are required by law. The destruction of State Data and State Intellectual Property shall be performed according to National Institute of Standards and Technology (NIST) approved methods. Contractor shall certify in writing to the State that such State Data has been disposed of securely. To the extent that any applicable law prevents Contractor from destroying or erasing State Materials as set forth herein, Contractor shall retain, in its then current state, all such State Materials then within its right of control or possession in accordance with the confidentiality, security and other requirements of this Contract, and perform its obligations under this section as soon as such law no longer prevents it from doing so.

Further, upon the relocation of State Data, Contractor shall securely dispose of such copies from the former data location and certify in writing to the State that such State Data has been disposed of securely. Contractor shall comply with all reasonable directions provided by the State with respect to the disposal of State Data.

13. CONTRACTOR BANKRUPTCY.

Contractor acknowledges that if Contractor, as a debtor in possession, or a trustee in bankruptcy in a case under Section 365(n) of Title 11, United States Code (the "Bankruptcy Code"), rejects this Contract, the State may elect to retain its rights under this Contract as provided in Section 365(n) of the Bankruptcy Code. Upon written request of the State to Contractor or the Bankruptcy Trustee, Contractor or such Bankruptcy Trustee shall not interfere with the rights of the State as provided in this Contract, including the right to obtain the State Intellectual Property.

- 14. SOV Cybersecurity Standard Update 2023-01:** Contractor confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with *State of Vermont Cybersecurity Standard 2023-01*, which prohibits the use of certain branded products in State information systems or any vendor system that is supporting State information systems, and is available on-line at:

<https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>

ATTACHMENT D-2
MODIFICATION OF CUSTOMARY PROVISIONS
OF
ATTACHMENT C OR ATTACHMENT F

- 1. The insurance requirements contained in Attachment C, Section 8 are hereby modified:**

To Add:

Professional Liability: Before commencing work on this Agreement and throughout the term of this Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under this Agreement, with minimum coverage of **\$1,000,000.00** per occurrence, and **\$3,000,000.00** aggregate.

In addition to the insurance required in Attachment C to this Contract, before commencing work on this Contract and throughout the term of this Contract, Contractor agrees to procure and maintain:

A Crime Policy with coverage for any and all services performed under this contract, with minimum coverage of \$1,000,000 per claim, \$1,000,000 aggregate. This policy must cover theft and embezzlement of Incarcerated Individual's funds while in the custody of the State.

Sexual Abuse and Molestation coverage for any and all services performed under this contract, with minimum coverage of \$1,000,000 per claim, \$3,000,000 aggregate.

Before commencing work on this Contract, Contractor must provide certificates of insurance to show that the foregoing minimum coverages are in effect.

Contractor will name the State of Vermont and its agencies, departments, officers, and employees as Additional Insureds on both Professional Liability, and Sexual Abuse and Molestation coverage.

**ATTACHEMNT E
BUSINESS ASSOCIATE AGREEMENT**

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ATTACHMENT F
AGENCY OF HUMAN SERVICES' CUSTOMARY CONTRACT/GRANT PROVISIONS

1. **Definitions:** For purposes of this Attachment F, the term "Agreement" shall mean the form of the contract or grant, with all of its parts, into which this Attachment F is incorporated. The meaning of the term "Party" when used in this Attachment F shall mean any named party to this Agreement *other than* the State of Vermont, the Agency of Human Services (AHS) and any of the departments, boards, offices and business units named in this Agreement. As such, the term "Party" shall mean, when used in this Attachment F, the Contractor or Grantee with whom the State of Vermont is executing this Agreement. If Party, when permitted to do so under this Agreement, seeks by way of any subcontract, sub-grant or other form of provider agreement to employ any other person or entity to perform any of the obligations of Party under this Agreement, Party shall be obligated to ensure that all terms of this Attachment F are followed. As such, the term "Party" as used herein shall also be construed as applicable to, and describing the obligations of, any subcontractor, sub-recipient or sub-grantee of this Agreement. Any such use or construction of the term "Party" shall not, however, give any subcontractor, sub-recipient or sub-grantee any substantive right in this Agreement without an express written agreement to that effect by the State of Vermont.
2. **Agency of Human Services:** The Agency of Human Services is responsible for overseeing all contracts and grants entered by any of its departments, boards, offices and business units, however denominated. The Agency of Human Services, through the business office of the Office of the Secretary, and through its Field Services Directors, will share with any named AHS-associated party to this Agreement oversight, monitoring and enforcement responsibilities. Party agrees to cooperate with both the named AHS-associated party to this contract and with the Agency of Human Services itself with respect to the resolution of any issues relating to the performance and interpretation of this Agreement, payment matters and legal compliance.
3. **Medicaid Program Parties** (*applicable to any Party providing services and supports paid for under Vermont's Medicaid program and Vermont's Global Commitment to Health Waiver*):

Inspection and Retention of Records: In addition to any other requirement under this Agreement or at law, Party must fulfill all state and federal legal requirements, and will comply with all requests appropriate to enable the Agency of Human Services, the U.S. Department of Health and Human Services (along with its Inspector General and the Centers for Medicare and Medicaid Services), the Comptroller General, the Government Accounting Office, or any of their designees: (i) to evaluate through inspection or other means the quality, appropriateness, and timeliness of services performed under this Agreement; and (ii) to inspect and audit any records, financial data, contracts, computer or other electronic systems of Party relating to the performance of services under Vermont's Medicaid program and Vermont's Global Commitment to Health Waiver. Party will retain for ten years all documents required to be retained pursuant to 42 CFR 438.3(u).

Subcontracting for Medicaid Services: Notwithstanding any permitted subcontracting of services to be performed under this Agreement, Party shall remain responsible for ensuring

that this Agreement is fully performed according to its terms, that subcontractor remains in compliance with the terms hereof, and that subcontractor complies with all state and federal laws and regulations relating to the Medicaid program in Vermont. Subcontracts, and any service provider agreements entered into by Party in connection with the performance of this Agreement, must clearly specify in writing the responsibilities of the subcontractor or other service provider and Party must retain the authority to revoke its subcontract or service provider agreement or to impose other sanctions if the performance of the subcontractor or service provider is inadequate or if its performance deviates from any requirement of this Agreement. Party shall make available on request all contracts, subcontracts and service provider agreements between the Party, subcontractors and other service providers to the Agency of Human Services and any of its departments as well as to the Center for Medicare and Medicaid Services.

Medicaid Notification of Termination Requirements: Party shall follow the Department of Vermont Health Access Managed-Care-Organization enrollee-notification requirements, to include the requirement that Party provide timely notice of any termination of its practice.

Encounter Data: Party shall provide encounter data to the Agency of Human Services and/or its departments and ensure further that the data and services provided can be linked to and supported by enrollee eligibility files maintained by the State.

Federal Medicaid System Security Requirements Compliance: Party shall provide a security plan, risk assessment, and security controls review document within three months of the start date of this Agreement (and update it annually thereafter) in order to support audit compliance with 45 CFR 95.621 subpart F, *ADP System Security Requirements and Review Process*.

4. **Workplace Violence Prevention and Crisis Response** (*applicable to any Party and any subcontractors and sub-grantees whose employees or other service providers deliver social or mental health services directly to individual recipients of such services*):

Party shall establish a written workplace violence prevention and crisis response policy meeting the requirements of Act 109 (2016), 33 VSA §8201(b), for the benefit of employees delivering direct social or mental health services. Party shall, in preparing its policy, consult with the guidelines promulgated by the U.S. Occupational Safety and Health Administration for *Preventing Workplace Violence for Healthcare and Social Services Workers*, as those guidelines may from time to time be amended.

Party, through its violence protection and crisis response committee, shall evaluate the efficacy of its policy, and update the policy as appropriate, at least annually. The policy and any written evaluations thereof shall be provided to employees delivering direct social or mental health services.

Party will ensure that any subcontractor and sub-grantee who hires employees (or contracts with service providers) who deliver social or mental health services directly to individual recipients of such services, complies with all requirements of this Section.

5. **Non-Discrimination:**

Party shall not discriminate, and will prohibit its employees, agents, subcontractors, sub-grantees and other service providers from discrimination, on the basis of age under the Age Discrimination Act of 1975, on the basis of handicap under section 504 of the Rehabilitation Act of 1973, on the basis of sex under Title IX of the Education Amendments of 1972, and on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964. Party shall not refuse, withhold from or deny to any person the benefit of services, facilities, goods, privileges, advantages, or benefits of public accommodation on the basis of disability, race, creed, color, national origin, marital status, sex, sexual orientation or gender identity as provided by Title 9 V.S.A. Chapter 139.

No person shall on the grounds of religion or on the grounds of sex (including, on the grounds that a woman is pregnant), be excluded from participation in, be denied the benefits of, or be subjected to discrimination, to include sexual harassment, under any program or activity supported by State of Vermont and/or federal funds.

Party further shall comply with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d, et seq., and with the federal guidelines promulgated pursuant to Executive Order 13166 of 2000, requiring that contractors and subcontractors receiving federal funds assure that persons with limited English proficiency can meaningfully access services. To the extent Party provides assistance to individuals with limited English proficiency through the use of oral or written translation or interpretive services, such individuals cannot be required to pay for such services.

6. **Employees and Independent Contractors:**

Party agrees that it shall comply with the laws of the State of Vermont with respect to the appropriate classification of its workers and service providers as “employees” and “independent contractors” for all purposes, to include for purposes related to unemployment compensation insurance and workers compensation coverage, and proper payment and reporting of wages. Party agrees to ensure that all of its subcontractors or sub-grantees also remain in legal compliance as to the appropriate classification of “workers” and “independent contractors” relating to unemployment compensation insurance and workers compensation coverage, and proper payment and reporting of wages. Party will on request provide to the Agency of Human Services information pertaining to the classification of its employees to include the basis for the classification. Failure to comply with these obligations may result in termination of this Agreement.

7. **Data Protection and Privacy:**

Protected Health Information: Party shall maintain the privacy and security of all individually identifiable health information acquired by or provided to it as a part of the performance of this Agreement. Party shall follow federal and state law relating to privacy and security of individually identifiable health information as applicable, including the Health Insurance Portability and Accountability Act (HIPAA) and its federal regulations.

Substance Abuse Treatment Information: Substance abuse treatment information shall be maintained in compliance with 42 C.F.R. Part 2 if the Party or subcontractor(s) are Part 2 covered programs, or if substance abuse treatment information is received from a Part 2 covered program by the Party or subcontractor(s).

Protection of Personal Information: Party agrees to comply with all applicable state and federal statutes to assure protection and security of personal information, or of any personally identifiable information (PII), including the Security Breach Notice Act, 9 V.S.A. § 2435, the Social Security Number Protection Act, 9 V.S.A. § 2440, the Document Safe Destruction Act, 9 V.S.A. § 2445 and 45 CFR 155.260. As used here, PII shall include any information, in any medium, including electronic, which can be used to distinguish or trace an individual's identity, such as his/her name, social security number, biometric records, etc., either alone or when combined with any other personal or identifiable information that is linked or linkable to a specific person, such as date and place or birth, mother's maiden name, etc.

Other Confidential Consumer Information: Party agrees to comply with the requirements of AHS Rule No. 08-048 concerning access to and uses of personal information relating to any beneficiary or recipient of goods, services or other forms of support. Party further agrees to comply with any applicable Vermont State Statute and other regulations respecting the right to individual privacy. Party shall ensure that all of its employees, subcontractors and other service providers performing services under this agreement understand and preserve the sensitive, confidential and non-public nature of information to which they may have access.

Data Breaches: The notice required under the Use and Protection of State Information terms of Attachment C shall be provided to the Agency of Digital Services Chief Information Security Officer. <https://digitalservices.vermont.gov/about-us/contacts>. Party shall in addition comply with any other data breach notification requirements required under federal or state law or Attachment E.

8. **Abuse and Neglect of Children and Vulnerable Adults:**

Abuse Registry. Party agrees not to employ any individual, to use any volunteer or other service provider, or to otherwise provide reimbursement to any individual who in the performance of services connected with this agreement provides care, custody, treatment, transportation, or supervision to children or to vulnerable adults if there has been a substantiation of abuse or neglect or exploitation involving that individual. Party is responsible for confirming as to each individual having such contact with children or vulnerable adults the non-existence of a substantiated allegation of abuse, neglect or exploitation by verifying that fact through (a) as to vulnerable adults, the Adult Abuse Registry maintained by the Department of Disabilities, Aging and Independent Living and (b) as to children, the Central Child Protection Registry (unless the Party holds a valid child care license or registration from the Division of Child Development, Department for Children and Families). See 33 V.S.A. §4919(a)(3) and 33 V.S.A. §6911(c)(3).

Reporting of Abuse, Neglect, or Exploitation. Consistent with provisions of 33 V.S.A. §4913(a) and §6903, Party and any of its agents or employees who, in the performance of services connected with this agreement, (a) is a caregiver or has any other contact with clients and (b) has reasonable cause to believe that a child or vulnerable adult has been abused or

neglected as defined in Chapter 49 or abused, neglected, or exploited as defined in Chapter 69 of Title 33 V.S.A. shall: as to children, make a report containing the information required by 33 V.S.A. §4914 to the Commissioner of the Department for Children and Families within 24 hours; or, as to a vulnerable adult, make a report containing the information required by 33 V.S.A. §6904 to the Division of Licensing and Protection at the Department of Disabilities, Aging, and Independent Living within 48 hours. Party will ensure that its agents or employees receive training on the reporting of abuse or neglect to children and abuse, neglect or exploitation of vulnerable adults.

9. **Information Technology Systems:**

Computing and Communication: Party shall select, in consultation with the Agency of Human Services' Information Technology unit, one of the approved methods for secure access to the State's systems and data, if required. Approved methods are based on the type of work performed by the Party as part of this agreement. Options include, but are not limited to:

1. Party's provision of certified computing equipment, peripherals and mobile devices, on a separate Party's network with separate internet access. The Agency of Human Services' accounts may or may not be provided.
2. State supplied and managed equipment and accounts to access state applications and data, including State issued active directory accounts and application specific accounts, which follow the National Institutes of Standards and Technology (NIST) security and the Health Insurance Portability & Accountability Act (HIPAA) standards.

Intellectual Property/Work Product Ownership: All data, technical information, materials first gathered, originated, developed, prepared, or obtained as a condition of this agreement and used in the performance of this agreement -- including, but not limited to all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and printouts, notes and memoranda, written procedures and documents, which are prepared for or obtained specifically for this agreement, or are a result of the services required under this grant -- shall be considered "work for hire" and remain the property of the State of Vermont, regardless of the state of completion unless otherwise specified in this agreement. Such items shall be delivered to the State of Vermont upon 30-days notice by the State. With respect to software computer programs and / or source codes first developed for the State, all the work shall be considered "work for hire," i.e., the State, not the Party (or subcontractor or sub-grantee), shall have full and complete ownership of all software computer programs, documentation and/or source codes developed.

Party shall not sell or copyright a work product or item produced under this agreement without explicit permission from the State of Vermont.

If Party is operating a system or application on behalf of the State of Vermont, Party shall not make information entered into the system or application available for uses by any other party

than the State of Vermont, without prior authorization by the State. Nothing herein shall entitle the State to pre-existing Party's materials.

Party acknowledges and agrees that should this agreement be in support of the State's implementation of the Patient Protection and Affordable Care Act of 2010, Party is subject to the certain property rights provisions of the Code of Federal Regulations and a Grant from the Department of Health and Human Services, Centers for Medicare & Medicaid Services. Such agreement will be subject to, and incorporates here by reference, 45 CFR 74.36, 45 CFR 92.34 and 45 CFR 95.617 governing rights to intangible property.

Security and Data Transfers: Party shall comply with all applicable State and Agency of Human Services' policies and standards, especially those related to privacy and security. The State will advise the Party of any new policies, procedures, or protocols developed during the term of this agreement as they are issued and will work with the Party to implement any required.

Party will ensure the physical and data security associated with computer equipment, including desktops, notebooks, and other portable devices, used in connection with this Agreement. Party will also assure that any media or mechanism used to store or transfer data to or from the State includes industry standard security mechanisms such as continually up-to-date malware protection and encryption. Party will make every reasonable effort to ensure media or data files transferred to the State are virus and spyware free. At the conclusion of this agreement and after successful delivery of the data to the State, Party shall securely delete data (including archival backups) from Party's equipment that contains individually identifiable records, in accordance with standards adopted by the Agency of Human Services.

Party, in the event of a data breach, shall comply with the terms of Section 7 above.

10. **Other Provisions:**

Environmental Tobacco Smoke. Public Law 103-227 (also known as the Pro-Children Act of 1994) and Vermont's Act 135 (2014) (An act relating to smoking in lodging establishments, hospitals, and child care facilities, and on State lands) restrict the use of tobacco products in certain settings. Party shall ensure that no person is permitted: (i) to use tobacco products or tobacco substitutes as defined in 7 V.S.A. § 1001 on the premises, both indoor and outdoor, of any licensed child care center or afterschool program at any time; (ii) to use tobacco products or tobacco substitutes on the premises, both indoor and in any outdoor area designated for child care, health or day care services, kindergarten, pre-kindergarten, elementary, or secondary education or library services; and (iii) to use tobacco products or tobacco substitutes on the premises of a licensed or registered family child care home while children are present and in care. Party will refrain from promoting the use of tobacco products for all clients and from making tobacco products available to minors.

Failure to comply with the provisions of the federal law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The federal Pro-Children Act of 1994, however,

does not apply to portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, & Children (WIC) coupons are redeemed.

2-1-1 Database: If Party provides health or human services within Vermont, or if Party provides such services near the Vermont border readily accessible to residents of Vermont, Party shall adhere to the "Inclusion/Exclusion" policy of Vermont's United Way/Vermont 211 (Vermont 211) and will provide to Vermont 211 relevant descriptive information regarding its agency, programs and/or contact information as well as accurate and up to date information to its database as requested. The "Inclusion/Exclusion" policy can be found at www.vermont211.org.

Voter Registration: When designated by the Secretary of State, Party agrees to become a voter registration agency as defined by 17 V.S.A. §2103 (41), and to comply with the requirements of state and federal law pertaining to such agencies.

Drug Free Workplace Act: Party will assure a drug-free workplace in accordance with 45 CFR Part 76.

Lobbying: No federal funds under this agreement may be used to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendments other than federal appropriated funds.

AHS ATT. F 6/19/2024

ATTACHMENT G SERVICE LEVEL AGREEMENT

1. Introduction

This Service Level Agreement (SLA) outlines the service standards that the Contractor must meet, in addition to fulfilling all the requirements specified in the complete contract. Service Credits will be assessed for failures to meet the specified service levels as defined in Attachment B – Payment Provisions. Should service level failures be severe or chronic, the State reserves the right to address the failures with other contractual remedies.

2. Contractor Responsibilities

The Contractor, along with the current State Contractor responsible for providing Incarcerated Individuals' tablets, telephones, video visitation, kiosks, and the supporting network infrastructure in each facility, will establish and maintain a seamless, secure, and reliable interface. This interface will facilitate the exchange of data and services necessary for the operation of the Commissary and Account System. The integration will support real-time data synchronization, where applicable, to ensure accurate records and efficient service delivery.

The Contractor will provide all necessary software and other requirements to establish and maintain this seamless and reliable interface. Both parties will actively monitor the interface and promptly resolve any issues affecting its functionality, ensuring that service delivery is not compromised. This will be done at no additional cost to the State.

A. Support Services

The Contractor's Helpdesk Email support services should be monitored Monday through Friday, 8 am – 5 pm CST, excluding holidays. A toll-free number must be provided for the state personnel that is available 24/7. Each call should be handled with the following basic steps:

1. **Open Ticket & Gather Information:** Information is gathered from the reporting party; a Ticket is opened in the contractor's ticketing systems and the ticket number is provided to the facility representative reporting the issue for a facility.
2. **Assignment:** Ticket is assigned to a designated analyst.
3. **For Vendor Provided Hardware in the Facilities:**
 - **Analysis & Remote Testing, Repair:** Technician will access the site equipment remotely and perform a series of tests to determine the root cause of the problem. If remote resolution is possible, repairs are completed and tested.
 - **Dispatch if Needed:** If the problem requires onsite technical support, the technician is dispatched to the facility and the trouble ticket is upgraded to a Level 3 priority.
 - **Site Analysis & Repair:** Upon arrival at the facility, the onsite technician will test and provide status updates to Contractor TSC personnel and complete recommended repairs. The onsite technician will carry a replacement set of all major components to replace any defective components.

- **Testing & Verification:** Following the replacement of the defective component, a series of onsite and remote diagnostic tests will be conducted to confirm the system is fully functional. Will work with SOV staff onsite so they can do a final verification that all is fully functional.
- 4. **Update Facility & Close Ticket:** When the ticket has been resolved, the HelpDesk will update the ticket with resolution details, close the ticket, and inform the facility representative of the closed ticket status.

The Contractor's ticketing system should maintain a thorough account of all trouble tickets issued by the Contractor's HelpDesk for the life of the contract. Upon request, historical trouble-reporting data must be provided in report format for facility review. If available, a ticket may also be initiated and viewed via the Contractor's web-based tracking tools available through their communication platform.

B. Incident Handling Levels

1. Level 1 - Urgent

- **Description:** These are top priority and generally impact the operations of the state or Incarcerated Individuals.
- **Response Time:** The vendor-assigned Analyst will reply within one hour of receiving the case with a ticket number and work with the identified state point of contact for this issue until it's resolved.
- **Examples of Level 1 Issues:**
 - Sending/Ordering/Processing Commissary orders
 - Sending/Ordering/Processing Trinity Take Out (TTO) orders
 - Deposit Services issues
 - Lobby Kiosks hardware issues
 - Inmate phone time availability
 - Direct Link Trust issues
 - Inmate Booking and Release issues
 - Facility server/hardware offline, database failure
 - Creation or updating of resident accounts

2. Level 2 - Escalated

- **Description:** These are not immediately compromising daily functions and should be second level priority behind urgent cases.
- **Response Time:** The vendor-assigned Analyst will reply within two hours of receiving the case with a ticket number and work with the identified state point of contact for this issue until it's resolved.
- **Examples of Level 2 Issues:**
 - Billing issues related to commissary sales/refunds
 - Non-critical resident account issues
 - Bank reconciliation/check/deposit issues

3. Level 3 - Standard

- **Description:** Longer-term issues that do not immediately compromise daily functions and should be third level priority.

- **Response Time:** The vendor-assigned Analyst will reply within four hours of receiving the case with a ticket number and work with the identified state point of contact for this issue until it's resolved.
- **Examples of Level 3 Issues:**
 - Bank reconciliations and/or general journal reconciliations
 - Report creations/modifications

C. Escalation Path

A process to escalate a reported issue must be provided to the State if the vendor-assigned analyst can't be reached or the State is not receiving the needed level of service by emailing the vendor's escalation email or calling a toll-free number to speak with a manager.

D. Support Services Contact Details

The vendor will provide names and contact details to the State for Tier 1, Tier 2, and Senior Management at the start of the contract and updates if changes are made during the life of this contract.

E. Hosting Services

The contractor's data center should be housed in a climate-controlled, fireproof, floodproof building with unique redundant fiber lines to the national grid, multiple independent power sources, and multi-level, multi-technology access control for unequaled security and database and network uptime. The Contractor will maintain an Uninterruptible Power Supply (UPS) system capable of providing operational power to the centralized Incarcerated Individual Commissary and Banking telephone system for a minimum of four (4) hours in the event of a loss of commercial power at the Contractor data center. In the event of a power outage extending beyond the constraints of the UPS, the service should immediately and seamlessly failover to the Contractor backup data center in a geographically distinct location from the primary data center. Vendor Data Center staff should monitor system performance 24x7 to meet uptime guarantees of greater than 99%.

Prices include 7% sales tax where applicable.				K= Kosher		H= Halal		T=Tax		G=Gluten Free		
DESCRIPTION	Item #	Price		DESCRIPTION	Item #	Price		DESCRIPTION	Item #	Price		
Food and Drinks												
KH S.S. KEEFE COFFEE	2000	\$0.50	K	MEGA HONEY BUN 4.75 OZ	3261	\$2.25	KH	ML STUFFED JALAPENO CHIP 1.5 OZ	6102	\$1.35		
KG NESCAFE SS DECAF	2006	\$0.50	K	MONSTER ICED HONEY BUN 4.75 OZ	6346	\$2.25		HONEY ROASTED PEANUTS	6216	\$2.10		
KH 100% COLOMBIAN FREEZE DRIED COFFEE	2015	\$6.45		KELLOGGS RICE KRISPIE ORIGINAL 1.3 OZ	3309	\$1.70	K	BBQ POTATO CHIPS 1.5OZ	6105	\$1.35		
KG KF TEA BAGS 48 COUNT	2028	\$3.15	K	BB HONEY 12OZ	3500	\$4.80	K	PRETZELS SMALL BAG	6106	\$1.25		
	10/PKSALT	2035	\$0.40	BC LASAGNA W/BEEF IN SAUCE 11.25 OZ	6196	\$4.30		HOT FRIES	6114	\$1.10		
KH MAXWELL DARK ROAST ESPRESSO 4 OZ	2038	\$6.80	G	BC HOT & SPICY SUMMER SAUSAGE 1.625 OZ	3581	\$1.75	K,H,G	CHEESE CURLS 2OZ	6116	\$1.55		
KG INST. CAPPUCCINO FRENCH VAN 8 OZ	2041	\$3.50	K	AUSTIN CRACKERS CHEESE ON CHEESE	3219	\$0.85	KH	ML HOT CHIPS 1.5OZ	6125	\$1.35		
G KEEFE HOT COCOA SS .8 OZ	2070	\$0.45	K	AUSTIN CRACKERS PB ON CHEESE	3223	\$0.85	K,H,G	SOUR CREAM ONION CHIPS 1.5 OZ	6126	\$1.35		
KH KEEFE COFFEE ALTURO BLEND 3 OZ	2282	\$5.55	K,G	MARS M&M PEANUT 5.3 OZ	4046	\$4.60	K	ML BUFFALO WING BLUE CH. CHIPS 1.5 OZ	6183	\$1.40		
K SUGAR FREE ORANGE SS	2100	\$0.35	K,G	MARS M&M PLAIN 5.3 OZ	4047	\$4.60		DORITOS NACHO FLAVOR 1.75 OZ	6154	\$1.40		
K SUGAR FREE FRUIT PUNCH SS	2110	\$0.35		HOSTESS POWDERED SUGAR DONETTE 6PK	4044	\$1.90		ROASTED GARLIC BAGEL CHIPS	2655	\$2.45		
K SUGAR FREE LEMONADE SS	2120	\$0.35	K	HERSHEY SF DARK CHOCOLATE 3 OZ	4045	\$4.75		STRAWBERRY VANILLA CROISSANT 2.85 OZ	2654	\$2.15		
K NEW LEAF HEALTH SHAKE CHOC 2 OZ	2134	\$2.60	K,H	PB SQUEEZEUM 2 OZ	4056	\$1.55	G	FRITO LAY HOT CHEETOS	6159	\$1.35		
K NEW LEAF HEALTH SHAKE VANILLA 2 OZ	2136	\$2.60	K,H	KEEFE SUGAR PURE GRANULATED 12 OZ	2093	\$3.05		ROAST BEEF & GRAMY 10 OZ	6759	\$5.40		
KG SUGAR SUBSTITUTE PINK 10/PK	2214	\$0.38	K	KRAFT SALAD DRESSING RANCH 1.5 OZ	6421	\$1.10	G	BC CHILI WITH BEANS 11.25 OZ	6173	\$4.50		
	PEPPER 10/PK	2036	\$0.20	ML CARAMEL POPCORN	6134	\$2.25	G	BC HOT CHILI W/BEANS 11.25OZ	6174	\$4.50		
KH KEEFE 12 OZ PEACH DRINK MIX	2304	\$4.15		CHEEZ IT SNAPPED CHDR SC&O 1.5 OZ	2009	\$1.50	K, H	SEVILLA RICE YELLOW 2 OZ	3783	\$1.40		
KH CTRY TIME LEMONADE 6 OZ	2310	\$2.60		BUTTERBALL TURKEY STICK HONEY 1 OZ	0921	\$2.05	K,H,G	FRESH CATCH SARDINES IN OIL 3.53 OZ	6179	\$3.13		
KH GRAPE KOOL-AID 6 OZ	2311	\$2.60		BUTTERSCOTCH BUTTONS 4.25 OZ	4100	\$2.10	G	FRITO LAY CHEETOS	6167	\$1.40		
KH KF ORANGE BREAKFAST 12 OZ	2320	\$4.15		ROOT BEER BARRELS 4.25 OZ	4120	\$2.10	H,G	BABY CLAMS 3.53 OZ	6183	\$4.00		
KH TROP PUNCH KOOL-AID 6 OZ	2330	\$2.60		STARLITE MINTS 3.75 OZ	4145	\$2.10	K,H,G	FRESH CATCH SALMON FLAKES 3.53 OZ	6191	\$3.55		
	HAWAIIAN PUNCH JUICY RED	0475	\$0.55	T, K	DAYS SODA PINEAPPLE 24 OZ	4308	\$2.30	K,H,G	FC TUNA STK/THAI CHILI	4900	\$4.35	
	HAWAIIAN PUNCH LEMON BERRY	2502	\$0.55		SUGAR FREE WILD FRUIT 1.75OZ	4155	\$1.80	K,G	ML BUTTER MICROWAVE POPCORN	6201	\$2.00	
	HAWAIIAN PUNCH BERRY BLUE TYPHOON	2628	\$0.55		SEVILLA SAZON 1.5 OZ	4278	\$1.55	K	STUDENT MIX 3.75 OZ	6208	\$2.45	
K KEEFE SUGAR - 10 CT	2078	\$0.38	K	APPLE CHEESE DANISH 4.25 OZ	4185	\$2.10	G	HEALTH MIX 3.25 OZ	6213	\$2.40		
G BOTTLED WATER 20OZ	2395	\$1.75		TOOTSIE POP	4315	\$0.75	K,H,G	MUSTARD PACKETS - 12 PACK	6283	\$1.45		
T PEPSI 20 OZ.	2396	\$2.62		GARLIC POWDER 2.5 OZ	6272	\$3.05	K,H,G	KETCHUP PACKETS - 12 PACK	6284	\$1.45		
T DIET PEPSI 20 OZ.	2398	\$2.62	K	MS STRAWBERRY SF WAFERS	4429	\$1.65	G	TROPICAL BLEND 4OZ	6217	\$2.40		
K HEARTY TRADITIONS ISNT OATMEAL ORG.	2103	\$1.05	K	BLUEBERRY CHEESE DANISH	4430	\$2.10		GOLDEN VALLEY CRACKERS CHEESE 9 OZ	3146	\$6.05		
K QUAKER ISNT OATMEAL MAPLE & BRN SUGAR	2438	\$1.05	K	STRAWBERRY CHEESE DANISH	4431	\$2.10	G	BC PASTA SAUCE 4 OZ	6294	\$1.90		
T DAYS SODA GINGER ALE 24 OZ	4830	\$2.30		CAJUN CHICKEN RAMEN	6013	\$0.85	G	OBRIENS BEEF & CHEDDAR STICK 1.125 OZ	6320	\$1.85		
T ORANGE SODA 20OZ	2493	\$2.62		TEXAS BEEF RAMEN SOUP	6018	\$0.85	K	SS RAISIN BRAN BOWL 1.25OZ	6345	\$1.10		
KH PFD NONFAT DRY MILK 10 OZ	2550	\$6.90		DORITOS COOL RANCH FLAVOR	4863	\$1.35	K,H,G	GRAPE JELLY SQUEEZEUM 1OZ	6412	\$0.55		
	CUPCAKE 2 PK	2594	\$2.15	K,G	[EA]KF BROWN RICE 6.5 OZ	6051	\$2.95	G	STRAWBERRY PRES 20.5 OZ	6411	\$5.95	
	MADE W/PHILLY CREAM CHEESE W/JALAP 2 OZ	2596	\$1.80		CHILI RAMEN	6026	\$0.85	G	CHEDDAR CHEESE SQUEEZE 2OZ	6428	\$1.55	
	BC ORIGINAL CHUB 1.625OZ	2615	\$1.75		CHICKEN RAMEN	6046	\$0.85	G	CA JAL. CHEESE SQUEEZE 2OZ	6429	\$1.55	
G BC BLACK BEANS 10 OZ	2630	\$3.05	K,G	KEEFE INSTANT RICE 8OZ	6050	\$3.70	K	SS BOWL FROSTED FLAKES 1.25 OZ	6430	\$1.10		
KH VELVEETA MACARONI & CHEESE 3 OZ	2664	\$2.60		CHEESY RICE 2 OZ	2666	\$1.95	K	SS BOWL TOOTIE FRUITIES 1.25 OZ	6432	\$1.10		
KH VELV. CH REFRIED BEANS 4 OZ	2668	\$2.70		SHRIMP FLV RAMEN	6059	\$0.85	G	KRAFT CHEESE TUB JALAPENO 4 OZ	6444	\$2.95		
KH SEVILLA RICE SPICY SPANISH W/ CHEESE 2 OZ	2717	\$1.95		BEEF RAMEN LOW SODIUM	6066	\$0.85	G	KRAFT CHEESE TUB SHARP CHEDDAR 4 OZ	6442	\$2.95		
	FRITOS CORN CHIPS CHILI CHEESE 2 OZ	2737	\$1.35		CHILI RAMEN LOW SODIUM	6067	\$0.85	K,G	HOT PICKLE 7.94OZ	6500	\$2.30	
KH MS PBUTTER CREMES 6 OZ TRAY	3004	\$2.20	K,H,G	FC MACKEREL IN BRINE 3.53 OZ	6074	\$3.65	K,G	MILD PICKLE 7.94OZ	6501	\$2.30		
K CHOCOLATE CHIP COOKIE 2.75OZ	3010	\$1.55	K,H	ML WHOLE SHABANG CHIPS 1.5 OZ	6079	\$1.35	G	TX TITOS JALAPENO PEPPERS .7 OZ	6507	\$1.40		
K OATMEAL RAISIN COOKIE 2.75OZ	3015	\$1.55	K,H,G	ML WHITE CHEDDAR POPCORN 5 OZ	6083	\$2.75	K,H,G	BAGO' HOT SAUCE SINGLE	6513	\$0.35		
K OREO COOKIES 2.4 OZ	3020	\$1.65		LS VEGETABLE HOT & SPICY RAMEN	6094	\$0.85	K,H,G	MAYO SINGLE	6515	\$0.35		
KH VANILLA CREMES COOKIES 6 OZ	3030	\$2.20	K,H,G	POTATO CHIPS 1.5OZ	6100	\$1.35	K	MS STRAWBERRY CEREAL BAR	6540	\$4.15		
KH SL ICED OATMEAL COOKIE 6OZ	3040	\$2.20	K	SNYDERS HONEY MUSTARD & ONION 2.25 OZ	4169	\$1.60	K	C. ANNIE'S TORTILLAS 6 CT BAG	6600	\$2.55		
KH MS DUPLEX CREME 6 OZ TRAY	3045	\$2.20	K	SNYDERS PRETZELS BUFFALO WING 2.25 OZ	6104	\$1.60	K,G	ML SALTED PEANUTS 1.75OZ	6606	\$1.55		
KH SALTINE CRACKERS 16OZ	3107	\$3.80		OSCAR MAYAR BACON BITS 3 OZ	7402	\$4.30	K	KK PLAIN BAGEL 4OZ	6610	\$1.60		
KH MS CHOC CHIP COOKIES 6OZ	3035	\$2.20		MASCOT PEANUT CARAMEL CLUSTERS 5 OZ	2023	\$3.00	K	GOLDEN VALLEY BAGEL CINNAMON RAISIN	6612	\$1.60		
K MOON LODGE ONION RINGS HOT HOT HOT 6OZ	3790	\$3.70		MASCOT CHOC COVERED PEANUTS 5 OZ	8054	\$3.00	KH	SEVILLA BEANS & RICE HOT CHILI 4.4 OZ	6711	\$2.65		
K CHEEZ ITS 1.5OZ	3115	\$1.25		CORNER STORE WATERMELON SLICES 3 OZ	4024	\$2.10	K,H,G	FISH STEAKS IN HOT SAUCE	6721	\$3.40		
	TOASTER PASTRY BOX BROWN SUGAR CINNAMON	1983	\$6.25		SCOTTS DARK CHOC SEA SALT CARAMEL 2.4OZ	1252	\$1.90	H,G	BC SWEET CORN POUCH	6741	\$2.80	
K CREAM CHEESE COFFEE CAKE	3192	\$2.30		SCOTTS CANDY BAR CHOC ALMOND 2.4 OZ	1306	\$1.90	K,H,G	FC TUNA 4.23OZ	6826	\$4.05		
	TOASTER PASTRY BOX STRAWBERRY	1953	\$6.25		SCOTTS CANDY BAR PECANBACKS 2.3 OZ	1947	\$1.90	K, H	SEVILLA BLACK BEANS SPICY 8 OZ	3800	\$3.55	
K AUSTIN TOASTED PB CRACKERS 1.38OZ	3222	\$0.85		SCOTTS CANDY BAR CHOC CARAMEL 2.4 OZ	1951	\$1.90		GOLDEN VALLEY CRACKERS SNACK 13.7 OZ	3114	\$5.20		
K ICED CINNAMON ROLL 4 OZ	3248	\$2.25		MASCOT CANDY MINI PB CUPS 5 OZ	2047	\$3.00		CHUNK WHITE CHICKEN 7OZ	6894	\$9.00		
	CORNER STORE PEACH RINGS 3 OZ	9078	\$2.10	T,K	DAYS SODA CHERRY VANILLA 24 OZ	7147	\$2.30		MARUCHAN YAKISOBA KOREAN BBQ 4.12 OZ	3634	\$2.70	
T,K	DAYS SODA GRAPE 24 OZ	4294	\$2.30	T,K	DAYS BEVERAGES SODA CREAM 24 OZ	4855	\$2.30		YAKISOBA TERIYAKI CHICKEN 3.98 OZ	9074	\$2.70	
Miscellaneous Products												
	LARGE STAMPED ENVELOPE	1001	\$0.84	T	GREETING CARD BIRTHDAY ADULT	1100	\$1.98	T	ACRYLIC MIRROR 6X4.5	1343	\$4.17	
T	#10 ENVELOPE	1010	\$0.18	T	JUVENILE BIRTHDAY CARD	1101	\$1.98	T	CEREAL BOWL W/LID 22OZ	1400	\$1.44	
T	MANILLA ENVELOPE 9.5"X 12.5"	1015	\$0.24	T	GREETING CARD GET WELL	1105	\$1.98	T	COFFEE CUP 12OZ W/HANDLE	1411	\$1.71	
	AIRMAIL STAMP \$1.50	1016	\$1.50	T	GREETING CARD FRIENDSHIP	1110	\$1.98	T	PHOTO ALBUM	1125	\$3.48	
T	BLUE PEN	1030	\$0.64	T	ANNIVERSARY CARDS/ACETATE	1115	\$1.98	T	GRAINGER EAR PLUGS NO CORD	1266	\$0.91	
T	BLACK PEN	1033	\$0.37	T	GREETING CARD THANK YOU	1120	\$1.98	T	UNIVERSAL REMOTE	6897	\$12.89	
	STAMP	1049	\$0.68	T	GREETING CARD SPANISH BIRTHDAY	1123	\$1.98	T	INSULATED MUG 14OZ	1412	\$3.85	
	BOOK OF TEN STAMPS	1050	\$6.80	T	SPANISH FRIENDSHIP CARD	1124	\$1.98	T	22OZ TUMBLER W/LID	1415	\$2.14	
T	8.5X11 WRITING PAD	1060	\$1.23	T	BIRTHDAY CARD GALLANT KIT W/STAMP	1112	\$2.55	T	SPOON	1417	\$0.16	
T	YLW 8.5X14 LEGAL PAD 50 SHEETS	1062	\$1.71	T	INK JET PREMIUM PAPER .85 X 11 200 CT	1065	\$9.84	T	PLASTIC SPORK	1423	\$0.43	
T	SECURITY PEN BLACK INK	1068	\$0.59	T	KAPPA CROSSWORD PUZZLE	0492	\$3.64	T	WASH CLOTH WHITE	1430	\$0.64	
T	SKETCH PAD 8.5X11-WHITE 50 CT	1070	\$1.23	T	HOLY BIBLE	1150	\$16.11	T	BATH TOWEL BEIGE	1440	\$7.76	
T	FILE FOLDER	1073	\$0.32	T	HOLY KORAN	1151	\$27.44	T	ULTRA ALL LAUNDRY DETERGENT 2OZ	1470	\$1.02	

VT DOC COMMISSARY MENU

Prices include 7% sales tax where applicable.			K= Kosher			H= Halal			T=Tax			G=Gluten Free		
DESCRIPTION	Item #	Price	DESCRIPTION	Item #	Price	DESCRIPTION	Item #	Price						
Personal Hygiene														
T 12.5OZ VO5 SHAMPOO	0010	\$2.94	T PROTECTION SHAVE CREAM 7OZ	0331	\$3.42	ALCALAK ANTACID 2 PK	0573	\$0.40						
T 12.5OZ VO5 COND	0011	\$2.94	T ELEMENTZ SHAMPOO DAILY 15 OZ	0357	\$4.12	T TOOTHBRUSH HOLDER	0580	\$0.59						
T S-8 SHAMP 7.5 OZ	0030	\$5.14	T ELEMENTZ 3-IN-1 BODY WASH COCO LIME	0361	\$3.96	APAP 2PK (LIKE TYLENOL)	0581	\$0.25						
T S-8 ORIG 2 OZ COND	0031	\$5.14	T ELEMENTZ DANDRUFF SHAMP. 15 OZ	0362	\$4.92	IBUPROFEN TABLETS 200 MG.	0583	\$0.50						
T DRK & LVLV DETANG SHAMPOO 13.5 OZ	0035	\$5.99	T NEXT1 COCOA BUTTER SOAP 5 OZ	0397	\$1.61	T DENTURE TABLETS 40'S	0590	\$3.91						
T SOFTEE HAIR FOOD W/VITAMIN E 5OZ	0040	\$3.64	T COAST DEODORANT BAR SOAP	4293	\$1.34	T EFFERGRIP CREAM 2.5OZ TUBE	0595	\$8.28						
T SOFTEE AFRICAN CRWN HAIR DRESS 4OZ	0045	\$3.64	T NEXT 1 MOISTURIZING SOAP.5 OZ	0424	\$1.61	T BRIMM DENTURE BATH	0596	\$3.10						
T PERCARA STYLING GEL 16OZ	0054	\$3.85	T NEXT 1 SPORTS BAR 5 OZ.	0428	\$1.61	ROLAIDS 1 ROLL	0642	\$1.25						
T PRO GLO CREME COCOA BUTTER W/ALOE 4 OZ	0070	\$2.73	T ANTISHANK TOOTHBRUSH	0557	\$0.91	DAILYVITAMIN W/O IRON	0680	\$3.40						
T A/P DEO FOR WOMEN SPRING FRESH 2 OZ	0106	\$2.57	T NEUTROGENA 3.5OZ	0444	\$4.82	PURE C 500 AA TAB COATED 100'S	0685	\$4.35						
T P-UP C. WAVE A/P DEOD 2.5 OZ	0107	\$2.35	T DENTAL FLOSS SECURITY U-FLOSS 25 CT	0748	\$1.98	T MAXI PAD-SUPER	0711	\$5.12						
T SUAVE ANTI-BACTERIA AP	0116	\$3.48	T PROTECTION AFTER SHAVE GEL 7 OZ	0350	\$3.48	T RENU CONTACT LENS SOLUTION	0742	\$6.42						
T ROLL FRESHSCENT 1.5 OZ	0121	\$1.82	T ANTI-FUNGAL POWDER TOLNAFTATE 3OZ	0720	\$3.80	T NAIL CLIPPERS BLISTER CARD	0861	\$0.75						
T SURE A/P DEODORANT ORIG 1.7OZ	0144	\$3.48	T SOAP DISH	0490	\$0.59	T EMERY BOARD 10 PK	0753	\$1.18						
T CRAW SKIN CARE LTN 4 OZ.	0210	\$1.28	T ALCOHOL FREE MOUTHWASH 8OZ	0500	\$1.66	T SINGLE HANKY	0755	\$1.28						
T COCOA BUTTER LOTION 4 OZ.	0215	\$1.61	T CHERRY COUGH DROPS-3OCT	0671	\$3.20	T TOILET PAPER 2 PLY	0584	\$1.71						
T HTG CCB STICK 1 OZ	0216	\$2.25	T COOL WAVE FLUORIDE TOOTHPASTE 4OZ	0530	\$2.94	T 5' BLACK COMB BLISTER CARD	1183	\$0.32						
T HYDROCORTISONE CREAM 1% 1 OZ TUBE	0250	\$2.65	T ULTRA BRITE TOOTHPASTE 6 OZ	0533	\$3.96	T MEN'S CLUB BRUSH	0810	\$1.93						
T TOLN. ANTI FUNGAL CREAM .5OZ	0251	\$3.35	T FRESHMINT TOOTHPASTE SENSODYNE 4.3 OZ	0517	\$3.75	T VENTED HAIR BRUSH	0820	\$1.44						
T MUSCLE RUB	0280	\$6.15	T DENTAL FLOSS UNWAXED	0540	\$3.26	T PALM BRUSH	0821	\$2.25						
T CHAP-ET LIP CONDITIONER .16OZ	0273	\$1.35	T FLOSS LOOPS MINT 30 PK	0544	\$4.60	T GEN AFRO PICK-HEAVY DUTY	1780	\$0.80						
T COLGATE GREAT FLAVOR ANTICAVITY 2.5 OZ	0520	\$2.25	T TOOTHBRUSH - SOFT	0550	\$1.18	T SALINE SOLUTION 12OZ	3692	\$4.60						
T HEMORRHOIDAL OINTMENT 2 OZ	0651	\$8.20	T TOOTHBRUSH - MEDIUM	0551	\$1.18	T MILK OF MAGNESIA 12OZ	0636	\$4.85						
			T TOOTHBRUSH 28 TUFT	0553	\$0.37	T HALLS COUGH DROPS MENTHOLYPTUS	0675	\$3.05						
Clothing & Sneakers														
SML X-STRAP SHWR SHOE	1450	\$1.60	4XL THERMAL BOTTOM / NATURAL	1567	\$7.95	SZ 7 RAWLINGS URBAN LOW SHOE	5802	\$35.00						
MED X-STRAP SHWR SHOE	1451	\$1.60	SWEAT SHIRT MED. GREY	1562	\$17.70	SZ 7.5 RAWLINGS URBAN LOW SHOE	5803	\$35.00						
LRG X-STRAP SHWR SHOE	1452	\$1.60	LARGE SWEAT SHIRT / GRAY	1583	\$17.70	SZ 8 RAWLINGS URBAN LOW SHOE	5804	\$35.00						
5XL MEN'S BOXERS	1496	\$5.25	XL SWEAT SHIRT / GRAY	1584	\$19.25	SZ 8.5 RAWLINGS URBAN LOW SHOE	5806	\$35.00						
MEN BRIEFS 4XL WHT	1499	\$4.75	2XL SWEAT SHIRT / GRAY	1585	\$21.10	SZ 9 RAWLINGS URBAN LOW SHOE	5815	\$35.00						
4XL MEN'S BOXERS	1500	\$5.25	3XL SWEAT SHIRT / GRAY	1586	\$21.10	SZ 9.5 RAWLINGS URBAN LOW SHOE	5816	\$35.00						
MEN BRIEFS SMALL (SZ 32) WHITE	1514	\$3.30	SWEAT PANTS MED. GREY	1568	\$17.70	SZ 10 RAWLINGS URBAN LOW SHOE	5817	\$35.00						
MEDIUM MEN'S BRIEFS	1515	\$3.30	LARGE GRAY SWEAT PANTS	1589	\$17.70	SZ 10.5 RAWLINGS URBAN LOW SHOE	5816	\$35.00						
LARGE MEN'S BRIEFS	1516	\$3.30	XL GRAY SWEAT PANTS	1590	\$19.25	SZ 11 RAWLINGS URBAN LOW SHOE	5819	\$35.00						
XL MEN'S BRIEFS	1517	\$4.80	2XL GRAY SWEAT PANTS	1591	\$21.10	SZ 11.5 RAWLINGS URBAN LOW SHOE	5820	\$35.00						
2XL MEN'S BRIEFS	1518	\$4.75	3XL GRAY SWEAT PANTS	1592	\$21.10	SZ 12 RAWLINGS URBAN LOW SHOE	5821	\$35.00						
3XL MEN'S BRIEFS	1519	\$4.75	SMALL CREWNECK T-SHIRT	1504	\$7.90	SZ 13 RAWLINGS URBAN LOW SHOE	5822	\$35.00						
GYM SHORTS GREY SML	1524	\$13.15	MED CREWNECK T-SHIRT	1505	\$7.90	SZ 14 RAWLINGS URBAN LOW SHOE	5823	\$35.00						
GYM SHORT GREY MEDIUM	1525	\$13.15	LARGE CREWNECK T-SHIRT	1506	\$7.90	SZ 15 RAWLINGS URBAN LOW SHOE	5824	\$35.00						
GYM SHORTS GREY LARGE	1526	\$13.15	XL CREWNECK T-SHIRT	1507	\$7.90	SZ 11.5 RAWLINGS VIP SHOE	7954	\$35.65						
GYM SHORTS GREY XLARGE	1527	\$13.15	2XL CREWNECK T-SHIRT	1508	\$8.80	SZ 5 RAWLINGS VIP SHOE	8028	\$35.65						
GYM SHORTS GREY 2XLG	1528	\$18.80	3XL CREWNECK T-SHIRT	1509	\$8.80	SZ 5.5 RAWLINGS VIP SHOE	8029	\$35.65						
MEN BOXERS SMALL WHT	1529	\$4.75	4XL CREWNECK T-SHIRT	5727	\$9.25	SZ 6 RAWLINGS VIP SHOE	6030	\$35.65						
MEDIUM MEN'S BOXERS	1530	\$4.75	5XL CREWNECK T-SHIRT	3652	\$9.25	SZ 6.5 RAWLINGS VIP SHOE	8031	\$35.65						
LARGE MEN'S BOXERS	1531	\$4.75	6XL CREWNECK T-SHIRT	3689	\$9.25	SZ 7 RAWLINGS VIP SHOE	8061	\$35.65						
XL MEN'S BOXERS	1532	\$4.75	8XL MEN'S BOXERS	1671	\$5.25	SZ 7.5 RAWLINGS VIP SHOE	8079	\$35.65						
2XL MEN'S BOXERS	1533	\$5.25	RAWLINGS TENNIS SHOE VELCRO SZ 7	1751	\$32.34	SZ 8 RAWLINGS VIP SHOE	8089	\$35.65						
3XL MEN'S BOXERS	1534	\$5.25	RAWLINGS TENNIS SHOE VELCRO SZ 7.5	1752	\$32.34	SZ 8.5 RAWLINGS VIP SHOE	8090	\$35.65						
TUBE SOCKS 1PAIR	1540	\$1.65	RAWLINGS TENNIS SHOE VELCRO SZ 6	1753	\$32.34	SZ 9 RAWLINGS VIP SHOE	6105	\$35.65						
GYM SHORTS GREY 3XLG	1547	\$18.80	RAWLINGS TENNIS SHOE VELCRO SZ 6.5	1754	\$32.34	SZ 9.5 RAWLINGS VIP SHOE	6106	\$35.65						
GYM SHORTS GREY 4XLG	1548	\$18.80	RAWLINGS TENNIS SHOE VELCRO SZ 9.5	1757	\$32.34	SZ 10 RAWLINGS VIP SHOE	8118	\$35.65						
GYM SHORTS GREY 5XL	1549	\$24.40	RAWLINGS TENNIS SHOE VELCRO SZ 10.5	1758	\$32.34	SZ 10.5 RAWLINGS VIP SHOE	8142	\$35.65						
MENS HANES BRIEF SMALL	1685	\$4.90	RAWLINGS TENNIS SHOE VELCRO SZ 11	1759	\$32.34	SZ 11 RAWLINGS VIP SHOE	8158	\$35.65						
5XL THERMAL BOTTOM / NATURAL	1494	\$7.95	RAWLINGS TENNIS SHOE VELCRO SZ 13	1761	\$32.34	SZ 12 RAWLINGS VIP SHOE	8161	\$35.65						
5XL THERMAL TOP / NATURAL	1495	\$9.25	NAVY SLIP ON SZ 8	1771	\$19.55	SZ 7 KINGDOM HIGH SHOE	8214	\$35.65						
THERMAL TOP MED/NATURAL	1551	\$7.95	NAVY SLIP ON SZ 9	1772	\$19.55	KNIT HAT ORANGE	8236	\$3.05						
LARGE THERMAL TOP / NATURAL	1552	\$7.95	NAVY SLIP ON SZ 10	1773	\$19.55	SZ 7.5 RAWLINGS KINGDOM HIGH SHOE	8264	\$35.65						
XL THERMAL TOP / NATURAL	1553	\$7.95	NAVY SLIP ON SZ 11	1774	\$19.55	SZ 8 KINGDOM HIGH SHOE	8359	\$35.65						
2XL THERMAL TOP / NATURAL	1554	\$7.95	NAVY SLIP ON SZ 12	1775	\$19.55	SZ 8.5 KINGDOM HIGH SHOE	8380	\$35.65						
3XL THERMAL TOP / NATURAL	1555	\$9.25	NAVY SLIP ON SZ 13	1776	\$19.55	SZ 9 KINGDOM HIGH SHOE	8361	\$35.65						
4XL THERMAL TOP / NATURAL	1556	\$9.25	NAVY SLIP ON SZ 7	1792	\$19.55	SZ 9.5 KINGDOM HIGH SHOE	8382	\$35.65						
6XL THERMAL TOP / NATURAL	1557	\$9.25	RAWLINGS TENNIS SHOE VELCRO SZ 9	1853	\$32.34	SZ 10 KINGDOM HIGH SHOE	8383	\$35.65						
6XL THERMAL BOTTOM / NATURAL	1558	\$7.95	RAWLINGS TENNIS SHOE VELCRO SZ 10	1854	\$32.34	SZ 10.5 KINGDOM HIGH SHOE	8384	\$35.65						
THERMAL BOTTOM MED	1581	\$7.95	RAWLINGS TENNIS SHOE VELCRO SZ 11.5	1855	\$32.34	SZ 11 KINGDOM HIGH SHOE	8385	\$35.65						
LARGE THERMAL BOTTOM / NATURAL	1582	\$7.95	RAWLINGS TENNIS SHOE VELCRO SZ 12	1856	\$32.34	SZ 12 KINGDOM HIGH SHOE	8367	\$35.65						
XL THERMAL BOTTOM / NATURAL	1563	\$7.95	RAWLINGS TENNIS SHOE VELCRO SZ 14	1857	\$32.34	SZ 14 RAWLINGS KINGDOM HIGH SHOE	8679	\$35.65						
2XL THERMAL BOTTOM / NATURAL	1564	\$7.95	SZ 6 RAWLINGS URBAN LOW SHOE	5800	\$35.00	SZ 15 RAWLINGS KINGDOM HIGH SHOE	8885	\$35.65						