

INTERAGENCY DATA SHARING AGREEMENT
BETWEEN THE
STATE OF WASHINGTON DEPARTMENT OF LICENSING
AND THE
WASHINGTON STATE PARKS AND RECREATION COMMISSION

Upon execution, this Agreement is entered into by and between the State Washington, Department of Licensing (hereinafter called "DOL" or Department"), and Washington State Parks & Recreation Commission, (hereinafter called "Agency" or "Parks").

Washington State Parks & Recreation Commission

1111 Israel Road SW
PO Box 42650
Olympia, WA 98504-2650

Telephone: (360) 902-8610
FAX: (360) 586-6627
E-Mail: Mark.Bibeau@parks.wa.gov

PURPOSE

The purpose of this Agreement is to provide terms and conditions that ensure Department of Licensing vehicle and/or vessel data is protected and used only for purposes authorized by state and federal law governing the release of such data.

According to the Vehicle/Vessel Disclosure Agreement Application submitted by the Washington State Parks & Recreation Commission on September 14, 2009 Agency's permissible, business need for the data is:

To verify payment of the five dollar (\$5.00) donation per motor vehicle registration to Washington State Parks & Recreation Commission for owners who made the donation in error and are requesting a refund.

THEREFORE, IT IS MUTUALLY AGREED THAT:

DEFINITIONS

As used throughout this Agreement the following terms shall have the meanings set forth below:

1. "*Confidential Information*" means information that may be exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other state or federal statutes and data defined as more sensitive than "public" requiring security protection. Confidential Information includes, but is not limited to, social security numbers, credit card information, driver license numbers, personal information, law enforcement records, agency security data, and banking profiles.
2. "*Data*" means information contained in the vehicle and/or vessel record provided to Agency under this Agreement.
3. "*Personal Information*" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, e-mail addresses, credit card information, law enforcement records or other identifying numbers or Protected Health Information, any financial identifiers, and other information that may be exempt from disclosure to the public or other unauthorized persons under either RCW 42.56 or other state and federal statutes.

4. "SAFE" means Secure Automated File Extracts.
5. "SDT" means Secure Data Transfer.
6. "Subcontractor" means one not in the employment of a party to this Agreement, who is performing all or part of those services under this Agreement under a separate Agreement with a party to this Agreement. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
7. "VOIDS" means Vehicle Owner Information Distribution System.

STATEMENT OF WORK

The parties to this Agreement shall furnish the necessary personnel, equipment, material, and/or service(s) and otherwise do all things necessary for or incidental to the exchange of data as set forth in the *Statement of Work*, Attachment A, attached hereto and incorporated herein.

PERIOD OF PERFORMANCE

Subject to its other provisions, this Agreement shall begin **upon date of execution**, and end on **December 31, 2012** unless terminated sooner or extended by DOL as provided herein.

In order to request an extension of the Period of Performance, DOL must receive a signed *Vehicle/Vessel Disclosure Agreement Application* from Agency at least forty-five (45) days prior to Agreement expiration. An extension shall be at the exclusive option of the Department of Licensing and shall be affected by the Department of Licensing giving written notice of extension to Agency prior to the expiration date of the then current term of this Agreement. No change in terms and conditions shall be permitted during these extensions unless specifically set forth in the Agreement.

PAYMENT

This is a non-financial Agreement and there is no cost to this agreement.

However, in the event that there is a change to the current state parks donation law and it is permissible, DOL reserves the right to bill and collect for the reimbursement of direct and indirect cost associated with providing this data to Parks and will be in accordance with the *Reimbursement Fee Schedule*, Attachment C, which is attached hereto and incorporated by reference herein but is also subject to increases or decrease when updated.

BILLING PROCEDURE

The Department of Licensing shall submit billing invoices to Agency for payment no less than monthly. Payment to the "Department of Licensing for data received approved and completed work shall be made by warrant or account transfer by the Parks within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier. Invoicing another entity of the state of Washington for the same goods and/or services rendered is not permitted.

RECORDS, DOCUMENTS, AND REPORTS

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of the parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. Unless otherwise agreed in *Certification of Data Disposition*, Attachment F, all books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

CONFIDENTIALITY

To the extent consistent with Washington State law, each party shall maintain all information which the other party specifies in writing as Confidential Information. Each party shall have an appropriate Agreement with its employees and subcontractors to this effect.

SAFEGUARDING OF CONFIDENTIAL INFORMATION

The Agency shall not use or disclose Confidential Information in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. The Agency agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Confidential Information.

Each party shall protect Confidential Information collected, used, or acquired in connection with this Agreement, against unauthorized use, disclosure, modification, or loss. Each party shall ensure their directors, officers, employees, subcontractors or agents use it solely for the purposes of accomplishing the services set forth in this Agreement. Each party and their Subcontractors agree not to release, divulge, publish, transfer, sell, or otherwise make it known to unauthorized persons without the express written consent of the other party or as otherwise authorized by law. Each party agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure. Agency shall make the Personal Information available to amend as directed by DOL and incorporate any amendments into all the copies maintained by Agency or their Subcontractors.

The Department reserves the right to monitor, audit, or investigate the use of Confidential Information collected, used, or acquired by the Agency through this Agreement. The monitoring, auditing, or investigating may include, but is not limited to, Salting. "Salting" is the act of introducing data containing unique but false information that can be used later to identify inappropriate disclosure of data.

The Agency shall notify the Department immediately after becoming aware of any unauthorized access, use, or disclosure. The Agency agrees to defend, protect, and hold harmless the Department for any damages related to unauthorized use or disclosure by their officers, directors, and employees, Subcontractors or agents.

Any breach of this clause may result in termination of the Agreement, suspension of on-line access accounts and the demand for return of all confidential information.

DATA DISPOSITION

Agency shall certify destruction of all data sets as described herein upon expiration or termination of this Agreement (Reference: *Certification of Data Disposition*, Attachment D) and shall retain no copies. Data shall be destroyed so it cannot be recovered in any way.

If the parties mutually determine that destruction is not feasible, Agency shall not use the Confidential Information in a manner other than those permitted or authorized by state and federal laws. Mutual determination of such shall be documented as described *in Memo of Understanding*.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

MEMO OF UNDERSTANDING (MOU)

Any communications that either Contract Manager determines to address more than day-to-day concerns, but do not modify the terms of this Agreement, shall be documented by a written, numbered *Memo of Understanding*.

TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Contract, or if either party violates or fails to meet any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner:

- Each party to this Agreement shall appoint one member to the Dispute Board.
- The members so appointed shall jointly appoint an additional member to the Dispute Board.
- The Dispute Board shall review the facts, agreement terms, applicable statutes, and rules and make a determination of the dispute.
- The determination of the Dispute Board shall be final and binding on the parties hereto.
- As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules;
2. Statement of work; and all Attachments
3. Any other provisions of the agreement, including materials incorporated by reference.

FUNDING CONTINGENCY

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, either party may;

- Terminate this Agreement without advance notice subject to renegotiation under those new funding limitations and conditions or
- After a review of project expenditures and deliverable status, extend the end date of the Agreement and postpone deliverables or portions of deliverables

ASSIGNABILITY

The ability of the Agency to obtain data pursuant to this Agreement shall not be assigned or delegated in whole or in part, excepted as expressly provided by this Agreement or by the express prior written consent of DOL.

WAIVER

Unless the Agreement is amended in writing by an authorized representative of DOL, waiver of a default under this Agreement, or failure by DOL to exercise its rights shall not:

- be considered a modification or amendment to the Agreement; or
- constitute a waiver of any subsequent default.

RIGHTS OF INSPECTION

The Agency shall provide right of access to the Department, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance of internal policies and procedures, and/or records relating to the safeguarding, use, and disclosure of Confidential Information obtained or used as a result of this Agreement. The Agency shall make available information necessary for the Department to comply with the consumer's right to access, amend, and receive an accounting of disclosures of their Confidential Information.

SUBCONTRACTING

With prior written consent, either party may enter into subcontracts for any of the work or services contemplated under this Agreement. Consent shall not be unreasonably withheld. This clause does not include Agreements of employment between a party and personnel assigned to work under this Agreement. Each party is responsible for ensuring that all terms, conditions, assurances, and certifications set forth in this Agreement are carried forward to any subcontracts.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

CONTRACT MANAGEMENT

The Agreement manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

Contract Manager for Agency is:	The DOL Contract Manager is:
Mark Bibeau, Administrator of Financial Services Washington State Parks & Recreation Commission 1111 Israel Road SW PO Box 42650 Olympia, WA 98504-2650 Telephone: (360) 902-8610 FAX: (360) 586-6627 E-Mail: Mark.Bibeau@parks.wa.gov	Jennifer Dana, Vehicle Record Manager Department of Licensing PO Box 2957 Olympia, WA 98507-2076 Phone: (360) 902-3673 FAX: (360) 570-7861 E-Mail: jedana@dol.wa.gov

ALL WRITINGS CONTAINED HEREIN

This Agreement consists of fifteen (15) pages including the following attachments:

- A = Statement of Work
- B = File Layout
- C = Reimbursement Fee Schedule
- D = Certification of Data Disposition
- E = Appropriate Use Declaration
- F = Certification of Data Security
- G = Performance Monitoring

This Agreement sets forth in full all terms and conditions agreed upon by the parties. Any other Agreement, representation, or understandings, verbal or otherwise, regarding the subject matter of this Agreement shall be deemed to be null and void and of no force and effect whatsoever. Except for Contract K1298 which shall remain in full force.

IN WITNESS WHEREOF, the parties have executed this Agreement.

**State of Washington Parks &
Recreation Commission**

**State of Washington
Department of Licensing**

Ilene Frisch, Director (Date)

Julie Knittle, Assistant Director (Date)

Administration, Finance, & Technology, WSPRC
(Print Name & Title)

91-6001109
(Federal Identification Number)

APPROVED AS TO FORM ONLY

Signature on file October 15, 2008
Jerald Anderson (Date)
Assistant Attorney General

**ATTACHMENT A
STATEMENT OF WORK**

The Washington State Parks & Recreation Commission shall furnish the necessary personnel, equipment, material, and/or services and otherwise do all things necessary for or incidental to the performance of work as set forth below:

PERMISSIBLE USE OF DATA

The data provided by DOL shall be used and accessed ONLY for the limited purposes of carrying out activities pursuant to this Agreement as described herein. Agency is responsible to ensure that no commercial use or variations of use are permitted.

According to the Vehicle/Vessel Disclosure Agreement Application submitted by the Agency permissible, business need for the data is:

To verify payment of the five dollar (\$5.00) donation per motor vehicle registration to the Washington State Parks & Recreation Commission for owners who made the donation in error and are requesting a refund.

DESCRIPTION OF DATA

DOL shall provide vehicle and/or vessel information as contained in *File Layout*, Attachment B. DOL reserves the right to edit and/or change the *File Layout* as considered necessary to the functions of DOL, without notice to the Parks.

Where both a mailing address and residence address are recorded on the vehicle record and are different, only the mailing address will be disclosed. Both addresses will be disclosed in response to requests for disclosure from courts, law enforcement agencies, or government entities with enforcement, investigative, or taxing authority and only for use in the normal course of conducting their business.

If a list of registered and legal owners of motor vehicles is used for any purpose other than authorized in this section, the manufacturer, governmental agency, commercial parking company, authorized agent, Parks, financial institution, toll facility operator, or their authorized agents or Parks responsible for the unauthorized disclosure or use will be denied further access to such information by DOL and will result in immediate termination of this Agreement.

DATA CLASSIFICATION DECLARATION

Data described in this data sharing Agreement is assessed to be in the following data classification:

Category 1 – Public Information

Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information

Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information

Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to:

- a. Personal information about individuals, regardless of how that information is obtained.
- b. Information concerning employee personnel records.
- c. Information regarding IT infrastructure and security of computer and telecommunications systems.

Category 4 – Confidential Information Requiring Special Handling

Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which:

- a. Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements.
- b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

ACCESS TO DATAMethod of Access/TransferFrequency of Data Exchange

Repetitive: DOL will provide data to Agency weekly.

Authorized Access to Data

Agency shall maintain a record of those who have authorized access to DOL data, and ensure ~~all authorized users maintain~~ confidentiality of data. In addition to measures instituted by the Parks shall also:

1. Require each authorized user to execute a copy of the *Appropriate Use Declaration* (AUD), Attachment E;
2. Maintain executed AUDs at the Parks' place of business; and,
3. Provide a copy of all executed AUDs within three (3) business days after receiving a request from DOL.

Parks shall upon request by DOL, provide to DOL within three (3) business days, a copy of all subcontractor Agreements applicable to this Agreement.

SECURITY OF DATA

Parks shall protect the data from unauthorized physical and electronic access while it is in motion and at rest, as described below:

Contractor shall protect the data from unauthorized physical and electronic access while it is in ~~motion and at rest, as~~ described below:

1. Electronic Access: Contractor shall ensure electronic access is authorized using individual accounts, hardened passwords, and require changing of passwords at least every 120 days.
2. Encryption and Decryption: When applicable Contractor shall furnish encryption and decryption software compatible with DOL's software to ensure security and confidentiality (*when using SDT process or confidential information received is in motion or at rest*).
3. Apply Security Patches: Contractor shall be diligent in the timely installation of security patches for all information technology assets, hosts and networks, that process DOL data. (*You will need to keep your computer secured, i.e. this could be update patches from Microsoft etc*).
4. IT Security Policies and Procedures: Contractor shall maintain and enforce information technology security policies and procedures consistent with this Contract, and provide an electronic copy to DOL upon request within three (3) business days. Contractor's information technology security policies and procedures shall include a computer incident response policy and procedure and annual security training to their employees.

5. Protection/Intrusion Devices: All Contractors' information technology assets that store/process DOL data shall be physically secured from unauthorized access. Contractor shall employ adequate devices such as Intrusion Protection (IPS) and Intrusion Detection (IDS) devices and system log monitoring to ensure unauthorized users cannot access Contractor information technology assets in a manner that allows DOL data to be compromised.
6. Periodic Vulnerability Scanning and Penetration Testing: Contractor shall periodically scan information technology hosts and networks that process DOL data for vulnerabilities to exploitation. (*This is a utility that will look at your system to determine if there are weaknesses*).
7. Self Audits: Contractor agrees to conduct an annual internal and independent audit to review Contractor's data protection, access, and appropriate use. These audits shall be conducted at the Contractor's expense. The Contractor agrees to provide DOL with copies of each audit and the results of each audit within thirty (30) days of audit completion or upon request.

CERTIFICATION OF DATA SECURITY

Agency shall send a signed original *Certification of Data Security* to DOL's Contract Manager with signed Agreement. The *Certification of Data Security*, Attachment F is written verification the Agency has met all data security requirements and shall continue to do so until this agreement expires or is terminated as described herein.

TERMINATION OF ACCESS

Either party may at its discretion disqualify an individual authorized by the Agency from gaining access to data. Notice of termination of access will be by written notice and become effective upon receipt, and a copy of such notice shall be provided to DOL. Termination of access of one individual by either party does not affect other individuals authorized under this Agreement.

**ATTACHMENT C
REIMBURSEMENT FEE SCHEDULE**

1. This is a non-financial Agreement and there is no cost to this agreement.
2. However, in the event that there is a change to the current state parks donation law and it is permissible, DOL reserves the right to bill and collect for the reimbursement of direct and indirect cost associated with providing this data to Parks and will be in accordance with the *Reimbursement Fee Schedule*, Attachment C, which is attached hereto and incorporated by reference herein but is also subject to increases or decrease when updated.
3. Agency will be provided an initial invoice for the one time set up fee, as described below (if applicable, i.e. new Agreement).
4. Agency shall be invoiced no less than annually for ongoing, direct, and indirect costs for providing monthly production and maintenance of DOL data, until termination of this Agreement.

Direct costs

Shall include, but are not limited to, all operating, equipment and personnel costs used to furnish the information, reruns and/or additional data runs, costs materials and data integrity costs directly related to the monthly production and maintenance of these data files.

Indirect costs

Shall include, but are not limited to, enforcement of unauthorized mail, auditing, answering complaints, correspondence, administrative overhead, building rents, related utilities, and other expenses identified as indirect costs by the Director of DOL.

1.	Costs and Set-up Fees	Cost	
	One Time Setup Fee Vehicle/Vessel SDT	\$ 2,607.68	
	DOL Monthly Direct and Indirect costs	\$ 254.30	
	DOL Weekly Direct and Indirect costs	\$ 58.68	
2.	Total Cost for first (1st) year including Setup Fees		
	Amount Due Before First Data Exchange	\$ 5,659.28	
3.	Costs after Setup Fees Have Been Established		
	Amount Due for second year of the contract	\$ 3,051.60	
4.	Additional Fees	Hourly Rate	Cost
	Requests for additional data runs or reruns	\$ 47.99	TBD
<i>Cost as of 4/2009</i>			

REIMBURSEMENT FEE SCHEDULE

ADDITIONAL DATA RUNS OR RERUNS

Requests from Agency for data runs at frequencies or dates not already agreed upon within this Agreement will require additional fees. Each additional data run or rerun will be billed at a rate of \$ 47.99 per hour and the total cost will be determined based on the hours required to provide the information.

ATTACHMENT D
CERTIFICATION OF DATA DISPOSITION

Date of Disposition _____

Data disposition methods used upon expiration or termination of this Agreement: (select all that apply).

CHECK THE APPROPRIATE BOX

- All copies of any data sets related to this Agreement have been deleted from all data storage systems and media so it cannot be recovered in any way.
- All on-line access accounts related to this Agreement have been deleted.
- All printed and hard copy materials and all computer media containing any data related to this Agreement have been destroyed so it cannot be recovered in any way.
- All copies of any data sets related to this Agreement shall be retained for purposes stated herein for a period of time not to exceed _____ (e.g. one year etc.), after which all data shall be destroyed so it cannot be recovered in any way.
- The parties have mutually determined that return or destruction is not feasible, and mutual determination is outlined in the attached MOU. Agency agrees to only use the Confidential Information as authorized herein and by state and federal laws.

I hereby certify, by signature below, the data disposition requirements as provided in DOL Agreement No. K1509, have been fulfilled as indicated above.

Washington State Parks And Recreation Commission

(Signature) (Date)

(Print Name)

(Title)

(Area Code & Phone Number)

**ATTACHMENT E
APPROPRIATE USE DECLARATION**

As authorized by Washington State Parks & Recreation Commission I attest that I am an authorized user of data provided by the Washington State Department of Licensing (DOL) and I shall:

- 1) Ensure the confidentiality and privacy of all information I have access to, and,
- 2) Use the information ONLY as permitted by DOL.

I understand the ONLY Permissible Use of data provided to (Agency) by the Washington State Department of Licensing is limited to:

To verify payment of the five dollar (\$5.00) donation per motor vehicle registration to Washington State Parks & Recreation Commission for owners who made the donation in error and are requesting a refund.

I further understand DOL may review activities of any person who receives vehicle/vessel record information to ensure compliance with limitations imposed on the use of the information. The department shall suspend or revoke for up to five (5) years the privilege of obtaining information of a person found to be in violation of chapter [42.56](#) RCW, this chapter, or this Agreement executed with DOL and the Agency.

I understand misuse of this information is a gross misdemeanor and is punishable by a fine not to exceed \$10,000 or by imprisonment in a county jail not to exceed one year, or both such fine and imprisonment for each violation. (RCW 46.12.390)

(PRINT) EMPLOYEE NAME & TITLE

X_____
EMPLOYEE SIGNATURE DATE

(PRINT) SUPERVISOR NAME & TITLE

X_____
SUPERVISOR SIGNATURE DATE


Do not return this form to DOL.

The signed original of this declaration should be kept on file in your office and made available to DOL upon request.

(Duplicate this form as needed).

The Department of Licensing has a policy of providing equal access to its services.
If you need special accommodations, please call (360) 902-3600 or TTY (360) 664-8885

**ATTACHMENT G
PERFORMANCE MONITORING**

PERFORMANCE MONITORING REPORT STATE OF WASHINGTON DEPARTMENT OF LICENSING (DOL)			Agency name Washington State Parks And Recreation Commission	DOL Agreement No. K1509			
DOL's Agreement Manager may complete Performance Monitoring Report annually and/or at end of each project and/or deliverable.		<input type="checkbox"/> Annual <input type="checkbox"/> Project end <input type="checkbox"/> Other _____	Agency's Agreement Manager MARK BIBEAU 360-902-8610				
Start Date	Execution	End Date	DOL's Agreement Manager				
PREPARED BY	Jennifer Dana, Contract Manager		Jennifer Dana 360-902-3673				
SECTION 1 - RATINGS							
On the scale of satisfaction provided, where YES is 100% satisfaction and, NO is 0% satisfaction and N/A is not applicable to the Agreement, please rate your experience by placing an "☒" in the appropriate box.							
Did the Agency:	YES	NO	N/A		YES	NO	N/A
Submit a Certificate of Insurance prior to the Agreement's start date?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supply all required documentation in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide DOL with a Subscriber Roster prior to Agreement's start date and updates upon request from DOL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide copies of all Appropriate Use Declarations upon request from DOL?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain confidentiality of data as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide Subscriber Agreements upon request and within the time line required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Certification of Data Security signed agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon expiration, provide Data Disposition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide an updated Vehicle/Vessel Disclosure Agreement Application prior to renewal or extension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 2 - DOL'S NARRATIVE							
Provide a brief description of the work performed							
The purpose of this Agreement is to provide terms and conditions that ensure DOL vehicle and/or vessel data is protected and used only for purposes authorized by state and federal law governing the release of such data.							
To verify payment of the five dollar (\$5.00) donation per motor vehicle registration to Washington State Parks & Recreation Commission for owners who made the donation in error and are requesting a refund.							
<i>Attach additional sheets if necessary</i>							
SECTION 3 - AGENCY'S COMMENTS							
Brief comments/suggestions from the Agency for DOL's Agreement Manager or DOL management?							