

How to exit an IT arrangement

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STRICTLY PRIVATE AND CONFIDENTIAL



Operational Issues

(We are Implementing the Plan)

- Human Resources Issues
- Insurance and Risk Management
- Property and Equipment
- Space Utilization
- Maintenance and Network Communications
- Supplies and Services
- Other



Human Resource Issues

- What current contracted staff will be retained
- What is the penalty or fee to be paid to hire the indicated staff
- What is the compensation structure
- Provision of benefits and plan amendments (vesting, waiting periods, PTO, medical plan, retirement, etc.)



Insurance and Risk Management

- Indemnification
- Coverage required at termination
- Cyber liability coverage
- HIPAA Issues with terminated vendor
- BAA agreements with subcontractors
- Are any processes “in the Cloud”
- Are any processes off shore



Property and Equipment

- Status of equipment ownership
 - Vendor owned
 - Health System owned
 - Third party lease-Vendor
 - Third party lease-Health System
- Property taxes
- Certification of disposition of equipment (cleansing of data)
- Purchase price of equipment



Space Utilization

- Where are staff located?
- Where is data housed?
- Current space ownership or rental arrangement
- Interim occupancy



Maintenance and Network Communications

- Who is responsible for maintenance agreements
 - Are the agreements assignable
 - What is covered
 - Who has the warranties
 - Requirements for interim coverage
- Who has the communications agreement
 - Assignment of network agreements
 - Interim use of communications Network (t-1 lines, Ethernet, etc)



Supplies and Services

- Who is responsible for supply and service arrangements
 - Office Supplies
 - Cleaning
 - Technical/Maintenance
- Can best pricing be retained



Other Issues

- What is the plan long term?
- Who controls what
- Backup systems and storage
- Cost and terms for interim use
- Transition data storage
- Long term storage needs



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Questions

