

30-i-c

**EXERCISE LEASE OPTION**

In accordance with our lease dated April 30, 2015, this serves as a notice that **Nevada Board of Examiners for Social Workers** wish to exercise their lease option for the Premises located at 4600 Kietzke Lane Suite C-121, in Reno, Nevada.

The new sixty-month lease begins on August 1, 2020 and will continue through July 31, 2025. The monthly rent shall be as follows:

August 1, 2020---July 31, 2022	\$1,750/month
August 1, 2022---July 31, 2024	\$1,800/month
August 1, 2024---July 31, 2025	\$1,825/month

All other terms and conditions shall remain the same.

Date: \_\_\_\_\_ **NEVADA BOARD OF EXAMINERS FOR SOCIAL WORKERS**

BY \_\_\_\_\_

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## **Board of Examiners for Social Workers (BESW)**

### **Data Migration Planning**

During the week of June 15<sup>th</sup>, 2020, BESW was informed by Victoria Carreón, Interim Administrator for Business & Industry (B&I) that they would need to discontinue their provision of information technology services (IT) to our agency. The verbal agreement that was in place to provide services had predated the institutional knowledge of current staff. Approximately two years ago, the current Executive Director (ED) of BESW spoke with the former Director of B&I to discuss a budgetary arrangement for this IT support. Instead of creating an MOU or budgetary arrangement, the Director of B&I confirmed that this informal service provision could continue. Due to subsequent changes at B&I, they have now informed us that they will have insufficient staff resources and budget resources to continue with the current arrangement.

That statement from B&I has led to various discussions with the State of Nevada Enterprise IT Services EITS (EITS) and B&I in order to develop a data migration plan for BESW an IT solution. BESW must move to another service provision solution and at this point in time, the three main options for BESW are to:

1. Acquire services from EITS coupled with onsite desktop services from an external vendor. It is possible that EITS could provide a majority of BESW IT services that aren't onsite.
2. Strike a Memorandum of Understanding between BESW and B&I to continue to provide services that had previously been given to BESW over many years at no cost.\*
3. BESW could migrate its existing data to its own server. This would require the purchase of a server as well as in-house IT management of BESW's data. Internal support would include a number of tasks including: purchase of software and hardware (e.g. server), securing a domain to host our website, creating a website, managing new emails as we would no longer have State email addresses, the creation of a local area network, the provision of a rack for the server to be located in an appropriately cooled environment that is secure (e.g. a closet). Besides considerable internal staff management, BESW would also need to procure external vendor support for various onsite desktop services.\*\*

#### **Option 1 - Potential Costs for EITS to Support BESW (High-Level)**

*(Options 2 and 3 do not have cost estimates as of July 1, 2020)*

1. BESW has worked with EITS to fill out their Onboarding/Agency IT Services Migration Questionnaire. This has led to the following estimated costs chart. These estimates are not be considered a quote or a commitment for services to be rendered by EITS.
2. This does not include any one-time and recurring costs that we may need to plan for with regard to network connectivity.
3. EITS would have to do a survey of our site to determine our needs: switches, circuits, wiring. There could be additional monthly costs that would be billed by the circuit vendor (AT&T).

4. Server storage costs are based on the information that we have estimated at this point in time (10GB). Server hosting and storage costs are billed monthly and would be based on actual usage.
5. This estimate does not include costs associated with any new wiring for additional phone service if that is deemed necessary.
6. At this time, BESW will have to contract with an outside vendor to provide the PC/ LAN (desktop support) services due to EITS staff capacity constraints.
7. All costs are currently calculated at the FY21 published rates for the State of Nevada. Charges that do not have a monthly cost stated are assessed/ allocated over 4 quarters.
8. At this time, we have an EITS project manager that is assigned to BESW to assist with transition plan.

GL	Required Activity/Service/ Product	Unit	Qty	Rate	Monthly	Annual
7548	Server Hosting - Virtual (File Server)	CPU	1	\$ 40.240	\$ 40.24	\$ 160.96
7531	Disk Storage (File Server)	GB	100	\$ 0.132	\$ 13.20	\$ 158.40
7547	Business Productivity Suite (O365 and Email)	FTE	6	\$ 41.760	\$ 250.56	\$ 3,006.72
7542	WAN – Tier 1 SilverNet Access	TB	0 to .099 TB	\$ 100.000	\$ 100.00	\$ 1,200.00
7289	Phone Line and Voicemail	EA	6	\$ 11.648	\$ 69.89	\$ 838.66
7532	Web Services - Tier 2- 3	MBs	10 to 1000	\$ 83.000	\$ 83.00	\$ 996.00 or less To be determined
7554	Infrastructure Assessment*	FTE	6	\$ 276.590	\$ -	\$ 1,659.54
7556	Security Assessment*	FTE	6	\$ 115.880	\$ -	\$ 695.28
7507	Agency IT Services*	FTE	6	\$ 623.870	\$ -	\$ 3,743.22
7506	PC/LAN Support (Desktop Support)*	FTE	6	\$ 684.140	\$ -	\$ 4,104.84
7508	Expanded Help Desk Support*	FTE	0	\$ 671.520	\$ -	\$ -
						<b>\$-16,563.62</b> <b>Annual costs</b> <b>about \$15.5K plus</b> <b>one-time costs for</b> <b>circuit, network</b> <b>switch, wiring, etc.</b>

\*Option two was declined on July 2, 2020

\*\* Option three was determined to be costly and impractical for BESW

3G-iv



# State of Nevada Board of Examiners for Social Workers (BESW)

## BESW Safe and Healthy Workplace Policy

### DISCLAIMER

Nevada Revised Statute (NRS) 618.383 and Nevada Administrative Code (NAC) 618.540 establish requirements for a written workplace safety program that applies to all employers with 10 or more employees who do business within the State of Nevada.

Today, the Board of Examiners for Social Workers (BESW) has six (6) employees for a total of 4.2 FTEs and is exempted from the provisions of this section.

In the interest of health and safety, the BESW Safe and Healthy Workplace Policy voluntarily provides general topics, information and guidance for employees in a modified format. While this policy does not fully meet the intent of the program requirements for a larger employer as contained in the State of Nevada NRS and NAC, the BESW Safe and Healthy Workplace Policy is tailored to its current worksite as of June 22, 2020.

***NOTE:*** *The BESW Safe and Healthy Workplace Policy was first issued in January 2020. It was then amended in May 2020 and June 2020 in response to the evolving coronavirus pandemic. BESW has referred to CDC and OSHA recommendations and a series of Emergency Directives issued by Governor Sisolak to add a section to re: Phase 2 guidance to the policy. BESW intends to regularly adapt its policy to stay in alignment with each phase of Nevada United: Roadmap to Recovery (Roadmap). The "Roadmap" defers to local county governments; therefore, the Phase Two Insert is from Washoe County, City of Reno, City of Sparks as of June 22, 2020.*

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## **BESW Safe and Healthy Workplace Policy**

The State of Nevada Board of Examiners for Social Workers (BESW) is committed to working with all of its employees to provide a safe and healthy workplace, but this can't be accomplished without the cooperation and help of each person. The effectiveness of our Safe and Healthy Workplace Policy is a shared responsibility. In the COVID-19 pandemic, protecting worker health is central to protecting public health. This in turn will protect the public. We expect every employee of the BESW to make every effort to integrate safety and health considerations into every part of their daily activities.

The objective of this policy is to keep injuries and illnesses to a minimum every year. Management is charged with the responsibility for assuring that each employee is provided with the tools and resources necessary to accomplish their job tasks in a safe manner consistent with established procedures, safety and health rules and criteria. Every employee is encouraged to identify unsafe conditions and be assured that prompt action will follow to solve identified safety concerns. Each employee can also feel confident that identifying unsafe conditions will not result in any type of reprisal to them. The prevention of accidents and mishaps is crucial to the success of the BESW. If every employee does their part, we will all continue to have a safe place to work.

*Karen Oppenlander*, Executive Director

Board of Examiners for Social Workers

# Responsibilities

## Director

- Responsible for the BESW Workplace Safe and Healthy Policy.
- Provides resources necessary to effectively implement the policy.
- Provides direction and leadership to ensure that the policy is effectively implemented in compliance with all applicable federal, state, and local safety and health requirements.

## Deputy Director

- Ensures effective execution of the policy within their areas of responsibility.
- Reports and investigates injury and illnesses and property damage accidents.
- Maintains required records and documentation.

## Employees

- Are active participants in creating, maintaining a safe and healthy workplace.
- Perform all tasks in accordance with established policies, procedures and safe work practices.
- Perform a safety evaluation of his or her work space daily or as conditions warrant.
- Promptly report any identified hazards.
- Promptly report any injury, illness or incident to the Director or Deputy Director or other appropriate person.

# Training

Every employee will receive safety and health training to include:

- Employee Safety Rights and Responsibilities
- BESW Safe and Healthy Workplace Policy.

## Other Training Topics

Additionally, the following training topics are available through the Department of Industrial Relations, held on a monthly basis at 4600 Kietzke Lane, Suite E-144. If you are interested in attending any of the classes below, please make arrangements with your supervisor and then register online at [www.4safenv.state.nv.us](http://www.4safenv.state.nv.us) or call (775) 688-3730.

- Workplace Emergency & Evacuation
- Workplace Violence Awareness

# GENERAL SAFETY RULES

The following general safety rules establish some broad guidelines for employee conduct on the job:

- Employee will follow published safety and health rules and regulations.
- Torn, frayed, or loose clothing can be hazardous when working around machinery.
- No roughhousing or horseplay.
- Employees using prescription or over-the-counter medicine that cause drowsiness or impairment must report that use to the supervisor before start of work.
- Do not handle/ tamper with any machinery/ equipment that is not part of your assigned duties.
- Do not start machinery, operate valves or switches unless you have been trained and are qualified to do so.
- Obey warning signs.
- Keep work areas clean and orderly. If you spill it or drop it, clean it up
- Wash hands after handling hazardous chemicals.
- No eating or drinking in areas where hazardous chemicals are being used.
- Never use a defective tool or machine.
- No tools, equipment, etc., will be brought onto the site without approval of the Director or Deputy Director.
- Extension cords will be used for temporary (less than one day) use. Cords will not be placed where they create a tripping hazard or be damaged by passing employees or equipment in use.
- Store materials and equipment only in approved storage locations.
- Avoid stacking supplies and materials on top of cabinets and other office furniture.
- Open only one drawer of a filing cabinet at a time. Never leave a drawer open unattended.
- Scissors, staplers, letter openers, etc. will only be used for their intended purposes.
- Keep floors clean and dry whenever possible.
- Get help when lifting or moving heavy objects.
- Never substitute anything for a ladder.



Wear a Mask



Social Distance



Wash Hands



Disinfect Regularly

## General Office Environments

### Mandatory

#### Employees and Guests

- Ensure minimum 6 ft between people, if not possible, install barriers.
- Face coverings are required for employees who interact with the public. A face covering is not required if an employee is working alone in an enclosed office space.
- Personnel should telecommute where feasible.
- Limit travel as much as possible.
- Stagger arrival of all employees and guests.
- Conduct daily surveys of changes to staff/labor health conditions.
- Employees must perform daily self-symptom assessment prior to their shift.
- Require employees to stay home if symptomatic.
- Wash hands with soap and water for 20 seconds frequently.

#### Physical Spaces and Workstations

- Reduce sharing of work materials.
- Frequent disinfection of desks, workstations, and high-contact surfaces.
- Cancel/postpone in person events when social distancing guidelines cannot be met.
- Restrict meetings to no more than 10 people.
- Establish maximum capacity (50% of fire code).
- Daily deep disinfection of high contact surfaces.
- Hand sanitizer available for staff and public use.
- Post signage on health safety guidelines in common areas.
- Train staff on new operation plan.

#### Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work.
- Contact Washoe County Health District about suspected cases or exposures.
- Shut down floor for deep sanitation if possible.

### Recommended Best Practices

- Face coverings strongly recommended for guests.
- Take clients' temperature. Anything over 100.4 degrees Fahrenheit, refuse service.
- Touchless payment methods (i.e. utilizing mobile phone payment)
- Extend sick leave and flexible schedules to allow for recovery of illness and enhance social distancing efforts.
- Close communal spaces if possible, or conduct regular cleaning.
- Redesign space/workstations for 6 ft or more of distance between workstations.
- Limit congregation in office spaces.
- Divide essential staff into groups and establish rotating shifts.
- Work with WCHD to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact WCHD to initiate appropriate care and tracing.

### Questions/ Guidance

City of Reno: Reno Direct at 775-334-INFO (4636) / [RenoDirect@Reno.gov](mailto:RenoDirect@Reno.gov)  
 City of Sparks: 775.353.5555 / [business@cityofsparks.us](mailto:business@cityofsparks.us)  
 Washoe County: Dial 3-1-1 or 775.328.2003 / [Washoe311@washoecounty.us](mailto:Washoe311@washoecounty.us)

# SAFETY MEETING/ TRAINING

TOPIC \_\_\_\_\_

DATE/TIME \_\_\_\_\_

TRAINER/SUPERVISOR \_\_\_\_\_

EMPLOYEES ATTENDED

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# ACCIDENT INVESTIGATION REPORT

**TO BE FILLED OUT BY SUPERVISOR IMMEDIATELY AFTER INJURY,  
AND TURNED IN TO THE SAFETY OFFICE FOR REVIEW BY  
MANAGEMENT.**

**NAME OF  
INJURED** \_\_\_\_\_

**DATE AND TIME OF  
INJURY** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**WITNESSES** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_

**HOW ACCIDENT OCCURRED** \_\_\_\_\_

**MEDICAL TREATMENT** \_\_\_\_\_

**CORRECTIVE ACTION** \_\_\_\_\_

**CORRECTION DUE  
DATE** \_\_\_\_\_

**STEPS TAKEN TO PREVENT  
RECURRENCE** \_\_\_\_\_

**NOTES:**

**ALL ACCIDENTS (NO MATTER HOW SMALL) MUST BE REPORTED IMMEDIATELY TO  
SUPERVISOR.**

# NOTICE OF SAFETY INFRACTION

**We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:**

1<sup>st</sup> – Written / Verbal Warning

3<sup>rd</sup> Infraction – 3 to 5 days suspension

2<sup>nd</sup> Infraction – Written Warning

4<sup>th</sup> Infraction – Dismissal

(Name) \_\_\_\_\_, you have been observed working in the following unsafe manner, contrary to company safety rules:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is your 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ infraction.

Action taken, therefore is:

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

# PRECAUTIONARY LOCKDOWN

When you receive the order, "Precautionary lockdown", take the following actions:

1. Try to remain calm.
2. Realize Police Officers will not have time to give details.
3. Close and lock all doors.
4. Remain in your office. Once locked down, you will be allowed to move about the building (restroom, water breaks). If you leave the building, you assume all risks of leaving a secure environment during an unknown situation.
5. If not in your typical surroundings, proceed to a room that can be locked.
6. Do not shelter in open areas such as hallways or corridors. Go to the nearest room that can be locked or barricaded.
7. All non-Police employees shall enter through the front main doors.
8. Use office phones only for emergency notification to 911 or City of Reno Police, or to relay information to other affected agencies near the emergency or that are under your direct responsibility.
9. If you hear nearby gunshots, flee the area, if possible. If you can't flee, hide in your locked office and lay on the floor and use heavy objects as cover (filing cabinets, desks).
10. Do not unlock doors until instructed to do so by Police Officers or Firefighters. Ignore any fire alarms unless you see actual flames or smoke.

# **FULL LOCKDOWN**

If you hear gunshots or receive the order, "Full lockdown", take the following actions:

1. Try to remain calm.
2. Realize Police Officers will not have time to give details.
3. Close and lock all doors.
4. Turn off all lights.
5. Remain silent.
6. Silence all cell phones.
7. Turn off all radios or other devices that make sound.
8. Remain in your office or safe room. Once locked down, you will not be allowed to move about the building. You will not be allowed to leave the building until an "All clear" order has been given.
9. Do not let any non-Police Officers into the building.
10. Occupants should be seated below window level, toward the middle of the room, away from windows and doors.
11. If not in your typical surroundings, proceed to a room that can be locked.
12. Do not shelter in open areas such as hallways or corridors. Go to the nearest room that can be locked or barricaded.
13. Use office phones only for emergency notification to 911 or to City of Reno Police or to relay information to other affected agencies near the emergency or that are under your direct responsibility.
14. If you hear nearby gunshots, flee the area, if possible. If you can't flee, hide in your locked office and lay on the floor and use heavy objects as cover (filing cabinets, desks).
15. Do not unlock doors or attempt to leave until instructed to do so by Police Officers or Firefighters. Ignore any fire alarms unless you see actual flames or smoke.

3G-viii-c

**Lease Agreement**



Customer: SOCIAL WORKERS, NEVADA BOARD OF EXAMINERS FOR

Bill To: NV BD OF EXAMINERS SOCIAL WORKERS STE C121 4600 KIETZKE LN RENO, NV 89502-5002	Install: NV BD OF EXAMINERS SOCIAL WORKERS STE C121 4600 KIETZKE LN RENO, NV 89502-5033
State or Local Government Negotiated Contract : 072812700	

Solution			
Item	Product Description	Agreement Information	Trade Information
1. C8045H2	(XEROX C8045H OS2) - 1 Line Fax - 2/3 Hole Punch - Office Finisher Lx - Customer Ed - Analyst Services	Lease Term: 60 months Purchase Option: FMV	- Xerox 7845 CONTRACT/EXCEPTION S/N MX4759991 Trade-In as of Payment 57
			Requested Install Date: 6/11/2020

Monthly Pricing					
Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Cost	
1. C8045H2	\$150.34	1: Black and White Impressions	All Prints	\$0.0061	- Consumable Supplies Included for all prints - Pricing Fixed for Term
		2: Color Impressions	All Prints	\$0.0450	
<b>Total</b>	<b>\$150.34</b>	<b>Minimum Payments (Excluding Applicable Taxes)</b>			

Authorized Signature	
<p>Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page.</p> <p>Signer: Karen Oppenlander Phone: (775)688-2555</p> <p>Signature: <i>Karen Oppenlander</i> Date: <i>May 11 2020</i></p>	<p>Thank You for your business! This Agreement is proudly presented by Xerox and</p> <p><b>Zachary Darr</b> <b>(775)560-8708</b></p> <p>For information on your Xerox Account, go to <a href="http://www.xerox.com/AccountManagement">www.xerox.com/AccountManagement</a></p>

## Terms and Conditions

**INTRODUCTION:**

**1. NEGOTIATED CONTRACT.** The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

**GOVERNMENT TERMS:**

**2. REPRESENTATIONS & WARRANTIES.** This provision is applicable to governmental entities only. You represent and warrant, as of the date of this Agreement, that: (1) you are a State or a fully constituted political subdivision or agency of the State in which you are located and are authorized to enter into, and carry out, your obligations under this Agreement and any other documents required to be delivered in connection with this Agreement (collectively, the "Documents"); (2) the Documents have been duly authorized, executed and delivered by you in accordance with all applicable laws, rules, ordinances and regulations (including all applicable laws governing open meetings, public bidding and appropriations required in connection with this Agreement and the acquisition of the Products) and are valid, legal, binding agreements, enforceable in accordance with their terms; (3) the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body and hold the offices indicated below their signatures, each of which are genuine; (4) the Products are essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and will be used during the Term only by you and only to perform such function; and (5) your payment obligations under this Agreement constitute a current expense and not a debt under applicable state law and no provision of this Agreement constitutes a pledge of your tax or general revenues, and any provision that is so construed by a court of competent jurisdiction is void from the inception of this Agreement.

**3. FUNDING.** This provision is applicable to governmental entities only. You represent and warrant that all payments due and to become due during your current fiscal year are within the fiscal budget of such year and are included within an unrestricted and unencumbered appropriation currently available for the purchase/maintenance of the Products, and it is your intent to use the Products for the entire term and to make all payments required under this Agreement. If (1) through no action initiated by you, your legislative body does not appropriate funds for the continuation of this Agreement for any fiscal year after the first fiscal year and has no funds to do so from other sources, and (2) you have made a reasonable but unsuccessful effort to find a creditworthy assignee acceptable to Xerox in its sole discretion within your general organization who can continue this Agreement, this Agreement may be terminated. To effect this termination, you must, at least 30 days prior to the beginning of the fiscal year for which your legislative body does not appropriate funds, notify Xerox in writing that your legislative body failed to appropriate funds and that you have made the required effort to find an assignee. Your notice must be accompanied by payment of all sums then owed through the current year under this Agreement. You will return the Equipment, at your expense, to a location designated by Xerox and, when returned, the Equipment will be in good condition and free of all liens and encumbrances. You will then be

released from any further payment obligations beyond those payments due for the current fiscal year (with Xerox retaining all sums paid to date).

**SOLUTION/SERVICES:**

**4. OVERSIZE PRINTS.** Each print made on the following Equipment: C8045H2, that is larger than 145 square inches (e.g., 11 x 17 = 187 square inches), but less than or equal to 491 mm in length, will register as two (2) prints on the applicable (B&W/color) meter, and, for that Equipment with extra-long print capability, for any impressions greater than 491 mm will register up to four (4) prints on the applicable (B&W/color) meter.

**PRICING PLAN/OFFERING SELECTED:**

**5. FIXED PRICING.** If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

**6. REFINANCE.** The "Amount Refinanced" is included in the amount financed under this Agreement. If the Amount Refinanced is under an agreement with a third party, you acknowledge you have the right to terminate the agreement and you will provide Xerox with a statement from the third party identifying the equipment at issue, the amount to be paid off and the payee's name and mailing address. If the Amount Refinanced is under an agreement with Xerox, the refinancing will render your prior agreement null and void. If you breach any of your obligations under this Agreement, the full Amount Refinanced will be immediately due and payable.

**GENERAL TERMS & CONDITIONS:**

**7. REMOTE SERVICES.** Certain models of Equipment are supported and serviced using data that is automatically collected by Xerox or transmitted to or from Xerox by the Equipment connected to your network ("Remote Data") via electronic transmission to a secure off-site location ("Remote Data Access"). Remote Data Access also enables Xerox to transmit Releases of Software to you and to remotely diagnose and modify Equipment to repair and correct malfunctions. Examples of Remote Data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. Remote Data may be used by Xerox for billing, report generation, supplies replenishment, support services, recommending additional products and services, and product improvement/development purposes. Remote Data will be transmitted to and from you in a secure manner specified by Xerox. Remote Data Access will not allow Xerox to read, view or download the content of any of your documents or other information residing on or passing through the Equipment or your information management systems. You grant the right to Xerox, without charge, to conduct Remote Data Access for the purposes described above. Upon Xerox's request, you will provide contact information for Equipment such as name and address of your contact and IP and physical addresses/locations of Equipment. You will enable Remote Data Access via a method prescribed by Xerox, and you will provide reasonable assistance to allow Xerox to provide Remote Data Access. Unless Xerox deems Equipment incapable of Remote Data Access, you will ensure that Remote Data Access is maintained at all times Maintenance Services are being performed.