

**ARIZONA DEPARTMENT OF TRANSPORTATION
Engineering Consultants Section
Request for Remote Access to eCMS**

Instructions: Any firm selected for an ECS contract must apply for remote access to eCMS using a RACF ID and CRYPTOCard. Once the firms have been awarded a contract they must apply for remote access to eCMS via the Citrix Access Gateway in order to complete the cost proposal and other required transactions vital to the successful management of the contract. **The application packet includes:**

1. **Request for Remote Access to eCMS:** This form must be completed, signed, dated, converted to a PDF document and emailed to ECS for approval.
2. **Acceptable Use Agreement:** Must be signed, dated, converted to a PDF document and emailed to ECS. (leave RACF ID blank)
3. **Information Access and Non-Disclosure Agreement:** Must be signed, dated, converted to a PDF document and emailed to ECS. (leave RACF ID blank)
4. **Email documents to:** eCMSCRYPTOCARD@azdot.gov

A CRYPTOCard and access license must be purchased for \$165.00 for each user to access eCMS. CRYPTOCards will be approved for individual users and are non-transferable. Once approved, the user(s) for the firm will be assigned a RACF Identification Number to be used for logging into the Citrix Access Gateway and a CRYPTOCard. ECS will notify firms when cards are available for pickup. The RACF ID, CRYPTOCard and instructions for their use must be purchased, picked up and signed out by the user or firm representative with appropriate identification at the ADOT Engineering Records Section, 1655 W. Jackson – Room 175 – Mail Drop 112F, Phoenix, AZ. 85007. Allow at least 7-10 business days from the time the request is submitted to receive RACF ID number and CRYPTOCard.

Consultant Firm Name

Address

Phone

City

State

Zip

E-mail

Do you currently have a contract with ADOT/ECS? Yes

No

Authorized Individual User Name

Title

New Access

Replacement

Have Card Need Access

SSN (last four)

Admin Access

Staff Access

(Full access to all consultant firm information)

(Limited access to consultant firm information)

Engineering Consultants Section eCMS Remote Access Agreement

All computer hardware, programs and data related to eCMS are the sole property of the ARIZONA DEPARTMENT OF TRANSPORTATION. And any use of ADOT equipment, software or data for other than Department related business is expressly prohibited. This includes the use of microcomputer equipment, software and data whether stand alone or attached to a network. There shall be no unauthorized duplication or distribution of software on Department microcomputer equipment. This includes the duplication or distribution of software licensed to the Department for private use or for sale to third parties. Persons who perform such unauthorized duplication or distribution shall be subject to civil and criminal penalties under both State and Federal statutes. Any violation of this agreement is subject to responding action, including but not limited to, cancellation of RACF access, prosecution, contract termination and disqualification from applying for ECS contracts. Corrective action will be taken pursuant to DOA Rule 2-5-501, Arizona Revised Statutes 28-210, 38-421, 13-2408, 13-2316, 41-770, and the Computer Security Act of 1987 (Public Law 100235), and other applicable laws and regulations.. ECS may terminate access at any time.

I have read the above agreement. I understand and agree to comply with terms and conditions.

Print Name

Print Name

Authorized Individual User Signature

Principal or Firm Authorized Signature

Date

Date



Arizona Department of Transportation Transportation Services Group

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer
Governor

John A. Bogert
Chief of Staff

John S. Halikowski
Director

INFORMATION ACCESS AND NON-DISCLOSURE AGREEMENT

I acknowledge that as an employee or consultant/contractor I have been granted access to Departmental information, and that it is expected that I will meet the requirements of all applicable State of Arizona and ADOT policies, standards and procedures for securing, managing and handling this information. As such, I agree to the following conduct and restrictions. I will:

1. Only access information and files for which I have been given specific authority based upon a business need and my job duties and responsibilities.
2. Not discuss, divulge, copy, release, sell or loan any Departmental information except as properly authorized within the scope of my job duties and responsibilities.
3. Not misuse or carelessly handle Departmental information.
4. Not release or disclose Departmental information to unauthorized personnel.
5. Store and dispose of system and written information in a secure manner with proper regard for privacy and confidentiality and in accordance with applicable policies, standards and procedures.
6. Not disclose any personal information contained in any system of record except as authorized.
7. Safeguard my user password(s) and any other security mechanism(s) that controls my access to Departmental information.
8. Protect all Departmental information in accordance with applicable state and federal laws.
9. Report any security system breach, computer infection or theft of information immediately to my supervisor and the Information Technology Group's, Infrastructure Protection Unit.

I understand that I am responsible and accountable for all actions that I undertake on an information technology resource (e.g., computer system, or application system, etc.).

I further understand that failure to adhere to these obligations may result in the immediate revocation of my computing privileges and disciplinary action up to and including termination of employment (employee) or contract termination (contracted individual). Additionally, I understand that unauthorized information access or computer tampering may result in criminal prosecution and legal action in accordance with applicable State laws and regulations.

User Name (printed)

RACF ID

User Signature

Date



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ACCEPTABLE USE AGREEMENT

I understand that my user identification and password combination is my means of access to the Arizona Department of Transportation's (Department) electronic information systems and that I am accountable for all actions I undertake with my User ID. I further understand that I am bound and agree to abide by all applicable federal laws, state laws, statewide and Department policies. I also agree that I will not:

1. reveal my Department password(s) to anyone;
2. use another person's Department password(s);
3. ask another person to reveal their Department password(s);
4. reveal Department data to any person or entity unless in conjunction with state business;
5. attempt or access Department data not related to my job duties.

I understand there shall be no unauthorized duplication or distribution of software on Department electronic computer equipment. This includes the duplication or distribution of software licensed to the Department for private use or for sale to third parties. I understand the performance of such unauthorized duplication or distribution shall be subject to civil and criminal penalties under both state and federal statutes.

I have read and understand the following Department policies:

- Electronic Equipment (ITM-5.01)
- Email (ITM-8.01)
- Internet (ITM-4.01)

I agree to comply with all terms and conditions of these policies. All state owned information and technology resources including access to electronic equipment, email and the Internet are furnished by the Department for use in conducting state business. The Department does not tolerate improper use of its information and technology resources. Any such improper use shall result in disciplinary action up to and including termination of employment (employee) or contract termination and disqualification from future work (consultant/contractor). In addition, such improper use may result in the initiation of legal action (civil or criminal), or notifying appropriate law enforcement authorities for further action. I understand the Department reserves the right to monitor and log all network activity, including electronic equipment, email and Internet use with or without notice. I have no expectation of privacy in the use of these resources.

I have read and understand Arizona Revised Statute 38-448 (State employees; access to internet pornography prohibited; cause for dismissal; definitions) and agree to comply with all terms and conditions. I agree not to utilize ADOT computer equipment to access, forward, print or store pornography.

Any violation of this agreement is subject to responding action, including but not limited to, cancellation of User ID access, prosecution, and disciplinary action up to and including termination of employment (employee) or contract termination (contracted individual). In addition, violation of this agreement may result in the initiation of legal action (civil or criminal), pursuant to DOA Rule 2-5-501, Arizona Revised Statutes 28-210, 38-421, 13-2408, 13-2316, 41-770, the Computer Security Act of 1987 (Public Law 100235), and other applicable laws and regulations.

User Signature

RACF ID

User Name (printed)

Date