ATTACHMENT E

ERP Contract Requirements

Lacey Fire District 3

Working checklist for District counsel and procurement staff; not a substitute for legal review.

Contract Term and Renewal

- Initial term and renewal options
- Renewal pricing/escalation
- Termination rights

Pricing

- All recurring/one-time charges
- Annual escalation cap
- Employee growth pricing
- Third-party/pass-through costs
- Implementation assumptions

Service Levels

- Uptime commitment
- Support response times
- Severity definitions
- Escalation
- Service credits/remedies
- Maintenance notice

Data Ownership and Portability

- District ownership of District data
- Machine-readable export
- Transition assistance
- Post-termination retention/deletion
- No model training without written authorization

Security and Privacy

- Encryption
- MFA/SSO
- Incident notification
- Subprocessors
- Independent security reports
- Vulnerability management
- Data retention/deletion
- Cyber insurance

Implementation and Acceptance

- Schedule
- Named resources
- Testing/acceptance
- Data conversion acceptance
- Integration acceptance
- Parallel payroll testing
- Go-live criteria
- Stabilization
- Defect remediation

Intellectual Property

- Pre-existing vendor IP
- District data
- District-specific deliverables
- License/use rights

Public Records and Audit

- Washington public records
- Audit cooperation
- Records retention
- Access to records

Insurance / Indemnification / Liability

- Insurance
- Indemnification
- Limitation of liability
- Cyber coverage

Termination and Transition

- Termination for cause
- Termination for convenience if permitted
- Data extraction
- Knowledge transfer
- Transition services
- Transition pricing