



PIER Systems, Inc.  
1204 Railroad Ave., Ste. 200  
Bellingham, WA 98225  
360.746.0470

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## Professional Services Agreement

This Services Agreement, dated November 9, 2010, is entered into between PIER Systems, Inc. and Fort Bend County/Houston UASI. To initiate professional services, you must execute this Agreement. This Services Order is governed by the Customer Agreement and PIER Systems General Terms.

<b>Client:</b>	Fort Bend County/Houston UASI
<b>Agreement Number:</b>	
<b>Contact/Site Admin:</b>	Lachlan Mullen—Regional PIER Coordinator
<b>Job/Project Name:</b>	Regional steady-state document sharing policy manual
<b>Target Completion Date:</b>	December 1, 2010
<b>Billing Information:</b>	Fort Bend County Office of Emergency Management 307 Fort Street Richmond, TX 77469-4798
<b>PO Number:</b>	

### Scope of Work and Fees:

Fort Bend County Office of Emergency Management has requested PIER System enhancements to provide tighter control over the ability of approvers to publish information to sites other than their own site. Site administrators would also be given increased control over accepting information from other sites in the family. Technology enhancements will be provided for \$4,800.

The Fort Bend County Office of Emergency Management has also requested a policy document that would clearly specify the policies and procedures to be used in sharing documents during non-disaster situations. It would specify the conditions when shared access would be allowed and the proper process for sharing information. An element of this plan would be a compliance program that would help ensure that all Houston UASI PIER administrators are aware of the policy document and implementing the proper procedures within their agency to insure compliance. Planning services including input, plan development, review, modifications, and compliance process will be provided for \$8,500, for a total of \$13,300.

### Specifically, PIER Systems will provide the following:

1. Technology Enhancements: Add toggle on system to enable administrators to allow or disallow submissions to Recent Updates from other family sites. The toggle would apply to any and all submissions from family sites.
2. Secure input from site administrators
3. PIER will contact a select number of site administrators to gain their input on the appropriate policies and plans for controlling information sharing.
4. Develop draft policies and plan: Create draft document that specifies the regional policy relating to information sharing including situations where it would be advantageous. The plan would identify how and when information would be shared as well as how the system and policies would help insure that

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information is not improperly published.

5. Process for insuring compliance: Compliance is simplified with the technology changes by putting the focus on establishing the controls on a site by site basis with site administrators controlling the process. This element would include working with Fort Bend OEM to distribute the plan and a brief power point explaining key policies and plan elements to site administrators. It also includes an agreement of understanding for site administrators and permissioned users to complete ensuring compliance and understanding of policy.

**Payment Schedule:** All payments net 30, invoiced on completion of services rendered.

If during the course of this project you request additional Services beyond what is listed in this Service Agreement, PIER Systems Inc. will issue subsequent Services Agreements containing agreed upon Services and fees.

**Acceptance:**

By: [Signature]

Title: UP

Date: 11/18/10

By: [Signature]

Robert Hebert  
Title: County Judge

Date: November 23, 2010