



## FORT BEND COUNTY, TEXAS

INFORMATION TECHNOLOGY DEPARTMENT  
Charles Cook, Director

FACILITIES MANAGEMENT & PLANNING DEPARTMENT  
Don Brady, Director

### MEMORANDUM

**TO:** Honorable Robert Hebert, Judge

**RE:** Distribution of the former Telecom Department's Responsibilities

**DATE:** August 30, 2006

**CC:** Gilbert Jalomo, Ed Sturdivant

Following is the understanding and agreement of FM&P and IT.

- The County Purchasing Agent will negotiate AT&T/SBC contracts and involve FM&P and IT as appropriate.
- FM&P will administer/manage the provision of services to all County departments that relate to Voice communication covered by the General Agreement contract and its two Addenda with AT&T/SBC.
- FM&P will monitor and pay all invoices for County departments' phone charges in compliance with the applicable contract.
- FM&P will process all requests to install or terminate phone services. Requests that require a phone set, cabling or other hardware-related items would be referred to I.T. for costing and inclusion in the requesting department's budget request. Routing of any new cabling will be provided to FM&P for recording on facility drawings and records. Final approval and account changes will be managed by FM&P in compliance with the contract.
- FM&P will administer/manage dial tone related cost for services from vendors, including POTS, fax and modem lines.
- I.T. will administer/manage the Master Agreement WAN Project contract and its two Addenda with AT&T/SBC that address data services.
- I.T. will refer all requests for installation or termination of dial tone services to FM&P.
- I.T. will manage and maintain all hardware associated with phone services, including phone sets, cabling, and technical functions driven by associated software.

# FORT BEND COUNTY      FY 2006

## COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: August 31, 2006

 Submitted By: Jacque Burgess  
 Department: Facilities & Planning  
 Telephone: 281-633-7017

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Court Date: September 5, 2006

**SUMMARY OF ITEM:** Accept agreement and understanding between Facilities Management and Planning and Information Technology for management and administration of former Telecommunications Department responsibilities.

 Renewal Agreement/Appointment: YES NO ☐

 Reviewed by County Attorney's Office: YES NO ☐

List Supporting Documents Attached: Signed letter

**FINANCIAL SUMMARY:**
 Budgeted Item: YES NO ☐

 Funding Source: Fund: \_\_\_\_\_ Agency: \_\_\_\_\_ Organization: \_\_\_\_\_ Object: \_\_\_\_\_  
 Requires Auditor to Certify Funds: YES ☒ NO
**Instructions for submitting an Agenda Request:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all information must be provided by Wednesday at 2:00 p.m. to all departments listed below.
- 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:

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

**Recommendation:**

PLEASE APPROVE

Special Handling: \_\_\_\_\_