

county of ventura

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VENTURA COUNTY SUPERIOR COURT

Paul W. Ruffin
Director

AUG 25 2003



GENERAL SERVICES AGENCY

Hall of Administration, L#1000
800 South Victoria Avenue
Ventura, CA 93009
(805) 654-3700

OFFICE OF THE PRESIDING JUDGE

August 22, 2003

Honorable Bruce A. Clark
Presiding Judge of the Superior Court
Ventura County Hall of Justice
800 South Victoria Avenue
Ventura, CA 93009

Pursuant to your request to respond to the report entitled *County Informational Technology Security* dated June 6, 2003, the General Services Agency (GSA) has prepared the following response:

Recommendations:

R-6 *That GSA review all contracts that allow access to the County network and insure these contracts are revised in accordance with the language developed by the County Counsel. That GSA modifies its procedures to insure that future relevant contracts are not permitted without the appropriate contract language.*

GSA, Procurement Services, based on input from Information Systems Department, will identify all GSA issued contracts that utilize vendors and/or outside contractors having access to the County network.

When provided with County Counsel language, Procurement Services will incorporate that language into the appropriate contracts by adding Counsel approved standard-clauses to the contract. These contract *terms and conditions* would apply to those companies involved in the maintenance and/or repair of the County network. Based on the approximate number of companies (73), we expect to have this project completed within 60 days after receiving the language from Counsel.

Should you have additional questions regarding this response, please contact Rebecca Arnold, Deputy Director, at 648-9205 or Paul Sheehan, Purchasing Agent, at 654-3757.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul W. Ruffin".

PAUL W. RUFFIN
Director

c: Rebecca Arnold, GSA Administrative Services
Paul Sheehan, GSA Procurement Services

