Part 1: General Terms & Conditions
(Applies to all Suppliers)

1. Formation of Contract. Supplier's commencement of work or shipment of goods (whichever occurs first) constitutes acceptance of the University's offer to purchase contained in any University Purchase Order (herein after referred to as a “PO”). Parts 1 through 5 of this Acceptance Form and Agreement apply to any University purchase or other acquisition of goods and/or services from Supplier including those that are the subject of this PO unless acquisition is pursuant to a subsequently issued PO of differing terms and conditions. Any proposal for additional or different terms or any attempt by Supplier to vary in any degree any of the terms of this PO in Supplier's acceptance is hereby rejected, but such proposal shall not operate as a rejection of University's offer to purchase set out in the PO. Acceptance of a prior offer by Supplier is limited to the express terms contained in and incorporated by reference into the PO.

2. Cancellation. The University reserves the right at any time for its convenience to cancel this PO as to all or any portion of the goods then not shipped or services then not performed, subject to an equitable adjustment between the parties as to any work or materials (but not to include standard stock) then in progress. Supplier shall not be paid for any amount of lost profits on canceled orders, or for any avoidable costs incurred after receipt of notice of cancellation, including but not limited to any costs incurred by Supplier's suppliers or subcontractors which Supplier could reasonably have avoided. No termination for convenience shall relieve Supplier or University of its obligations as to any goods or services delivered hereunder. Any claim for adjustment hereunder must be asserted within thirty (30) days after the date of Supplier's receipt of notice of cancellation.

3. Termination For Cause. The University may terminate this PO or any part hereof at any time for cause in the event Supplier fails to comply with any of the terms and conditions of this PO, including without limitation, late delivery or performance, the delivery of defective or non-conforming goods or services, or failure to provide the University with reasonable assurances of future performance. In the event of termination for cause, the University shall not be liable to Supplier for any amount, and Supplier shall be liable to University for any and all damages sustained by reason of the default which gave rise to the termination.

4. Warranty. Supplier expressly warrants that all goods and services furnished and deliverables created under this PO shall conform to all specifications and appropriate standards, all applicable laws and regulations and will be free from defects including, but not limited to, defects in material, workmanship, and title, and acknowledges that any goods and deliverables to be provided University are works made for hire and to the extent not deemed to be such hereby assigns, and will cause its employees and agents to assign, all right, title, and interest in and to the foregoing to the University unless otherwise agreed in writing signed by University at the time of purchase. Supplier warrants that all goods and services furnished hereunder will be merchantable, safe, and appropriate for the purposes for which goods and services of that kind are normally used. If Supplier knows or has reason to know the particular purpose for which the University intends to use the goods or services, Supplier warrants that such goods and services will be fit for such purpose. Supplier warrants that goods and services furnished will conform in all respects to samples, advertisements, and other representation made to the University.
regarding same and that Supplier’s price for such goods and/or services does not include any tax imposed on Supplier by any taxing authority.

Inspection, test, acceptance or use of the goods or services furnished hereunder shall not affect the Supplier's obligations under this warranty, and such obligations shall survive inspection, test, acceptance and use. Supplier's warranties shall run to the University, its successors, assigns and customers, and users of products or services sold by the University. Seller agrees to promptly replace or correct defects of any goods or services not conforming to the foregoing warranties, without expense to the University, when notified of such nonconformity by the University if the University elects to provide Supplier with the opportunity to do so. In the event of failure of Supplier to correct defects in or replace nonconforming goods or services promptly, the University, after reasonable notice to Supplier, may make such corrections or replace such goods and services and charge Supplier the cost incurred by the University in doing so. These warranties are in addition to those otherwise offered by Supplier and manufacturer.

5. Rebates and Credits. Supplier rebates and credits, including but not limited to those for correction of invoice discrepancies, returned goods, good-faith or performance offsets, and volume/price tier rebates, must be issued in the form of a check made payable to the University of Rochester and sent to Financial Services, Strong Memorial Hospital, 601 Elmwood Avenue Rochester, NY 14642. Checks must be: a) timely delivered and b) clearly labeled “Rebate” specifying either the Supplier’s contract or the applicable PO.

6. Setoff. All claims for money due or to become due from the University shall be subject to deduction or setoff by the University by reason of any counterclaim arising out of this or any other transaction with Supplier.

7. Waiver. The University's delay or failure to enforce any term or condition of this PO shall not operate to waive it. Any such waiver must be expressed by the University in an authorized writing.

8. Delivery. Wherever this PO sets a date or time for the delivery of goods and services, time is of the essence. The University may regard the failure to deliver in a timely manner as a material breach of these terms and conditions, entitling the University to all rights and remedies at law, in equity, and under the specific remedies of this PO. Title and risk of loss or damage to items ordered herein shall remain with Supplier until delivered to and accepted by the University.

9. Indemnification. Supplier shall indemnify, hold harmless, and, if requested, defend, the University and any entity directly or indirectly owned by the University (hereinafter, its “Affiliates”), their respective trustees, directors, officers, employees, agents, and volunteers (collectively “Indemnitees”) from all liability, damages, and replacement costs if damaged property cannot be repaired, expenses, and losses, including without limitation legal costs and attorney's fees, (collectively "Liabilities") arising out of (a) Supplier's and Supplier’s suppliers and subcontractors acts, omissions, or breach of this PO, including but not limited to those that result in personal injury, death, or property damage or destruction, and/or (b) claims that goods and/or services provided by Supplier infringe any patent or copyright, or misappropriate or violate any trade secret rights, or other intellectual property rights of another person or entity, except where the Liabilities are due solely to the negligence or wrongful acts of an Indemnitee. This provision shall survive the termination or completion of the work or expiration of this PO.
10. Insurance. Supplier must maintain during the term of any PO the following insurance in at least the amounts below specified. In addition, Supplier must provide to the University's Corporate Purchasing Department a Certificate of Insurance showing such coverage and the requirements set forth after subsection 10(d) below before commencement of work or shipment of goods unless greater coverage amounts are determined to be required by the University’s Corporate Purchasing Department:

(a) **Commercial General Liability** insurance written on occurrence basis with the following limits:
- General Aggregate Limit: $2,000,000
- Products/Completed Operations: $1,000,000 aggregate
- Personal Injury and Adv. Injury Limit: $1,000,000 ea. person/organization
- Bodily Injury & Property Damage Limit: $1,000,000 each occurrence
- Fire Damage: $50,000 (any one fire)
- Medical Expense: $5,000 (any one person)

(Pollution Liability Endorsement of $1,000,000 per occurrence will also be needed in the event hazardous materials are to be involved.)

**No exclusions for:** Product/Completed Operations; Contractual Liability; Independent Contractors; Personal & Advertising Injury.

(b) **Automobile Liability:** Any Auto Owned, Hired and Non-Owned
(Pollution Liability of $1,000,000 each accident will also be needed in the event hazardous materials are to be involved.)

Combined Single Limit for
- Bodily Injury & Property Damage: $1,000,000 ea. accident/aggregate

(c) **Excess "Umbrella" Liability**

The umbrella coverage shall be no more restrictive than underlying coverage.

(d) **Workers' Comp. & Employers Liability** Statutory Coverage as required by law

Supplier’s Certificate of Insurance provided to University’s Corporate Purchasing Department must, in addition to confirming coverage amount, must substantiate that Supplier’s liability policies, except for professional liability, workers compensation and employers liability, (i) name the University or its Affiliate (whichever issues the PO) as an additional insured and cover all of Supplier's projects at all locations owned or operated by the University or its Affiliates (whichever issues the PO) (ii) waive any claim of subrogation against the University and its Affiliates, and their respective board of trustees, directors, officers, employees, agents, and volunteers, and (iii) be primary and non-contributory to any other insurance carried by, or available to, the University. The foregoing insurance and limits of coverage in no way limit Supplier's liability, or the right of the University or its Affiliate to require that Supplier provide other insurance or greater coverage amounts. Each policy of insurance shall be issued by a company or companies licensed to do business in New York State. Supplier will provide written notification to University or Affiliate, whichever issued the PO, at least thirty (30) days prior to termination or restrictive amendment of the above referenced polices, subject to Supplier having notice from its carrier.

11. Licensed Professions. If Supplier, persons in Supplier's employ, or persons otherwise acting for or on behalf of Supplier are required to maintain professional licenses, certification, or similar credentials in order to perform the purchased services, Supplier warrants that such are
held and in effect. Supplier must maintain Professional Liability coverage on all professionals with limits of at least $1,000,000 per occurrence and $3,000,000 aggregate, or such other amount as the University may deem appropriate during the term of any PO, and such coverage shall be specified on Supplier’s Certificate of Insurance in addition to the other coverage required by Section 10 above. The foregoing Professional Liability minimum insurance coverage in no way shall limit Supplier's liability, or the right of the University or its Affiliate to require that Supplier provide greater coverage amounts.

12. Conflict of Interest. Supplier warrants that no University employee, or that of its Affiliates (or close relative or a member of such an individual’s household) who (1) owns 5% (or more) stock or other interest in Supplier; (2) serves as an officer, director, employee, proprietor, partner, trustee, or consultant of Supplier; (3) stands to profit financially or personally in any way from the acquisition by the University of goods and/or services from Supplier; or (4) receives compensation in any form or in any amount from Supplier has participated, or will participate, in the decision to acquire good and/or services from Supplier except as forth on University's Supplier Size and Conflict of Interest Certification form provided to the University’s Corporate Purchasing Department. Supplier acknowledges its obligation to keep the aforesaid filing current prior to acceptance to further POs.

13. Confidential Information. “Confidential Information,” means any and all information written and/or oral in whatever form or media pertaining to University and/or its Affiliates and their operations, that is not generally known or readily ascertainable by other persons or entities including trade secrets, as well as personally identifying information referenced in Part 4, Section C.1 hereof, Protected Health Information as defined in Health Insurance Portability and Accountability Act, and any other information restricted by federal, state, and local statutes, regulations, and ordinances. Confidential Information includes, but is not limited to, technical and non-technical information materials, processes, ideas, and techniques, information pertaining to finances, processes, customers, clients, patients, employees, students, fees, rates, accounting data; statistical data, marketing, research and development plans, projects, and findings, business plans, and the terms of any contracts. As between the University and Supplier, all such Confidential Information, including but not limited to current and future products, processes, and techniques, research findings and data, systems, designs, ideas, computer programs, and related documentation, and technical information disclosed by or learned from the University or its Affiliates are acknowledged to be University trade secrets. Confidential Information does not include information which Supplier can substantiate by written documentation became available to Supplier on a non-confidential basis from a source other than University provided such source is not bound by a confidentiality obligation of secrecy to University or another party.

Supplier may use Confidential Information only in the performance of its obligations to the University and may disclose such information only to its employees on a need-to-know basis provided Supplier has taken appropriate action to cause such persons not to misuse or disclose any such information, keep such information secure and not store or place same in any country outside the United States of America itself or through the service of any third party acting on behalf of Supplier in storing such information without the written permission of the University. Supplier’s standard of care for maintaining the confidentiality and security of Confidential Information shall be no less than is reasonable for the kind and type information involved. Except as provided for in the next sentence, Supplier’s obligations hereunder shall continue for five (5) years from the last to occur of (i) the date the particular Confidential Information was disclosed to Supplier or (ii) termination of the contract between Supplier and University pursuant to which Supplier learned the particular Confidential Information. Supplier’s confidentiality
obligations imposed by statute, regulation, or ordinance shall continue indefinitely or for such period as is required by the applicable statute, regulation, or ordinance and Supplier’s trade secret obligations shall continue for as long as trade secret status is maintained. No later than expiration of Supplier’s applicable obligations period, Supplier shall destroy and dispose of Confidential Information in a secure manner. Supplier acknowledges that unauthorized disclosure or use of Confidential Information may cause University irreparable harm, agrees to give University written notice of any such event within two business day of discovery and to take all legal means to minimize any University loss or damage due to any such event. Accordingly, Supplier agrees that University shall have the right to obtain immediate injunctive relief for any breach of this section by Supplier, which shall be in addition to any other rights and remedies that it may have available.

14. Use of University Name. Supplier agrees that it will not use the University’s name or the fact that Supplier has a contract with the University in any press release, advertising or promotional materials, or public announcement.

15. Assignment. None of Supplier's duties or obligations under this PO may be delegated or assigned to another person or entity without the written consent of the University's Corporate Purchasing Department. The University may assign this PO to any Affiliate, or successor in interest to all or any part of its operations without prior notice to Supplier.

16. Access to Records. Supplier shall preserve and permit University or any of University's duly-authorized representatives to examine and audit all directly pertinent books, documents, papers and records of Supplier involving transactions related to this PO for the purpose of making audits, examinations, excerpts and transcripts for a period of three (3) years after final payment hereunder. Supplier agrees to refund to University any overpayments disclosed by any audit.

17. Debarment. Supplier certifies that neither it nor any of its Principals (officers, directors, owners, partners, key employees, principal investigators, researchers or management or supervisory personnel) is presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in this transaction or in any federal grant, benefit, contract or program (including but not limited to Medicare and Medicaid and Federal Health Care Programs) by any Federal department or agency, or in the case of Medicaid, by the New York State Department of Health.. (See 42 CFR Part 1001; Executive Orders 12549 and 12689, 10 NYCRR 504.7). To the extent necessary to assure accuracy of its certification, Supplier agrees to conduct searches of the List of Parties Excluded from Federal Procurement and Nonprocurement Programs maintained by the General Services Administration (http://epls.arnet.gov/), the List of Excluded Individuals and Entities maintained by the Department of Health and Human Services (http://oig.hhs.gov), and the List of Restricted, Terminated or Excluded Individuals maintained by the Office of the New York State Medicaid Inspector General at http://www.omig.state.ny.us/data/content/view/72/52/ prior to making its certification. Supplier acknowledges that the certification is a material representation of fact upon which University is relying in entering into this transaction. Supplier agrees to provide immediate written notice to University if it learns at any time that its certification was erroneous when submitted or if, during the term of this PO, it, or any of its Principals, is debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in this transaction or in any federal grant, benefit, contract or program, including Medicare, Medicaid and other Federal Health Care Programs. If subcontracting is permitted by this PO, Supplier agrees that it will include this clause, without modification, in all subcontracts and subprojects,
and in all solicitations for subcontract and subproject proposals. Supplier agrees that debarment, suspension, proposed debarment or suspension, ineligibility or exclusion of Supplier, or any of its Principals or subcontractors shall constitute cause for immediate termination of this Agreement by University.

18. Applicable Law. This PO shall be governed by the laws of the State of New York without giving effect to its conflict of law principles, and Supplier and the University consent to and acknowledge that the courts located in Monroe County, New York, shall have sole and exclusive venue and jurisdiction to adjudicate any dispute arising under or relating to this PO.

Part 2: Service Terms
(Appplies to all Suppliers providing Services)

S1. Independent Contractor. Supplier is an independent contractor, and shall not act or purport to act as an agent, representative or employee of the University. Supplier will determine the means and methods of performing its services. Supplier will supply all equipment, tools, materials, parts, supplies and labor (and the transportation of the same) required to perform except as the University has otherwise agreed in writing. University shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to, equipment, tools, materials, supplies, and other personal property of Supplier or its agents or employees, which may be brought onto University premises or stored at University, except for damage caused by direct and sole negligence of University.

S2. Standard of Care. Supplier will provide sufficient and competent personnel and supervision thereof and will timely and properly perform the subject services with the high degree of care, skill, expertise, and diligence that should be exercised by suppliers regularly engaged in the business or profession of performing such services.

S3. Hazardous Materials. If Supplier intends to bring onto the premises or take away from the University any hazardous chemicals or intends to engage in any activities which might reasonably be expected to create a danger or hazard to employees or other persons at the University, then in advance of any such activity, Supplier shall submit to the Office of Environmental Health & Safety (EH&S) for review and approval its program for compliance with the hazard communication requirements of 29 CFR 1910.1200 and its schedule and methods for performing such activities. Supplier will adhere to its approved program in the performance of all work to be done on University premises. Supplier is given notice hereby that the University has a hazard communication program pursuant to the aforementioned regulation, and that Supplier should obtain further information regarding that program by contacting URMES at 585-275-3241.

Part 3: Federal Compliance Terms
(Appplies to Suppliers as mandated by federal laws and regulations)

F1. Compliance. All goods and services sold hereunder shall be produced, sold, delivered and furnished in compliance with all laws and regulations applicable to procurement under loans, grants or other financial support of the United States government agency or agencies which have provided that support ("Funding Agency"). This includes, but is not limited to, the Procurement Standards set forth in Subpart C of OMB Circular A-110 and the applicable provisions of the Federal Acquisition Regulation, together with any additions or supplements thereto promulgated by the Funding Agency ("FAR").
F2. Access to Records. Until the expiration of four (4) years after the furnishing of services provided under this Agreement, Supplier will make available to the Secretary, U.S. Department of Health and Human Services, and to the U.S. Comptroller General, and their representatives, this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of those services. If Supplier carries out the duties of the contract with a subcontract worth $10,000 or more over a 12 month period, with another organization, the subcontract will also contain an access clause to permit access by the Secretary, Comptroller General, and their representatives to the other organization’s books and records.


- 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans;
- 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

F4. Anti-Kickback. Supplier, if engaged hereby for construction or repair in an amount in excess of $2000, shall comply with (a) the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor Regulations (29 CFR, part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States")

F5. Davis-Bacon. Supplier, if engaged hereby for construction or repair in an amount in excess of $2000, shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7), as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

F6. Hours and Standards. Supplier, if engaged hereby for construction in an amount in excess of $2000 or other work in an amount of $2500 that involves the employment of mechanics or laborers, shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

F7. Inventions. All rights of the Federal Government and the University to any resulting inventions are reserved to them in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any applicable implementing regulations.

F8. Environmental. Supplier, if engaged hereby for an amount in excess of $100,000, shall comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1151 et seq.).
Violations must be reported to Purchaser and/or federal agencies as required under OMB Circular A-110.

F9. Anti-Lobbying. Supplier, if engaged hereby for an amount in excess of $100,000, shall comply with the requirements of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), by providing to Purchaser all certifications required there under regarding the disclosure of the use of funds for lobbying.

F10. Flow-Down. Supplier will assure that any subcontract let hereunder includes clauses, F2 through this F10, where such inclusion is required under OMB Circular A-110.

F11. Federal Acquisition Regulations. Incorporated herein by reference are those provisions of the FAR which by their terms are to be flowed down to a procurement of the sort provided for here. All such provisions are incorporated with the same force and effect as if they were given in full text and apply to Supplier as Contractor, including provisions for the further flow-down of such provisions to subcontracts entered into by Supplier. The FAR provisions are available online at [http://www.acq.osd.mil/far/](http://www.acq.osd.mil/far/). By their terms, not all provisions apply to this transaction. In particular, and without limitation to the foregoing, in the acquisition of "commercial items" or "commercial components" (as those are defined 48 CFR 52.202-1), FAR provisions are not required to be included, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under 48 CFR Part 15:

- 52.219-8, Utilization of Small Business Concerns (15 U.S.C. 637 (d)(2) and (3))(see 52. 244-6 (c) (l)(i) for applications if any) to Supplier and sub-contractor of Supplier;
- 48 C.F.R. 52.222-40, Notification of Employee Rights under the National Labor Relations Act (Dec 2010) (E.O. 13496), if flow down is required in accordance with paragraph (f) of FAR clause 52.222-40;
- 48 C.F.R. 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g));

Part 4: Other Compliance Terms

Section C1 applies to all Suppliers

C1. Compliance Responsibilities. Supplier and all goods and services provided by Supplier will comply with all applicable federal, state, and local statutes, regulations, and ordinances, including but not limited to New York State laws concerning social security numbers and other personally identifiable information, the Health Insurance Portability Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), and the Family Educational Rights and Privacy Act (FERPA), and with the rules and regulations of the University (collectively, the “Applicable Requirements”). Supplier will ensure it has an effective administrative, technical and physical controls environment to comply with above and...
its obligations pursuant to this Agreement. At no cost or expense to University, Supplier shall promptly notify the University and, if directed to do so by the University, all others required to be notified by Applicable Requirements of any breach of the foregoing by Supplier, its employees, and agents and will permit University officials to inspect Supplier's on site operations, if any, at any time. The foregoing will not limit or bar any other remedies or recourse the University may have against Supplier for other damages and expenses resulting from the breach.

(Section C2 applies to all contracts involving University health care Affiliates)

C2. Medical Facility Responsibility. To the extent required by Section 400.4(a)(4) of Title 10 New York Codes, Rules and Regulations if Supplier is to provide any services for a medical facility that has been issued an operating certificate or certificate of approval by the New York State Department of Health, the parties agree that notwithstanding any other provision in this Agreement, the facility remains responsible for ensuring that any service provided pursuant to this Agreement complies with all pertinent provisions of Federal, State and local statutes, rules and regulations. This Section in no way abrogates or diminishes Suppliers duties and obligations pursuant to this Agreement.

(Section C.3 applies to all Suppliers furnishing or authorizing Medicaid health care items or services on behalf of the University, performing billing or coding functions, or is involved in monitoring of health care provided by the University)

C3. University Compliance Policy. Supplier certifies that it has read, and will take reasonable steps to make its employees providing healthcare items or performing services under this Agreement aware of, the University of Rochester Compliance Policy for Healthcare Contractors and Agents found at http://www.urmc.rochester.edu/purchasing/complianceeducationpolicy.cfm. Supplier further agrees to adhere to the terms of the Policy. Failure to adhere to the terms of the Policy shall constitute a material breach of this Agreement.

Part 5: Health Information Terms

(Appplies to Suppliers that are Business Associates under the Rules, as defined in P1 below)

P1. Definitions. Terms used herein shall have the meanings ascribed to them in the Health Insurance Portability and Accountability Act, 42 U.S.C. §1320d (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act of 2009, 42 U.S.C. 17901 (“HITECH”), and the federal privacy and security regulations issued pursuant to HIPAA and HITECH and codified at 45 C.F.R. parts 160 and 164, as may be amended from time to time (the "Rules"). “PHI” shall mean Protected Health Information that Supplier receives, uses, creates, maintains or transmits on behalf of University under the PO. Any provision in any agreement between Supplier and University regarding the limitation or exclusion of liability or damages will not apply to any of the rights and obligations of the parties under this Part 5 or breach thereof.

P2. Permitted or Required Uses and Disclosures of PHI by Supplier. Except as otherwise and further limited under the PO, Supplier may (a) use and disclose PHI only as reasonably necessary to perform its obligations under the PO, and provided that such use or disclosure would not violate the Rule if done by the University; (b) use PHI for its proper management and administration and to carry out its legal responsibilities; and (c) disclose PHI to a third party for
the purpose of Supplier’s proper management and administration or to carry out its legal responsibilities, provided that: (i) the disclosures are required by law; or (ii) Supplier obtains reasonable written assurances from the third party that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party, and the third party agrees to notify Supplier of any instances of which it becomes aware in which the confidentiality of the PHI has been breached. If Supplier’s obligation under the PO include provision of data aggregation services to the University, Supplier may use and aggregate PHI for such purposes; Supplier’s use of PHI for any other data aggregation must be approved in writing in advance by the University.

P3. Restriction on Use or Disclosure of PHI. Supplier will request, use and disclose the minimum amount of PHI necessary to meet its obligations under the PO. Supplier will not use or disclose PHI other than as permitted or required by the PO or as required by law.

P4. Safeguards. Supplier will use appropriate safeguards to prevent use or disclosure of PHI other than as permitted under the PO. Supplier will implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI.

P5. Mitigation. Supplier will mitigate, to the extent practicable, any harmful effect that is known to Supplier of a use or disclosure of PHI by Supplier in violation of the requirements of the PO.

P6. Reporting. Supplier will promptly report to the University any use or disclosure of PHI that is not permitted under the PO, including breaches of unsecured PHI, and any security incident, of which Supplier becomes aware; provided that Supplier is not required to report inconsequential incidents of the nature that occur on a daily basis, such as scans, pings, or other unsuccessful attempts to penetrate computer networks or servers containing electronic PHI maintained by Supplier.

P7. Breach Notification. Supplier will notify University of any breach of unsecured PHI, within five (5) days after Supplier’s discovery of such breach. Within thirty (30) days of discovery of the breach, Supplier will provide a written follow-up report to University including: (a) the date of the breach; (b) the date of discovery of the breach; (c) a description of the types of PHI involved; (d) identification of each individual whose PHI has or may have been accessed, acquired or disclosed; and (e) any other details needed to assess the risk of harm to the affected individual(s). Supplier will cooperate in University’s risk assessment and take any steps requested by University to assist University in complying with statutory and regulatory breach notification requirements. University will be responsible for notifying affected individuals, the Secretary of Health and Human Services, and the media of any breach, as required by HITECH; Supplier will not take any such actions except at the express written request of University. Supplier will pay or reimburse the reasonable actual costs incurred by University for notifying affected persons and for all reasonable mitigation efforts directly related to the breach. Supplier will also investigate the breach, mitigate losses, and protect against future similar breaches, and will provide a written report to University describing its investigation, conclusions, and processes implemented to avoid future breaches within a reasonable timeframe. The foregoing will not limit or bar any other remedies or recourse the University may have against Supplier for damages and expenses resulting from the breach.
P8. **Agents and Subcontractors.** Supplier will ensure that all of its subcontractors and agents that create, receive, maintain or transmit PHI on behalf of the University or Supplier agree, in writing, to essentially the same restrictions, conditions and requirements with respect to the use and/or disclosure of PHI that apply to Supplier, and to implement reasonable and appropriate safeguards to protect such PHI, including monitoring subcontractor compliance.

P9. **Access.** At the request of University, Supplier will provide access to PHI in a designated record set to the University of University’s designee to permit the University to meet the Rules’ access requirements, in the reasonable time and manner specified by the University.

P10. **Amendment of PHI.** At the request of University, Supplier will make amendment(s) to PHI in a designated record set in order to permit the University to meet the Rules’ amendment requirements, in the reasonable time and manner specified by the University.

P11. **Open Books.** Supplier will make its internal practices, policies, procedures, books and records relating to the use and disclosure of PHI available to the Secretary of Health and Human Services in the reasonable time and manner specified by the Secretary, for purposes of the Secretary determining the University’s compliance with the Rules.

P12. **Accounting of Disclosures.** Supplier will document disclosures of PHI and information related to such disclosures as would be required for the University to respond to an individual’s request for an accounting of disclosures of PHI in accordance with the Rules’ requirements; and will provide such information to the University in a reasonable time and manner specified by the University, to permit the University to respond to an individual’s request for an accounting of disclosures of PHI in accordance with the Rule’s requirements.

P13. **Return or Destruction of PHI.** Within thirty (30) days of the termination of the PO, Supplier will return to the University or destroy all PHI in its possession or control, including such PHI that is in the possession of Supplier’s subcontractors and agents, and if feasible, retain no copies of such PHI. If Supplier considers return or destruction of the PHI infeasible, Supplier will notify the University of the conditions that make return or destruction infeasible, and if the University agrees that return or destruction is infeasible, Supplier may retain the PHI, provided that it will extend all protections contained in the PO to its use and/or disclosure of any retained PHI, provided that it will limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible.

P14. **Implementation of Safeguards.** Supplier will use appropriate safeguards, and comply with the Security Standards for the Protection of Electronic PHI (ePHI) set forth in Subpart C of 45 CFR Part 164, to prevent Use or Disclosure of PHI other than as provided for by the PO, including but not limited to: (a) ensuring HIPAA-compliant encryption of all data in motion, including but not limited to portable data storage devices (e.g. tape backups, USB Drives, DVD, CD); end user mobile computing devices (e.g. laptops, tablets, and phones), wired and wireless network transmission; (b) performing an annual HIPAA risk assessment, and sharing corrective action plan items with University at its request; (c) at University’s request, completing the University’s vendor risk assessment questionnaire; (d) completing security scanning for vulnerabilities at least quarterly, promptly remediating identified issues, and sharing results with University at its request; or permitting University to conduct security scanning and penetration testing of Supplier’s systems; and (e) permitting University to audit Supplier’s security program, and remediating any identified compliance violations within a reasonable timeframe; provided that University will not be under any obligation to conduct such audits; and provided further that
if Supplier does not remediate any compliance violations to the satisfaction of University, University may terminate the PO.

**P15. Remedies.** In the event of a material breach of this Part 5 by Supplier, the University may at any time thereafter, and in its sole discretion, either: (a) notify Supplier of the breach in writing, providing an opportunity for Supplier to cure the breach, and terminate the PO if Supplier does not cure the breach within the time specified by the University in such notice; or (b) immediately terminate the PO on written notice to Supplier.

**P16. Modifications.** Supplier agrees that if University modifies this Part 5 to comply with any changes in the applicable laws and regulations, the modified Part 5 apply to Supplier upon its receipt of notice from the University that such modifications have been made.

**P17. Notices.** Supplier will send all notices to University under this Part 5 in writing, to: Chief Privacy Officer, University of Rochester, 601 Elmwood Avenue, Box 700, Rochester, New York 14642, or by fax to the Chief Privacy Officer at (585) 784-6163.
Acceptance Form

Please complete, print, sign, and mail all thirteen (13) pages of this Form and Agreement, Your Company’s Size Certification and Conflict Information Form, and Your Company’s Certificate of Insurance and Endorsements to:

University of Rochester
Corporate Purchasing
70 Goler House, RC Box 278901
Rochester, NY 14627

The Company below identified (“Supplier”) agrees that the University of Rochester’s Terms and Conditions and Insurance Requirements, set out on the preceding 12 pages, apply for all business with the University should Supplier be awarded business with the University.

University “Affiliates,” meaning any entity directly or indirectly owned by the University, are entitled to the benefits of any Supplier offering to or agreement with the University, whether prior to or subsequent to its acceptance of these terms and conditions. Affiliates may issue their own purchase orders incorporating the above referenced terms and conditions except all references therein shall be deemed to be to the issuing Affiliate, rather than to the University.

Company_______________________________________________________________
Address________________________________________________________________
________________________________________________________________________
Authorized Representative:
Signature_______________________________________________________________
Name___________________________________________________________________
Title___________________________________________________________________
Date___________________________________________________________________

Include reference # (assigned to your Supplier questionnaire)

Terms and conditions printed on Supplier’s standard sales and other documents shall not apply to quotations submitted or any resulting contract or purchase order.