



- 1.4 The primary responsibility of the Information Technology Manager shall be to:
- A. Establishes strategic and operational, short-term and long-term Information Technology plans, priorities and strategies; identifies improvement opportunities; recommends plans, policies and procedures, and implements recommendations.
  - B. Maintains and improves computer and telecommunication system security and controls, including data, data integrity, network security and related hardware and software.
  - C. Ensures maintenance of service standards and levels relating to computers, telecommunications and related equipment; reviews effectiveness of activities, programs, and operations, and provides recommendations for improved or new services.
  - D. Assists staff and/or contracted personnel in daily operation and maintenance of the Houston HIDTA computer and telecommunication systems; supervises and/or assists in with special projects and studies related to the activities of the department.
  - E. Coordinates the purchase of new or revised data processing, network, and telecommunications hardware and software; prepares and evaluates bid proposals and specifications; manages contracts for hardware and software maintenance and support.
  - F. Prepares invoices and purchase orders, develops policies, and establishes departmental goals and objectives.
  - G. Maintains appropriate records and files, including but not limited to inventories of major computer and telecommunication equipment.
  - H. Assists Federal, state and local law enforcement agency representatives to maintain and integrate computer network equipment associated with the Houston HIDTA.
4. The Maximum Compensation for the Scope of Services for the twelve-month term ending on September 30, 2024, including reimbursable expenses, shall be calculated in accordance with Exhibit A attached hereto and incorporated herein by reference, is an amount not to exceed seven hundred twenty-three thousand five hundred fifty-eight dollars and no cents (\$723,558.00). In no case shall the amount paid by County for Scope of Services exceed the Maximum Compensation without a mutually agreed upon change in writing.
5. All terms and conditions of the Agreement, including any addenda or amendments, not modified herein shall remain in full force and effect for the term of Agreement. If there is a conflict between this Amendment and the Agreement between Fort Bend County and Meador Staffing Services Inc., the provisions of this Amendment shall prevail with regard to the conflict.

*{Execution Page Follows}*

IN WITNESS WHEREOF, the parties put their hands to this Amendment on the dates indicated below.

**FORT BEND COUNTY**

*KP George*

County Judge KP George

KP George, County Judge

11.07.2023

Date

ATTEST:

*Laura Richard*

Laura Richard, County Clerk



**MEADOR STAFFING, INC.**

*Linda Fields*

Authorized Agent- Signature

*LINDA Fields*

Authorized Agent- Printed Name

*Vice President*

Agent's Title

*EXEC. Search*

*10/19/2023*

Date

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$723,558.00 to accomplish and pay the obligation of Fort Bend County under this contract.

*Robert E Sturdivant*

Robert Ed Sturdivant, County Auditor

# EXHIBIT A

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Titles: **(7) Intelligence Analysts & (1) IT Manager**

Price: \$723,558.00

Frequency: 40 Hours per week

Invoiced: Weekly at \$13,648.80

Duties:

**Intelligence Analysts-**

1. Perform research using law enforcement and commercial databases;
2. Organize and summarize data;
3. Prepare written reports, biographical data sheets, and subpoenas;
4. Organize and disseminate subscriber and toll information;
5. Conduct telephone analysis;
6. Prepare graphs, charts, PowerPoint presentations and other visual aids and
7. Perform data input regarding subjects, vehicles and telephone subscriber information into criminal databases and investigative software.
8. Performs other related duties as assigned by County.

**IT Manager-**

1. Establishes strategic and operational, short-term and long-term Information Technology plans, priorities and strategies; identifies improvement opportunities; recommends plans; policies and procedures, and implements recommendations.
2. Maintains and improves computer and telecommunication system security and controls, including data, data integrity, network security and related hardware and software.
3. Ensures maintenance of service standards and levels relating to computers, telecommunications and related equipment; reviews effectiveness of activities, programs, and operations, and provides recommendations for improved or new services.
4. Assists staff and/or contracted personnel in daily operation and maintenance of the Houston HIDTA computer and telecommunication systems; supervises and/or assists in with special projects and studies related to the activities of the department.
5. Coordinates the purchase of new or revised data processing, network, and telecommunications hardware and software; prepares and evaluates bid proposals and specifications; manages contracts for hardware and software maintenances and support.
6. Prepares invoices and purchase orders, develops policies, and establishes departmental goals and objectives.

7. **Maintains appropriate records and files, including but not limited to inventories of major computer and telecommunication equipment.**
8. **Assists Federal, state and local law enforcement agency representatives to maintain and integrate computer network equipment associated with the Houston HIDTA.**

# CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 Fort Bend County  
 Fort Bend, TX United States

**Certificate Number:**  
 2023-1087073

**Date Filed:**  
 10/24/2023

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Meador Staffing Services, Inc.

**Date Acknowledged:**  
 11/07/2023

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 24328  
 20-so-500012-A10

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)