

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER M63292-7100	PURCHASING AUTHORITY NUMBER (If Applicable) EDD-7100
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Employment Development Department

CONTRACTOR NAME

Daniel J. Edelman, Inc.

2. The term of this Agreement is:

START DATE

January 15, 2021

THROUGH END DATE

June 14, 2021

3. The maximum amount of this Agreement is:

\$624,749.00 (Six Hundred Twenty Four Thousand Seven Hundred Forty Nine Dollars and Zero Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	6
Attachment A-1	Letter of Intent	1
Attachment A-2	Cost Proposal	8
+ - Exhibit B	Budget Detail and Payment Provisions	1
+ - Attachment B-1	Task Description and Staff Cost	2
+ - Exhibit C*	DGS General Terms and Conditions	GTC 04/2017
+ - Exhibit D	Special Terms and Conditions	1
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+ - Attachment E-1	EDD Confidentiality Agreement	1
+ - Attachment E-2	EDD Indemnity Agreement	1
+ - Attachment E-3	EDD Statement of Responsibility	1

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

M63292-7100

PURCHASING AUTHORITY NUMBER (if Applicable)

EDD-7100

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Daniel J. Edelman, Inc.

CONTRACTOR BUSINESS ADDRESS

[REDACTED]

CITY

[REDACTED]

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

[REDACTED]

TITLE

[REDACTED]

CONTRACTOR AUTHORIZED SIGNATURE

[REDACTED]

DATE SIGNED

[REDACTED]

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Employment Development Department

CONTRACTING AGENCY ADDRESS

[REDACTED]

CITY

[REDACTED]

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

[REDACTED]

TITLE

[REDACTED]

CONTRACTING AGENCY AUTHORIZED SIGNATURE

[REDACTED]

DATE SIGNED

3/11/2021

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (if Applicable)

Governor's State of Emergency Proclamation,
effective March 4, 2020 (GC Sections 8625-8629)

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as EDD, and Daniel J. Edelman, Inc., hereinafter referred to as Contractor, for the purpose of providing communication and related services as set forth below and in accordance with all of the Exhibits and Attachments, attached hereto as a part of this Agreement.

A. Introduction:

Unemployment insurance is one of the most complex benefit programs in California and the Department's current outreach and information is often confusing to the public. As a result, the state call centers get overwhelmed and are unable to help callers who actually need to speak with a representative. The purpose of this contract is to help the Department translate technical jargon into clear and concise information that the public will find easier to understand, which will reduce the tremendous pressure on the call center and free up call center staff to handle the more complex issues that require direct customer engagement. The contract will also help the Department explain in a clear and transparent manner what it is doing to improve customer service, curb fraud and help the victims of identity theft.

The worldwide COVID-19 pandemic and subsequent national economic crisis has resulted in an unprecedented surge of new unemployment claims throughout the nation. California's Employment Development Department (EDD) became quickly overwhelmed by this surge which resulted in significant delays in claim processing and required EDD to immediately stand up several federal pandemic-related programs, including Pandemic Additional Compensation; Pandemic Unemployment Assistance; Pandemic Emergency Unemployment Compensation; and Federal-State Extended Duration (FED-ED), and modernizing Work Share. Although extraordinary efforts have been taken by the Governor, EDD and supported by several other state agencies, additional outreach, education and multi-lingual communications efforts are needed to ensure effective communication to the widest range of participants, stakeholders and diverse communities. An immediate augmentation and expansion of EDD communications and outreach is needed as additional federal programs are anticipated and fraud awareness, education and prevention has been identified as a top priority.

Under the authority of Governor Gavin Newsom's Proclamation of a State of Emergency signed on March 9, 2020¹, the declaration of a National Emergency proclaimed by the President of the United States on March 13, 2020² and the other subsequent Gubernatorial Executive Orders, the Contractor will provide technical communications

¹ Gavin Newsom, Governor of the State of California, "Proclamation of a State of Emergency", issued March 4, 2020, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>

² Donald J. Trump, US President, "Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, issued March 13, 2020, <https://www.whitehouse.gov/presidential-actions/proclamation-declaring-national-emergency-concerning-novel-coronavirus-disease-covid-19-outbreak/>

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support to facilitate internal communication among EDD executives, managers, and staff as well as external communication including, but not limited to, stakeholders, allied state agencies, the legislature, regulatory entities, the media and the general public (the "Services").

B. Location:

Work shall be performed via remote access. Any work requiring physical access will be at a location pre-approved by EDD.

C. Contract Representatives:

EDD

Contract Representative/Invoices

[REDACTED]

DANIEL J. EDELMAN, INC.

Contractor's Representative (Scope of Work)

[REDACTED]

Project Manager

[REDACTED]

Sacramento Office Lead

[REDACTED]

D. Media Monitoring and Accuracy Assessment:

To ensure effective communications, the Contractor will develop and execute a media assessment and information accuracy operational plan. This plan will include, at a minimum, daily media monitoring, rapid response support, identification of targeted reporters/outlets including industry publications and recommendations for effective outreach to ensure timely and accurate reporting to the public.

All items gathered by the Contractor through its media monitoring activities and presented to EDD will be for internal use only and will be marked "EMPLOYMENT

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DEVELOPMENT DEPARTMENT INTERNAL USE ONLY.” Any of these materials that EDD would like to use for external purposes would need additional licensing and that would be contemplated under an addendum to this Agreement, with additional budget requirements.

E. Stakeholder Identification and Outreach Assessment:

To ensure effective communications, the Contractor will execute a comprehensive Stakeholder identification and outreach assessment. This assessment is to include, at a minimum, audience specifications (e.g., organization name, classification, approximate number in audience group, etc.), preferred modes of communication, as well as other relevant audience attributes.

F. Communications Strategy and Planning:

The work within this key area will include the creation (and subsequent execution) of a comprehensive Communication Strategy and Plan. The Contractor is responsible for the development of the Communication Strategy and Plan, corresponding materials and work products. This plan will then be implemented by the Contractor to provide accurate and timely information for both internal and external stakeholders. This includes an accurate accounting of resources and actions taken by EDD to respond to the new demands created by the pandemic and include collaborative information from other relevant state agencies and departments to ensure that coordinated and consistent information is disseminated as needed. Disseminated information includes, but is not limited to, daily situational reports, executive reports and summaries, multi-modal presentations for public education and outreach, infographics and other materials to enhance awareness and understanding.

G. Messaging and Presentations:

With nearly ten-thousand employees across California, it is critical that the Department works together and speaks with one voice.

The Contractor will support EDD in developing clear and concise communications to all internal and external entities to help ensure the public information is not confusing. Periodic and targeted communication will be provided to all entities. The Contractor is required to ensure that the target message(s) effectively convey(s) EDD’s ongoing work.

H. Communication Management Work Plan:

The Work Plan for Communication Management will contain the following, at a minimum:

- a. Information gathering to facilitate stakeholder/media identification;
- b. Conducting research to define audience level of awareness;
- c. Determination of most effective way to reach stakeholder/audience groups;

EXHIBIT A
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- d. Development of a Communication Strategy and Plan;
- e. Collaborating with EDD and other stakeholders to understand how audience messages should be developed;
- f. Monitoring stakeholder and media feedback and responses; and
- g. Revising communication products based on stakeholder feedback and media reporting.

I. Tasks:

The contractor will provide communications services that may not be available with existing state resources at the scope and scale necessary to communicate clearly and concisely with the public including without limitation, graphic designer who can translate regulations and technical program information into digestible infographics and other visual aids to help people understand information. This will also include videographers and editors who can help with creation of social media content that can help explain some of the most common issues of confusion for the public. The overall purpose is to help the Department create accurate content that translates complex regulatory and eligibility information into digestible and intelligible information to help the public and reduce the pressure on the call center.

The Contractor will assist with writing as necessary for various audiences including without limitation the public, legislature, internal, media, and stakeholders to help ensure the information is not confusing to the audience and the most important points are conveyed.

The Contractor will perform the tasks as listed below:

- a. Stakeholder Identification and Outreach Assessment: Identify the primary and secondary stakeholders along with their information needs and key concerns, preferred channels of communication, and current messages on the situation and tone;
- b. Communications Strategy and Plan: Develop a tailored communications strategy with immediate and long-term initiatives; include key messages, targeted audiences, supporting messages and collateral, calendar, and desired outcomes. (Estimated: 1 week);
- c. Messaging: Assist with writing as necessary for various audiences including without limitation the public, legislature, internal, media, and stakeholders to ensure the information is not confusing to the audience and the most important points are conveyed. Write messaging and remarks for various communication outlets such as press briefings, legislative updates, online portals, social media, and internal audiences. (Estimated: ongoing throughout term of the contract);
- d. Risk Communication Training: Assist key public spokespeople for the Department--including subject matter experts--to help ensure the complex information they are conveying to the public and other audiences makes sense to the recipient. Conduct Risk Communication-focused media training with leadership to help them understand how communication dynamics change, and

EXHIBIT A

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- ongoing targeted training to primary spokespersons, including mock interviews. (Estimated: 1 training for main management team and up to 5 targeted training sessions);
- e. Media Outreach Support: Support public affairs team with media research, draft responses, tracking inquiries, monitor and analyze media daily using commercial service, if required. It will also be important to have access to translation resources. The Contractor will be the one to use, and reach out to those listed on the Contractor's media list. (Estimated: ongoing throughout term of the contract);
 - f. Communications Integration: Hold communication stand up meetings to identify and triage emerging communication needs, problems, and tactical solutions using an Agile-based methodology. (Estimated: daily, with a transition to weekly when warranted);
 - g. Product Development: Research, write, and design information pieces such as fact sheets, social media, blogs, press releases, media responses, web content and presentation visuals. (Estimated: ongoing throughout term of the contract); and
 - h. Multimedia and Infographics: Development of targeted infographics and multimedia content (audio, video and photographic) to expand the effectiveness of outreach efforts as needed.
 - i. EDD will provide written instruction (email acceptable) concerning the Contractor's processing of any EDD confidential information or personal information processed under this Agreement.

Background Investigation

The EDD shall conduct a background investigation of the Contractor, its employees, unless the EDD determines such individuals are not subject to a background investigation. Individuals must voluntarily consent to a background check and the EDD reserves the right to disapprove any individual from performing services under the scope of the Contract.

Investigations will be conducted to ascertain whether a Contractor, its employees have any state or federal convictions, or are currently released from custody on bail or on their own recognizance pending trial.

Health and Safety Requirements

Contractor(s) entering EDD facilities and/or property are expected to be familiar with and abide by all statewide and locally mandated health and safety requirements. Such requirements include, but are not limited to, following California Department of Health's (CDPH) Guidance for the Use of Face Coverings published on June 18, 2020 (along with any subsequent versions) and remaining compliant with personal protective equipment (PPE) and other "safety" equipment requirements provided under state and federal occupational safety and health laws.

Additionally, EDD requires that contractor(s) follow other guidelines from CDPH and public health officials, such as avoiding close contact with others and engaging in hygienic practices while working. Such guidelines are to be provided to Contractor in writing by EDD. EDD reserves the right to require stricter requirements than are recommended by local and state

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public health authorities, such requirements also to be provided to Contractor in writing by EDD. Non-compliance by contractor(s), its employees, or any subcontractor(s) selected and engaged by Contractor may result in EDD refusing entry onto EDD property or removal from EDD property. A breach of these requirements grants EDD the right to terminate the agreement.



Gavin Newsom, Governor
California Labor and Workforce Development Agency



January 15, 2021

[REDACTED]

Dear [REDACTED]

It is the intent of the EDD to procure Crisis Communication services of Edelman during the term of January 15, 2021 through June 15, 2021.

On January 13, 2021, your company indicated that you would provide the above described services for an estimate of \$624,749.00.

As a result of your response the EDD would like you to begin work immediately, prior to the finalization of the contract, in accordance with Public Contracting Code section 1102. This letter serves as our intention to enter into an agreement as soon as possible.

You are hereby directed to proceed with the work specified by contacting EDD's designated Contract Monitor, [REDACTED].

We appreciate your commitment and assistance in helping the EDD move forward with the means necessary to aid the citizens of California.

Best regards,

[REDACTED]

[REDACTED]

Administration Branch
Employment Development Department

[REDACTED]

ATTACHMENT A-2
(Standard Agreement)

COST PROPOSAL



January 13, 2021

To:

[REDACTED]

Fr:

[REDACTED]

Re: Request for Cost Estimate for Crisis Communications Services

Thank you for the invitation to submit an estimated cost proposal for the crisis communications services scope of work that you provided. In response to your request, we provide this memo with information about Edelman's qualifications and a spreadsheet that breaks out the cost proposal by the tasks described in the scope of work.

About the cost proposal

The attached cost proposal totals \$624,749 for six months. This estimate is based on best guest to support a very high level of effort and may be less in reality.

As this cost proposal was developed without insight into EDD's current communications program, available resources, and priorities, it is an estimate of our time and materials. We are happy to develop a more specific cost proposal with the benefit of more information.

EDD's priorities will determine the cost to implement services for the following six months. In our experience with statewide institutional crises, we would expect that the level of effort may shift over the course of a year from rapid response, staff training, systems development, and planning to continued day-to-day implementation. The budget for an additional six months is likely to be in the same range, although the line-item expenditures will change. Our proposed cost estimate includes planning for a longer-term

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proactive communications effort (referred to as a public education campaign) about EDD services and tools to increase awareness and understanding of the benefits provided by EDD and assist consumers to utilize the services. However, the proposed cost associated with this planning can be also be applied to the next six-month contract if you choose, with the associated cost either eliminated or moved to another implementation line-item.

About Edelman

Edelman was founded in 1952 by Daniel J. Edelman. Still headquartered in Chicago, Edelman has grown to become the world's largest independent public relations firm with proven capabilities in all facets of communications. A family-owned and operated agency, Edelman is guided by an entrepreneurial spirit and integrity that has shaped the communications industry.

Edelman has a strong California presence with 370 dedicated professionals across offices in each major media market. Edelman also has 200 dedicated crisis and risk practitioners across the U.S. This response is led by our Sacramento office, with support from our offices in Los Angeles, San Francisco, and Washington D.C teams.

Edelman is known for delivering measurable results and extraordinary client service. We are creative and passionate about our work, and we view our clients as partners. We are trusted crisis communication counselors to many of the world's biggest companies, nonprofit organizations, and many small, local companies too.

However, consulting to public agencies requires additional contract management skills, sensitivities to political realities, and subtle nuances that can have big implications. We excel at this, which is why we are a trusted communications partner to many of California's local and state public agencies. We are experts at working successfully with California state agencies, helping to manage crises, engage stakeholders, educate residents, or motivate residents to change behavior. Here is a partial list of public agencies for which we have recently provided crisis communications, public affairs, and consumer education:

- California Earthquake Authority
- California Department of Water Resources/Oroville Spillway Emergency Response and Recovery
- California Public Employees Retirement System (CalPERS)
- California State Teachers Retirement System (CalSTRS)
- California Department of Public Health
- Sacramento Municipal Utilities District
- State Compensation Insurance Fund
- University of California

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Our crisis communications programs are grounded in deep insights about key audiences and stakeholders to help earn trust, drive recovery, and galvanize EDD’s reputation. We have studied trust for more than 20 years, and the Edelman [Trust Barometer](#) summarizes our annual global research about how trust is built and eroded by organizational actions. This research informs our approach to planning, strategy, and crisis communications. Among other key findings is that the public’s distrust of media and government means that EDD must cultivate other, more trusted channels of communication to impact skeptical audiences.

Our team of crisis and reputational risk management experts includes former litigators, reporters, regulators, and public affairs practitioners. Available 24/7, 365 days-a-year, our team offers EDD an unmatched network of professionals to help you successfully manage your communications challenges.

About Edelman

GLOBAL TALENT WITH A CALIFORNIA ANCHOR

68

Years of Independent Communications & Marketing

370+

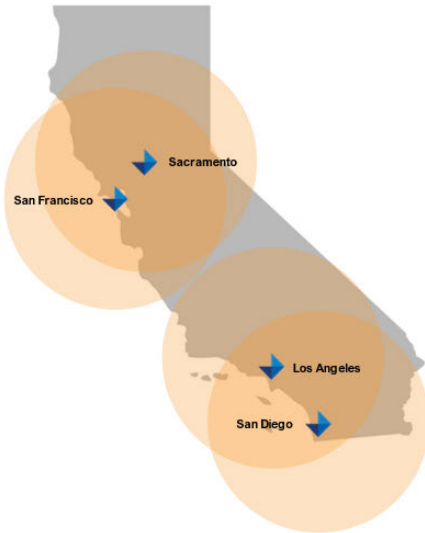
Communications Professionals covering CA

200

Dedicated Crisis + Risk Practitioners

24/7

Follow-the-Sun monitoring and response capabilities



Edelman’s strategic approach

This cost proposal supports a six-month communications effort that combines crisis communications best practices with public affairs strategies. Our crisis communications approach is based on data and audience insights obtained through primary research. This research will establish a baseline to measure success on an annual basis. We plan against desired outcomes and propose these for your consideration:

WHAT: Key outcomes (first six months)

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(Standard Agreement)

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- EDD has protocols and pathways in place for effective rapid response, approvals, and planning.
- EDD's new director and the Governor are positioned as aggressively taking on EDD's challenges and are leading EDD to an improved system to benefit all residents.
- EDD leaders and spokespersons share consistent, accurate information to the media and stakeholders.
- EDD leaders and spokespersons are well-prepared for hearings, testimonies, briefings, audits, and presentations.
- EDD leaders have the communications tools they need for successful working relationships with federal and state agencies, NGOs, and elected officials.
- News media coverage is more accurate and balanced.
- In-language news media coverage is increased.

HOW: Strategies

Planning and research

- Secure agreement between Edelman and EDD on communications priorities, available resources, areas of responsibility, and approval chains.
- Conduct research to understand and prioritize target audiences and effective messaging. Research may include a statewide public opinion survey and/or key informant interviews to establish benchmark and post-campaign awareness.
- Collaborate with EDD to write the communications strategy plan with strategies, tactics, and outcome measures based on research insights.
- Collaborate with EDD to assess need for new communication materials, digital tools, and videos, and determine what will be produced under this contract.
- Plan will include:
 - Research and information gathering
 - Audience identification
 - Information dissemination strategies
 - Information priorities (e.g., What tools are available to prevent fraud? How does EDD compare to other states' employment benefits programs? What changes has EDD made to prevent system abuse?)
 - Protocol for monitoring media and stakeholder response
 - Development of and/or revising information materials
 - Timeline
 - Roles and responsibilities, approval paths (consultant/EDD)

Monitoring and response

- Conduct news and social media monitoring to inform rapid response, messaging, and outreach strategies.

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- Immediately plan and execute a rapid response program while research and planning are underway.

Preparation and counsel

- Prepare EDD leaders and spokespersons for both long-lead and last-minute opportunities.
- Conduct internal communications to ensure EDD staff have the information and tools they need to represent the department's commitment to change and effectively communicate current programs and resources.
- Provide strategic counsel, virtual meeting/briefing preparation, and live-streaming communications guidance.
- Develop and regularly update useful communication tools (e.g., key messaging, fact sheets, Q&A, etc., including in-language as needed) and recommendations for effective use of EDD's website and social channels.
- Inventory EDD's available translation/transcreation services, augment as needed.

Ongoing communications

- Conduct external communications in phases, beginning with high-priority stakeholders to deliver measurable results informing each phase.
- Recruit communication partners among community-based organizations, trade associations, business and human resources departments, and multicultural media to reach target audiences.
- Create information tools and resources for mobile-friendly and online platforms.
- Conduct proactive media relations.
- Identify third parties to lend credibility, reach, and impact to EDD's messages.

Evaluation and measurement

- Establish a baseline from key informant interviews, online research, news media audits, and social media audits for quarterly success measures.

Key Personnel

Edelman offers EDD an expert statewide team from our Sacramento, San Francisco, and Los Angeles offices. Each member of the team has been selected to play a key role in your crisis communications planning and response, as well as reputation management, public affairs, and consumer education. As needed, we can quickly scale our team to bring in additional resources and expertise from across California and our global network of communications professionals. A news media and social media monitoring team from Washington D.C. will provide daily

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monitoring to ensure that reports are available to EDD leadership first thing each day. For space purposes we only attached short bios for some of our senior leadership.

[REDACTED]
[REDACTED]
Sacramento

[REDACTED] is one of California's most respected communications consultants, business executive, and civic leader. She has 30 years' experience managing crisis communications and public affairs programs for public agencies, nonprofit organizations, and private companies in California and throughout the country. [REDACTED] is a trusted advisor to CEOs and government agency leaders, providing strategic counsel and preparation for interviews, presentations, and testimonies.

Her experience includes providing crisis communications leadership to the California Department of Water Resources, the State Compensation Insurance Fund, Sacramento Municipal Utility District, numerous large hospital and health care institutions and other private brands.

She co-founded California-based Deen+Black Public Relations in 1987, which was acquired by Ogilvy in 2001. She joined Edelman in 2011 after ten years with Ogilvy.

[REDACTED]
[REDACTED]
Sacramento

[REDACTED] has 20 years of experience leading fully-integrated communications marketing campaigns grounded in research, targeted strategic communications plans. She has been instrumental in bringing together multiple offices across the Edelman network, as well as third party experts, to produce award winning programs in energy, health, safety, education and the environment.

[REDACTED] is head of Edelman Sacramento and provides strategy and client relationship management for SMUD, Kaiser Permanente, State Fund, CDFA's CalCannabis, and the Gordon & Betty Moore Foundation.

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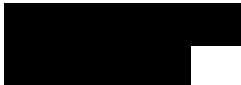
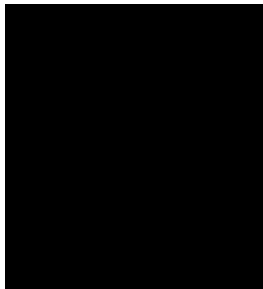


Sacramento

With a professional history that spans public relations, public affairs, marketing and a stint in the news media, [REDACTED] has the experience necessary to help clients think big and effectively leverage the media. At

Edelman, [REDACTED] leads the public affairs activities for several public and private industry clients, including the Department of Water Resources, Central Valley Flood Protection Board, California State Flood Management Plan and CDFA's CalCannabis.

[REDACTED] provides strategic planning, spokesperson training and preparation and media relations advice as his clients develop statewide management plans, policy reform and public education programs.

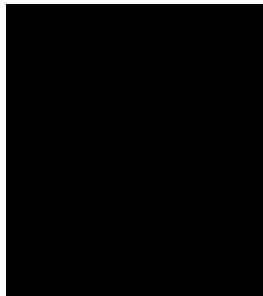


Sacramento

[REDACTED] is a seasoned media spokesperson, with over a decade of experience as a media strategist and public affairs consultant developing communication campaigns in the public and private sectors. [REDACTED]

provides strategic counsel to Kaiser Permanente, Genentech and DLA Piper. Notably, [REDACTED] brings to Edelman an extensive background in public service, including traveling chief of staff to Washington, D.C. Mayor Muriel Bowser and director of communications to the Deputy Mayor for Planning & Economic Development.

[REDACTED] also served as press secretary for former Sacramento Mayor Kevin Johnson from 2009-12, involved in several transformative projects including the development of the Golden 1 Arena.



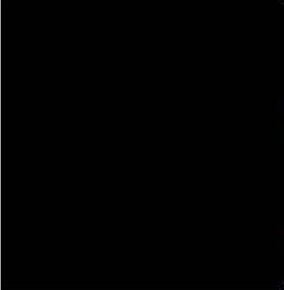
Los Angeles

[REDACTED] has more than two decades of communications and policy experience spanning nonprofit, public, and corporate sectors, with demonstrated strengths in complex strategic analysis, issues and crisis management and

ATTACHMENT A-2
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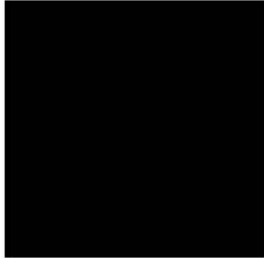
response, storytelling and narrative development, third-party engagement, and advocacy. In his role as Executive Vice President and Head of Reputation + Advisory at Edelman, [REDACTED] develops and leads engagement strategies for major clients such as HP, The Rockefeller Foundation and Mattel.



Los Angeles

[REDACTED] is a communications and public affairs professional who has provided high-level communications, media, crisis and issues management, strategic advice and counsel to a broad range of clients in corporate, nonprofit and government settings. Prior to Edelman, [REDACTED] led the public relations and crisis communications practice at Cerrell Associates, a Los Angeles public affairs firm, where he handled the firm’s most complex and high-profile work.

A veteran of government work and campaigns, [REDACTED] began his career working for candidates and elected officials at the local, state, and federal levels – including time spent working at Los Angeles City Hall and in the United States House of Representatives.



San Francisco

[REDACTED] crisis and issues communications experience spans a wide range of industries including biopharma, automotive, education, healthcare as well as food and agriculture for clients such as Starbucks, Nissan, Genentech, California Walnuts, and Hootsuite.

In her role at Edelman, [REDACTED] provides strategic counsel on crisis preparedness and issues related to investigations and regulatory inquiries, workplace misconduct, community relations, litigation, product safety, change management, data security and privacy, and corporate reputation.

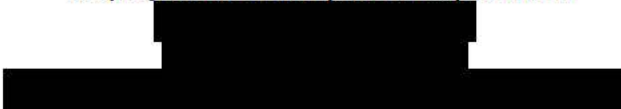
EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. In consideration of services performed, EDD shall reimburse Contractor in accordance with Attachment B-1, Task Description and Staff Cost, which are attached hereto and made a part of this Agreement.
- B. Invoices must include the Contract No. M63292-7100 and shall be submitted in arrears not more frequently than monthly to:

Employment Development Department



The invoice must reference the following:

- Identifies in detail the goods acquired, quantities, unit price, extension, description, etc.
- Sales tax and/or use tax as a separate line item from goods
- Identifies services (non-IT) provided, service period, unit price (i.e. hourly, monthly), and quantity applicable to the service
- Accurate billing address as stated on the purchase order or contract
- Supplier invoice date
- Company name and remittance address

2. Budget Contingency Clause

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government or by the State of California for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms, or funding of the Agreement in any manner.

EDD has the option to terminate the Agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

3. California Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

ATTACHMENT B-1
(Standard Agreement)

Proposed DRAFT - Check Numbers EDELMAN EDD Crisis Communications Scope of Work Task Description and Staff Cost January 13, 2021	Executive Vice President	Senior Vice President	Vice President and Creative Director	Senior Account Supervisor	Account Supervisor	Senior Account Executive	Account Executive	Assistant Account Executive	Labor Hours	Total Labor Cost	Total Expense Cost
	\$270.00	\$252.00	\$236.00	\$215.00	\$185.00	\$170.00	\$155.00	\$138.00			
February - July 2021											
Task 1 Media Monitoring and Accuracy Assessment	26	24	85	0	0	0	215	210	560	\$95,433	\$5,000
Subtask 1.1. Daily Monitoring	20	0	25	0	0	0	100	160	305	\$48,880	
1.1.1. Monitor digital, print, electronic, and social media. Submit daily report.	20		25				100	160	305	\$48,880	
Subtask 1.2. Develop information accuracy operational plan.	0	0	10	0	0	0	0	10	20	\$3,740	
1.2.1. Create and train staff on internal protocols for proactive and reactive response.	0		10					10	20	\$3,740	
Subtask 1.3. Build, maintain current database of media targets. Identify specialized media for	4	4	5	0	0	0	25	20	58	\$9,903	
1.3.1. Information gathering: Track story angles and accuracy by venue, reporter, and editorial	4	4	5				25	20	58	\$9,903	
Subtask 1.4. Identify specialized media for in-depth story placement.	2	0	20	0	0	0	50	20	92	\$15,770	
1.4.1. Information gathering: Research trade, business, economy, government and financial press.	2		15				25	10	52	\$9,335	
1.4.2. Develop editorial outreach calendar to match specialized targets.			5				25	10	40	\$6,435	
Subtask 1.5 - Media monitoring and accuracy assessment report.	0	20	25	0	0	0	40	0	85	\$17,140	
1.5.1 Submit daily reports to include media monitoring summaries; situational reports; and executive r	0	20	25				40	0	85	\$17,140	
Task 2 Stakeholder Identification and Outreach Assessment	52	43	146	15	25	10	98	80	469	\$95,112	\$5,000
Subtask 2.1. Identify stakeholders: primary and secondary; internal and external.	4	10	20	10	10	5	10	0	69	\$14,720	
2.1.1. Information gathering: Conduct statewide online research in English and Spanish, and up to 10	4	10	20	10	10	5	10		69	\$14,720	
Subtask 2.2. Develop stakeholder map	8	0	16	0	0	0	8	0	32	\$7,176	
2.2.1. Map stakeholders' level of awareness, interests, preferred method of communication, and	8		16				8		32	\$7,176	
Subtask 2.3. Conduct stakeholder and public outreach	40	33	110	5	15	5	80	80	368	\$73,216	
2.3.1. Leverage insights from information gathering and stakeholder map for effective comms, with	10	15	10	5		5	15	30	90	\$17,230	
2.3.2. Produce digital information tools for stakeholders to share with their communities and/or	8		20				40		68	\$13,080	
2.3.3. Produce public education program materials about EDD services and helpful tools.	2		20				25	25	72	\$12,585	
2.3.4. Write plan for an updated public education program about EDD services and helpful tools.	10	10	10		15				45	\$10,355	
2.3.5. Develop an advisory committee representing CA's diverse population to inform outreach	10	8	50				25	93	93	\$19,966	
Task 3 Communications Strategy and Planning	81	28	118	0	0	0	0	116	343	\$72,782	\$0
Subtask 3.1. Write a comprehensive Communication Strategy and Plan	81	28	118	0	0	0	0	116	343	\$72,782	
3.1.1. Meet with EDD to agree on goals, objectives, available resources, and how research will inform	3	3	3						9	\$2,274	
3.1.2. Write draft strategic communications plan. Include coordination with other state agencies and c	20	15	15					8	58	\$13,824	
3.1.3. Meet with EDD to discuss edits to plan. Provide Final Communication Plan.	8	10	10					8	26	\$5,784	
3.1.4. Conduct daily (to bi-weekly) calls with EDD to assess communication status and respond acco	50		100					100	250	\$50,900	
Task 4 Messaging and Presentations	52	0	52	0	0	0	0	18	122	\$28,796	\$5,000
Task 4.1.1. Prepare EDD for effective Risk Communications and Messaging	52	0	52	0	0	0	0	18	122	\$28,796	
4.1.1. Conduct media skills workshops for leadership team (1) and spokespersons (up to 5) Includes	12		12					2	26	\$6,348	
4.1.2. Prepare and regularly update messages, presentation materials, remarks, media information, l	40		40					16	96	\$22,448	
Task 5 Media Relations	115	100	220	10	170	10	140	260	1025	\$201,050	\$5,000
Task 5.1 Assist EDD Media Services with proactive and reactive media Relations	115	100	220	10	170	10	140	260	1025	\$201,050	
5.1.1 Provide general support to EDD Media Services Office and social media team.	15	40	50	10	0	10	100	100	325	\$59,080	
5.1.2. Conduct rapid response as needed. Help EDD Media Services Office implement the informa	40	40	80				40		200	\$45,960	
5.1.3. Manage behind-the-scenes logistics for virtual press briefings; prepare spokespersons and lea	40		50		40			100	230	\$43,800	
5.1.4. Pitch, place long-lead publications and electronic media stories. Develop partnerships with loca	20	20	40		50			40	170	\$34,650	
5.1.5. Manage transcription/translation of media materials to reach CA's multi-cultural audiences.					80			20	100	\$17,560	
Task 6 Communications Management Work Plan	22	22	12	12	12	22	12	22	136	\$27,752	\$5,000
Task 6.1.1. Write Comms Mgmt. Work Plan to track/manage communications strategies, tactics	22	22	12	12	12	22	12	22	136	\$27,752	
6.1.2. Conduct bi-weekly internal meetings to track work in progress, outcomes, and discuss options	12	12	12	12	12	12	12	12	96	\$19,452	
6.1.3. Conduct bi-monthly client team meetings to discuss WIP, success metrics, options for new stra	10	10				10		10	40	\$8,300	
Task 7 Project Management	0	0	39	0	50	0	58	10	157	\$28,824	\$0
Task 7.1 Ensure EDD has all Edelman work products and related information.	0	0	39	0	50	0	58	10	157	\$28,824	
Task 7.1.1. Weekly record keeping and transfer materials to EDD.			25		50		50		125	\$22,900	
Task 7.1.2. Monthly reports and invoicing.			10					10	20	\$3,740	
Task 7.1.3. Write final report at end of each contract period.			4				8		12	\$2,184	
	0	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	0	\$0	
Total Hours	348	217	672	37	257	42	523	716	2812		
Total Cost	\$93,960	\$54,684	\$158,592	\$7,955	\$47,545	\$7,140	\$81,065	\$98,808		\$549,749	\$75,000
									TOTAL	\$624,749	

ATTACHMENT B-1
(Standard Agreement)

Tasks	Description	Expense
Task 1 Media Monitoring and Accuracy Assessment	Potential subscription fees for media monitoring platform services.	\$ 5,000.00
Task 2 Stakeholder Identification and Outreach Assessment	Edelman Dxl primary research: public opinion survey and key informant interviews.	\$ 55,000.00
Task 3 Communications Strategy and Planning		\$ -
Task 4 Messaging and Presentations	Potential hard cost expenses: translations services, printing, etc.	\$ 5,000.00
Task 5 Media Relations	Potential moderated press call vendor services.	\$ 5,000.00
Task 6 Communications Management Work Plan	Potential hard cost expenses: travel, etc.	\$ 5,000.00
Task 7 Project Management		\$ -

EXHIBIT D
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

A. Settlement of Disputes

Any dispute concerning a question of fact arising under the term of this Contract which is not disposed of within a reasonable period of time (ten days) by the Contractor and State employees normally responsible for the administration of this contract shall be brought to the attention of the Chief Executive Officer (or designated representative) of each organization for joint resolution.

B. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war (e.g., riots and strikes) and acts of God (e.g., such as earthquakes, floods, and other natural disasters) such that performance is impossible.

C. Agency Liability

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

D. Workforce Innovation and Opportunity Act

Contractor agrees to conform to nondiscrimination provisions of the Workforce Innovation and Opportunity Act (WIOA) and other federal nondiscrimination requirements as referenced in 29 CFR, Parts 37 and 38.

E. Termination Clause

This Agreement may be terminated by EDD by notifying the Contractor in writing 30 days prior to the effective date of termination.

EXHIBIT E
(Standard Agreement)

PROTECTION OF CONFIDENTIALITY

Federal and state confidentiality laws, regulations, and administrative policies classify all the Employment Development Department (EDD) information provided under this Agreement as confidential. The federal and state laws prohibit disclosure of the EDD's confidential information to the public and mandate its protection against loss and against unauthorized access, use, disclosure, modification, or destruction.

The Contractor, must therefore, agree to the following security and confidentiality requirements:

I. ADMINISTRATIVE SAFEGUARDS

- a. Adopt policies and procedures to ensure use of the EDD's confidential information solely for purposes specifically authorized under this Agreement that meet the requirements of Title 20, Code of Federal Regulations §603.10.
- b. Warrant by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. In the event of a breach or violation of this warranty, the EDD shall have the right to annul this Agreement without liability, in addition to other remedies provided by law.
- c. Warrant and certify that in the performance of this Agreement the Contractor, will comply with all applicable statutes, rules and/or regulations, and Agreement information security requirements, including but not limited to the following:
 - **California Unemployment Insurance Code §1094** (Disclosure Prohibitions)
 - **Title 20, Code of Federal Regulations §603.9 and §603.10** (Federal Unemployment Compensation Safeguards and Security Requirements)
 - **California Civil Code §1798, et seq.** (Information Practices Act)
 - **California [Penal Code §502](#)** (Computer Fraud Act)
 - **Title 5, U.S. Code §552a** (Federal Privacy Act Disclosure Restrictions)
 - **Title 42, U.S. Code §503** (Social Security Act)
 - **Title 18, U.S. Code §1905** (Disclosure of Confidential Information)
- d. Except for state agencies, agree to indemnify the EDD against any loss, cost, damage or liability resulting from violations of these applicable statutes, rules and/or regulations, and Agreement information security requirements.
- e. Protect the EDD's information against unauthorized access, at all times, in all forms of media. Access and use the information obtained under this Agreement only to the extent necessary to assist in the valid administrative needs of the program receiving such information, and only for the purposes defined in this Agreement.
- f. Keep all the EDD's confidential information completely confidential. Make this information available to authorized personnel on a "need-to-know" basis and only for the purposes authorized under this Agreement. "Need-to-know" refers to those authorized personnel who need information to perform their official duties in connection with the use of the information authorized by this Agreement.

- g. Notify the EDD Help Desk at (916) 654-1010, immediately upon discovery, that there may have been a breach in security which has or may have resulted in compromise to the confidential information. For purposes of this section, immediately is defined within 24 hours of discovery of the breach. The notification shall be by phone and email. **It is not sufficient to simply leave a message.** The notification must include a detailed description of the incident (such as time, date, location, and circumstances) and identify responsible personnel (name, title and contact information). The verbal notification shall be followed with an email notification to <InformationSecurityOffice@edd.ca.gov>.

II. MANAGEMENT SAFEGUARDS

- a. Acknowledge that the confidential information obtained by the Contractor under this Agreement remains the property of the EDD.
- b. Instruct all personnel assigned to work with the information provided under this Agreement regarding the following:
- Confidential nature of the EDD information.
 - Requirements of this Agreement.
 - Sanctions specified in federal and state unemployment compensation laws and any other relevant statutes against unauthorized disclosure of confidential information provided by the EDD.
- c. Require that all personnel assigned to work with the information provided by the EDD complete the EDD Confidentiality Agreement (Attachment D1):
- d. Return the following completed documents to the EDD Contract Services Group:
- The EDD Indemnity Agreement (Attachment D2): Required to be completed by the Contractor's Chief Financial Officer or authorized Management Representative, unless the Contractor is a State Agency.
 - The EDD Statement of Responsibility Information Security Certification (Attachment D3): Required to be completed by the Information Security Officer or authorized Management Representative.
- e. Permit the EDD to make on-site inspections to ensure that the terms of this Agreement are being met. Make available to the EDD staff, on request and during on-site reviews, copies of the EDD Confidentiality Agreement (Attachment D1) completed by personnel assigned to work with the EDD's confidential information, and hereby made a part of this Agreement.
- f. Maintain a system of records sufficient to allow an audit of compliance with the requirements under subsection (d) of this part. Permit the EDD to make on-site inspections to ensure that the requirements of federal and state privacy, confidentiality and unemployment compensation statutes and regulations are being met including but not limited to [Social Security Act §1137\(a\)\(5\)\(B\)](#).

III. USAGE, DUPLICATION, AND REDISCLOSURE SAFEGUARDS

- a. Use the EDD's confidential information only for purposes specifically authorized under this Agreement. The information is not admissible as evidence in any action or special proceeding except as provided under §1094(b) of the California Unemployment Insurance Code (CUIC). Section 1095(u) of the CUIC does not authorize the use of the EDD's confidential information by any private collection agency.

- b. Extraction or use of the EDD information for any purpose outside the purposes stated in this Agreement is strictly prohibited. The information obtained under this Agreement shall not be reproduced, published, sold, or released in original or any other form not specifically authorized under this Agreement.
- c. Disclosure of any of the EDD information to any person or entity not specifically authorized in this Agreement is strictly prohibited. Personnel assigned to work with the EDD's confidential information shall not reveal or divulge to any person or entity any of the confidential information provided under this Agreement except as authorized or required by law.

IV. PHYSICAL SAFEGUARDS

- a. Take precautions to ensure that only authorized personnel are given access to physical, electronic and on-line files. Store electronic and hard copy information in a place physically secure from access by unauthorized persons. Process and store information in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means.
- b. Secure and maintain any computer systems (network, hardware, and software applications) that will be used in the performance of this Agreement. This includes ensuring that all security patches, upgrades, and anti-virus updates are applied as appropriate to secure data that may be used, transmitted, or stored on such systems in the performance of this Agreement.
- c. Store all the EDD's confidential documents in a physically secure manner at all times to prevent unauthorized access.
- d. Store the EDD's confidential electronic records in a secure central computer facility. Where in-use on a shared computer system or any shared data storage system, ensure appropriate information security protections are in place. The Contractor shall ensure that appropriate security access controls, storage protections and use restrictions are in place to keep the confidential information in the strictest confidence and shall make the information available to its own personnel on a "need-to-know" basis only.
- e. Store the EDD's confidential data in encrypted format when recorded on removable electronic storage media, or on mobile computing devices, such as a laptop computer.
- f. Maintain an audit trail and record data access of authorized users and authorization level of access granted to the EDD's data, based on job function.
- g. Direct all personnel permitted to use the EDD's data to avoid leaving the data displayed on their computer screens where unauthorized users may view it. Personnel should retrieve computer printouts as soon as they are generated so that the EDD's data is not left unattended in printers where unauthorized personnel may access them.
- h. Dispose of confidential information obtained from the EDD, and any copies thereof made by the Contractor, after the purpose for which the confidential information is disclosed is served. Disposal means return of the confidential information to the EDD or destruction of the information utilizing an approved method of confidential destruction, which includes electronic deletion (following Department of Defense specifications) shredding, burning, or certified or witnessed destruction.

EMPLOYMENT DEVELOPMENT DEPARTMENT CONFIDENTIALITY AGREEMENT

Information resources maintained by the State of California Employment Development Department (EDD) and provided to your agency may be confidential or sensitive. Confidential and sensitive information are not open to the public and require special precautions to protect it from wrongful access, use, disclosure, modification, and destruction. The EDD strictly enforces information security. If you violate these provisions, you may be subject to administrative, civil, and/or criminal action.

_____ an employee of Daniel J. Edelman Inc., dba Edelman
PRINT YOUR EMPLOYER'S NAME

hereby acknowledge that the confidential and/or sensitive records of the Employment Development Department are subject to strict confidentiality requirements imposed by state and federal law include the California Unemployment Insurance Code (UIC) §§1094 and 2111, the California Civil Code (CC) §1798 et seq., the California Penal Code (PC) §502, Title 5, USC §552a, Code of Federal Regulations, Title 20 part 603, and Title 18 USC §1905.

acknowledge that my supervisor and/or the Contract's Confidentiality and Data Security Monitor reviewed with me the confidentiality and security requirements, policies, and administrative processes of my organization and of the EDD.

acknowledge responsibility for knowing the classification of the EDD information I work with and agree to refer questions about the classification of the EDD information (public, sensitive, confidential) to the person the Contract assigns responsibility for the security and confidentiality of the EDD's data.

acknowledge responsibility for knowing the privacy, confidentiality, and data security laws that apply to the EDD information I have been granted access to by my employer, including UIC §§1094 and 2111, California Government Code § 15619, CC § 1798.53, and PC § 502.

acknowledge that wrongful access, use, modification, or disclosure of confidential information may be punishable as a crime and/or result in disciplinary and/or civil action taken against me—including but not limited to: reprimand, suspension without pay, salary reduction, demotion, or dismissal—and/or fines and penalties resulting from criminal prosecution or civil lawsuits, and/or termination of contract.

acknowledge that wrongful access, inspection, use, or disclosure of confidential information for personal gain, curiosity, or any non-business related reason is a crime under state and federal laws.

acknowledge that wrongful access, use, modification, or disclosure of confidential information is grounds for immediate termination of my organization's Contract with the EDD.

agree to protect the following types of the EDD confidential and sensitive information:

- Wage Information
- Employer Information
- Claimant Information
- Tax Payer Information
- Applicant Information
- Proprietary Information
- Operational Information (manuals, guidelines, procedures)

hereby agree to protect the EDD's information on either paper or electronic form by:

- Accessing or using the EDD supplied information only as specified in the Contract for the performance of the specific work I am assigned.
- Never accessing information for curiosity or personal reasons.
- Never showing or discussing sensitive or confidential information to or with anyone who does not have the need to know.
- Placing sensitive or confidential information only in approved locations.
- Never removing sensitive or confidential information from the work site without authorization.
- Following encryption requirements for all personal, sensitive, or confidential information in any portable device or media.

"I certify that I have read and initialed the confidentiality statements printed above and will abide by them."

Print Full Name (last, first, MI)

EDD

Print Name of Requesting Agency

Date Signed

Check the appropriate box:

- Employee Student
 Subcontractor Volunteer
 Other

Explain

**EMPLOYMENT DEVELOPMENT DEPARTMENT
INDEMNITY AGREEMENT**

In consideration of access to the EDD information which is personal, sensitive, or confidential,

Daniel J. Edelman, Inc., dba Edelman
(Enter Requesting Agency/Entity Name)

agrees to indemnify the EDD against any and all liability costs, damages, attorney fees, and other expenses the EDD may incur by reason of or as a result of any unauthorized use of the personal, sensitive, or confidential information or any violation of the "Confidentiality Agreement" by any and all employees of:

Daniel J. Edelman, Inc., dba Edelman
(Enter Requesting Agency/Entity Name)

This obligation shall be continuous and may not be changed or modified unless agreed to in writing.

In addition, I understand that the following penalties may be incurred for any such misuse of the EDD Information:

1. Any individual who has access to returns, reports, or documents maintained by the EDD who fails to protect the confidential information from being published or open to the public may be punished by imprisonment in the county jail for up to one year or a fine of \$20,000.00 or both. (California Unemployment Insurance Code §§ 2111 and 2122).
2. Any person who intentionally discloses information, not otherwise public, which they knew or should have known was obtained from personal information maintained by a state agency, shall be subject to civil action for invasion of privacy by the individual to whom the information pertains. (California Civil Code §1798.53).
3. Any unauthorized access to the EDD computer data, computer systems, or unauthorized use of the EDD data is punishable by a fine or imprisonment in the county jail or both. (California Penal Code §502).

I certify that I have read, understand, and agree with the above terms.

SIGNED BY REQUESTING ENTITY REPRESENTATIVE

[Redacted]
Print Full Name

[Redacted]

EDD

Print Name of Requesting Entity

[Redacted]

3/1/21
Date Signed

EDD

Enter Name Governmental Sponsor/Entity

**EMPLOYMENT DEVELOPMENT DEPARTMENT
 STATEMENT OF RESPONSIBILITY**

INFORMATION SECURITY CERTIFICATION

I, [REDACTED], hereby certify that Daniel J. Edelman, Inc. has in place the safeguards and security requirements stated in this contract. We therefore accept responsibility for ensuring compliance with these requirements, as set forth in Exhibit "E" of the EDD Contract No. M63292-7100.

[REDACTED]
 INFORMATION SECURITY OFFICER SIGNATURE

[REDACTED]
 PRINT NAME OF INFORMATION SECURITY OFFICER

[REDACTED]
 PRINT TITLE

[REDACTED]
 TELEPHONE NUMBER

[REDACTED]
 E-MAIL ADDRESS

March 10, 2021
 DATE SIGNED

[REDACTED]
 PROGRAM DIRECTOR OR CHIEF INFORMATION OFFICER SIGNATURE

[REDACTED]
 PRINT NAME

[REDACTED]
 PRINT TITLE

[REDACTED]
 TELEPHONE NUMBER

[REDACTED]
 E-MAIL ADDRESS

March 10, 2021
 DATE SIGNED

NOTE: Return this Information Security Certification to the EDD Contract Manager with the signed copies of the Contract.

FOR THE EDD USE ONLY

1. Information Security Certification received by:

 EDD CONTRACT MANAGER NAME

 DATE RECEIVED

2. The EDD information asset access approved by:

 CONTRACT MANAGER OR DISCLOSURE COORDINATOR

 DATE APPROVED (AFF, EMAIL, ETC.)

NOTE: The EDD must have a signed "Information Security Certification" in its possession prior to disclosure of any personal, confidential, or sensitive information to Inspectron, Inc.