

# FORT BEND COUNTY      FY 2010

## COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 03/29/10

Submitted By: Vincent Mannino

Department: Extension Office #6651

Court Date: 04/06/10

Telephone: 281-342-3034

### SUMMARY OF ITEM:

Extension Office: Execute Memorandum of Agreement between Fort Bend County and Texas AgriLife Extension Service for Information Technology services. (Fund 100665100-63000)

Renewal Agreement/Appointment: YES ☒ NO

Reviewed by County Attorney's Office: YES ☒ NO

Reviewed by I T Director: YES ☒ NO

List Supporting Documents Attached:

### FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO

FUNDING SOURCE: Accounting Unit: 100665100 Account Number: 63000  
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: Fees

### Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in County Judge's Office by 2:00 p.m. on Wednesday.

### DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office: ☒ (✓ when completed)  
If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us) If by Fax to: (281) 341-8609  
Distribute copies with back-up to all listed below. If by fax, send to the numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input checked="" type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input checked="" type="checkbox"/> Information Technology (281-341-4526)	<input checked="" type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> County Atty (281-341-4557)

### RECOMMENDATION/ACTION REQUESTED:

Special Handling Requested (specify):

4-9-10 orig. ret. to Vincent  
at Extension Office

MAR 31 2010

## **Memorandum of Agreement for Information Technology Services**

This agreement is entered by and between Texas AgriLife Extension Service (hereinafter called "AL-EXT") and Fort Bend County (hereafter called "County"), by and through the Fort Bend County Commissioners Court. The AL-EXT Fort Bend County office desires to engage the County to provide certain computer services. The following functions are to be performed under this agreement:

### **I. FEES**

Due to the Cooperative agreements between Texas county governments and Texas AgriLife Extension Service a fee for services by either party is not required. In Fort Bend County there is a cost sharing arrangement on internet connection fees. See next section.

### **II. FACILITY**

The County will ensure County facilities provided to and occupied by the Fort Bend County Extension Office are equipped with data communications wiring that adhere to Fort Bend County Information Technology standards that adequately provide data and telephony support.

### **III. TELEPHONES**

The County owns, manages, and maintains all standard telephony and Voice Over Internet Protocol Telephony Devices assigned to AL-EXT.

### **IV. INTERNET CONNECTION**

AL-EXT provides a data circuit and internet connection to its Fort Bend County office, effectively placing the office into the Texas A&M University system statewide network. The County agrees to reimburse AL-EXT for one-half the cost of that connection in an amount not to exceed \$1,500.00 per year.

### **V. COMPUTER HARDWARE (includes printers, scanners, projectors)**

- A. Initial Purchase: AL-EXT can provide computer systems under a standardized "Cost Share" replacement program. This is a voluntary program and the service includes the initial setup and delivery of newly purchased systems. The County is granted permission to then adjust the systems for access to the County applications and standards, provided such access does not inhibit productivity.

Alternatively, the County can provide their standard computer systems to the AL-EXT Fort Bend County office. In this instance, AL-EXT is granted limited permission to adjust the systems to perform required AL-EXT applications.

- B. Special Configuration Items: County computers will have a standard administrative account created for troubleshooting. Computers provided by AL-EXT will have no Anti-Virus installed; Fort Bend County will install and manage their standard Anti-Virus solution.
- C. General Support: The County will facilitate trouble-shooting of computer hardware and peripherals that include printers and scanners and take corrective actions in accordance with normal county operation standards. The County IT unit will contact AgriLife Information Technology where needed and to ensure AL-EXT procedures and policies are met.
- D. Warranty and Maintenance: On computer systems provided by AL-EXT, it is understood that AL-EXT provides these computers with an extended parts and service warranty as provided by the vendor purchasing contracts (depending on the model these are a 3 or 4 year duration). Once the warranty period expires, the cost of parts and service will be the responsibility of the County or the Extension Office.
- E. Maintenance Costs: It is understood that AgriLife Extension provides these cost-share computers with a minimum of three (3) year extended parts and service warranty purchased from the vendor. The cost of parts and service will be the responsibility of the County. Costs for parts and third-party maintenance will be in accordance with normal County operation standards.
- F. Ownership: For computer systems provided by AL-EXT, it is understood the computer equipment is the property of AL-EXT, but it will remain in the Fort Bend County Office of AL-EXT for its useful life, or until the County decides that it has become technologically obsolete. At that time, the County will return the equipment to the Property Office of AL-EXT for appropriate salvage or disposal. Alternatively, procedures are available through which the equipment may be donated to local charitable organizations, but coordination with the AL-EXT property office is required to do so.

Computers provided by the County are property of the county and will be warranted and maintained according to county procedures and policy.

#### VI. **ANTI-VIRUS AND SECURITY INCIDENT REPORTING**

Pursuant to the state of Texas TAC code Chapter 202 B 202.26 state agencies are required to report significant security incidences through the Department of Information Resources (DIR). Fort Bend County Information Technology supplies and maintains Anti-Virus Protection and aids in meeting the state requirements for incidence reporting. We, AgriLife Information Technology request that Fort Bend county IT alert us of any significant IT related security event occurring in the Extension Offices. These alerts should be sent to our Information Security Officer, Jimmy "Chuck" Braden, phone # 979.845.9689, email: [securityhelp@ag.tamu.edu](mailto:securityhelp@ag.tamu.edu).

## **VII. COMPUTER SOFTWARE**

The County will facilitate trouble-shooting of computer software within the scope of County expertise. Anything outside the County scope and provided by the AL-EXT will be referred to the AL-EXT.

### Standard Software Requirements

AL-EXT requirements (latest County supported versions available)

1. Microsoft Windows
2. Microsoft Office Professional (Office 2003 or higher)
3. Adobe Acrobat Professional (version 8.x or higher)
4. Firefox Web Browser (recommend for the TExAS federal and state reporting system/NOTE: Firefox is not a Fort Bend County supported platform)

## **VIII. ACCESS**

Logical: The County will help ensure that the AL-EXT office has full internet access and electronic mail services via GroupWise Mail or other AL-EXT provided email service and AL-EXT will also have the option to have an electronic mail account on the County system as appropriate.

Administrative level accounts will be maintained on all computer systems that allow either the County or AL-EXT to troubleshoot problems on a computer.

Physical: (communications closets or server facility)

Per state and University System policies, communications closets and equipment must be physically secure. In situations where AL-EXT owns or supplies network components located in such areas the County will ensure AL-EXT has 24 hour by 7 day access. This is necessary to allow trouble shooting and restarting such network equipment. If deemed necessary the County can require limited access and an access log be maintained.

## **IX. COVERAGE**

- A. The period of time covered by this Agreement will be from March 1, 2010, through February 28, 2011.
- B. This agreement shall be automatically renewable annually.
- C. This agreement shall be subject to termination by any party upon thirty (30) days written notice.

The County warrants that they have funds available to pay amount necessary to support this Agreement, and shall use reasonable efforts to obtain funds from the Fort Bend County Commissioners Court on a continuing basis. In the event Fort Bend County's appropriation request to pay this amount in any year is denied, Fort Bend County may terminate this Agreement with thirty (30) days prior written notice.

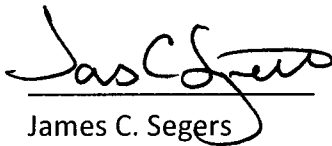
Fort Bend County



Robert E. Hebert

County Judge *April 6,*  
Fort Bend County *2010*

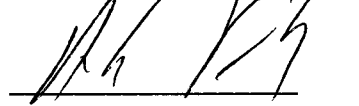
AL-EXT



James C. Segers

AgriLife Extension Service  
IT Coordinator

AgriLife IT



Alan Kurk

AgriLife Information Technology  
IT Director

Attest:



Dianne Wilson, County Clerk

#### AUDITOR'S CERTIFICATION

I hereby certify that funds in the amount of \$ 1,500.00 are available to pay the obligation of Fort Bend County within the foregoing Agreement.



Robert "Ed" Sturdivant  
County Auditor