

MEMORANDUM OF UNDERSTANDING
BETWEEN
VERMONT STATE AGENCIES
FOR
COORDINATION AND COOPERATION
PERTAINING TO ADMINISTRATION OF
Vermont's Geocortex Essentials Server

Version 4.5

Revision History		
Version	Date	Description
1 – Draft F	6/8/2007	Original Geocortex IMF MOU signed by ANR, ACCD, VTrans and VCGI.
2 – Draft 2	9/26/2011	Revisions made to reflect upgrade to Geocortex Essentials. Draft revision presented to partners (HSU, ANR, VTrans, E911, VCGI).
2.3	9/30/2011	Final draft based on feedback from partners.
3.1	1/12/2012	Modified section VIII to reflect change in DII's role.
4 – Draft 1	5/18/2015	Modified to reflect admin role change and financial responsibility
4 – Draft 2	6/11/2015	Additional edits made to change VCGI to VCGI/ACCD.
4 – Draft 3	6/19/2015	Additional minor edits.
4 – Draft 4	6/22/2015	Additional minor edits based on feedback.
4.5	6/29/2015	Final draft based on feedback from partners. Ready for signatures.

A version is indicated by a sequential number followed by a sequential draft number. A new version number is assigned the first time the document is edited following the final approved version of the previous document. For example, if 'version 1-draft 6' is the final approved version of this document, the next time this document comes up for editing, it will become 'version 2-draft 1'.

I. PURPOSE

The purpose of this MOU is to provide a framework for the administration and use of the Vermont's Geocortex Essentials Server.

II. BACKGROUND

In 2007 the Agency of Commerce and Community Development (ACCD), Agency of Transportation (VTRANS), Agency of Natural Resources (ANR), and VT Center for Geographic Information (VCGI) created an enterprise level collaborative partnership to purchase Latitude Geographic's "Geocortex Internet Mapping Framework" software. The Agencies shared in the investment, purchased the application, and took steps to make it possible for all State entities to use the framework. A number of benefits were realized from this collaboration including cost savings (shared platform and license), improved access to the GIS data, and lowering the cost to develop and maintain feature rich interactive mapping applications.

Internet mapping technologies have expanded and matured significantly, including solutions offered by ESRI, Google, Bing, and others. After reviewing various commercially available software applications to upgrade or replace Geocortex IMF, the team selected Geocortex Essentials from Latitude Geographic as the upgrade best available path for Geocortex IMF.

III. AUTHORITIES

This MOU is entered into by the following Parties: Agency of Transportation (VTrans), Agency of Natural Resources (ANR), Enhanced E911 Board (E911), Agency of Human Services (AHS), and the Vermont Center for Geographic Information (VCGI) - a Division of the Agency of Commerce and Community Development (ACCD), hereinafter known as the "Parties".

IV. SCOPE

This MOU sets forth the terms and conditions under which E911, VTrans, ANR, AHS, and VCGI*¹ will coordinate and cooperate in the purchasing, maintenance and administration of Vermont's Geocortex Essentials server.

V. RESPONSIBILITIES

1. There are two roles and responsibilities as defined below

¹ VCGI in 2015 became a Division of the Agency of Commerce and Community Development

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- Geocortex Administrators – Responsible for the administration of Geocortex servers and instances. Geocortex Administrators includes a Primary and Secondary Administrator (two people total) staffed with appropriately skilled individuals provided by one or more of the Parties to this agreement (eg: E911, VTrans, ANR, AHS, and/or VCGI). For example ANR could provide a person to act as the Primary Administrator, and VCGI could provide a person to act as the Secondary Administrator. The designees for Primary and Secondary can be changed by a majority vote of the Geocortex Essentials MOU Points of Contact specified in section XII.

The Primary Administrator will act as the single point of contact with DII, and will be responsible for communicating all Geocortex and system administration requests to DII. The Primary Administrator will coordinate and perform Geocortex upgrades, maintenance, IIS configuration changes, SSL install/configuration, and troubleshooting as necessary. Server-wide changes need to be discussed and agreed upon by the Geocortex Site Managers before they are implemented by the Primary and/or Secondary Administrator.

The Secondary Administrator acts as a backup administrator to the Primary Administrator. The Secondary Administrator assumes the same responsibilities of the Primary Administrator only when the Primary Administrator is unable to fulfill his/her responsibility under this agreement.

- Geocortex Site Managers – Responsible for full control of those Geocortex instances and sites for their agency.

Geocortex Site Managers will consist of up to four users per agency (Windows users that have permissions to the appropriate agency instance and folders):

- E911
- ANR
- VCGI
- VTrans
- AHS
- Other Parties as needed

New Geocortex Site Managers may be given Geocortex accounts when a new Party joins the MOU.

2. If at any point during this MOU period, any member of the Parties desires a review of administration duties, the Parties will review the MOU to determine whether or not any changes may be needed.
3. The Parties shall review the MOU annually, in April of each year prior to the next state fiscal year, to review the conduct of the Geocortex Administrators and Geocortex Site Managers, as well as MOU adherence, changes, party membership, or other issues.

VI. IMPLEMENTATION

Specific activities to be conducted under this MOU and the method of their implementation will be determined on a case-by-case basis by the Parties and the Geocortex Administrators by considering the merit, existing commitments, projected schedules, available funding and personnel resources, and other relevant factors.

VII. COMMUNICATIONS

The Primary Administrator (or Secondary Administrator as needed) shall provide the Parties information (via email) as to activities, requests, modifications, security and any other issues that could impact the Geocortex system. Most communication between the Parties and the Primary Administrator will be conducted via email. System changes that potentially impact all Parties will be communicated to all Parties via email. The Geocortex Administrators and Parties will meet quarterly (virtually or face-to-face) to review the status of the system and to discuss major modifications. The Primary and/or Secondary Administrator may call meetings of the Parties if circumstances warrant or a critical situation exists that would necessitate meeting.

Each Party of this MOU shall make every effort to inform other Parties to the MOU of modifications made to the system that might endanger or compromise the operation of any in-place application or report.

VIII. FINANCIAL ARRANGEMENTS

The ongoing Geocortex Essentials license maintenance and server hosting costs, will be equally shared among the signatories to this MOU, excluding the Geocortex Essentials Primary Administrator's organization, as will additional future costs associated with changes or upgrades to the hosting environment. The Geocortex Essentials Primary Administrator's organization is exempt from the annual license maintenance and server

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hosting costs in exchange for the Primary Administrator's time fulfilling their responsibilities outlined in this MOU. The Secondary Administrator's organization will NOT be exempted from these costs.

Latitude Geographics will bill VCGI for the cost of purchasing and maintaining Geocortex Essentials. VCGI will then bill each Party for their share.

VCGI will establish and maintain a Service Level Agreement (SLA) with DII for hosting of the Geocortex Essentials VM platforms. DII will bill VCGI for the cost of hosting. VCGI will then bill each Party for their share as stipulated above.

IX. DISCLAIMER

Any applications of, or conclusions drawn from, these data, products, or services are the responsibility of either the public or State user.

X. PARTICIPATION BY OTHER STATE AGENCIES

Other State entities interested in joining this MOU will assume a proportional share of the maintenance cost. Annual enrollment will start on July 1st of each year. New signatories will be required to acquire the appropriate training, at their own expense, prior to being granted access.

XI. EFFECTIVE DATE, REVIEW, MODIFICATION, AND TERMINATION

This MOU shall take effect upon the date of the last signature and shall remain in effect for a period of five (5) years. Six (6) months prior to the expiration of this MOU the Parties will evaluate the need for another MOU and make recommendations to their respective management team for authorization to continue the MOU. This MOU will be reviewed annually or at the request of any Party. This MOU may be modified at any time upon majority approval of the IT Managers/Director. This MOU may be terminated at any time by mutual written agreement of the Parties. Any Party, at the beginning of the annual enrollment period (July 1st), may terminate its participation as a Party to this MOU. Any Party who opts to exercise this provision shall be responsible for their proportional share of the maintenance of the application under this MOU based upon the time from the last contractual maintenance renewal date. The cost is established by contract and shall be allocated and maintained by the VT Center for Geographic Information (a Division of the Agency of Commerce and Community Development) and will be prorated by that office.

XII. POINTS OF CONTACT

The following individuals will comprise the Points of Contact for the Parties covered under this MOU:

	E911	ANR
<i>Name:</i>	Jeremy McMullen	Peter Telep
<i>Title:</i>	Database Administrator	ANR GIS Supervisor
<i>Address:</i>	100 State St, Montpelier	1 National Life Drive, Montpelier
<i>Phone:</i>	802-828-4911	802-241-3406
<i>FAX:</i>	802-828-4109	
<i>Email:</i>	Jeremy.mcmullen@state.vt.us	Peter.telep@state.vt.us
	VTrans	VCGI (division of ACCD)²
<i>Name:</i>	Richard Scott	Steve Sharp
<i>Title:</i>	IT GIS Supervisor	Interim Director
<i>Address:</i>	1 National Life Drive, Montpelier	1 National Life Drive, Montpelier
<i>Phone:</i>	802-828-3969	802.882.3007
<i>FAX:</i>	802-828-0187	802.882.3001
<i>Email:</i>	Rick.Scott@state.vt.us	steve.sharp@state.vt.us
	AHS	
<i>Name:</i>	Pete Young	
<i>Title:</i>	GIS Manager	
<i>Address:</i>	108 Cherry Street, Burlington	
<i>Phone:</i>	802-652-2062	
<i>FAX:</i>	802-865-7701	
<i>Email:</i>	Pete.young@state.vt.us	

² VCGI is a Division of the Agency of Commerce and Community Development

XIII. GEOCORTEX ADMINISTRATORS: Responsible for the administration of Geocortex servers and instances. The designees for Primary and Secondary can be changed by a majority vote of the Geocortex Essentials MOU Points of Contact specified in section XII.

	Primary	Secondary
<i>Name:</i>	Erik Engstrom	Steve Sharp
<i>Title:</i>	Systems Developer III	Interim Director
<i>Agency:</i>	ANR	VCGI (division of ACCD)
<i>Address:</i>	1 National Life Drive, Montpelier	1 National Life Drive, Montpelier
<i>Phone:</i>	(802)595-1939	(802)882-3006
<i>FAX:</i>		
<i>Email:</i>	Erik.Engstrom@state.vt.us	Steve.sharp@state.vt.us

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Agency/Department: <u>Enhanced E-911 Board</u>
Printed Name: <u>Barbara M. Neal</u>
Title: <u>Interim Executive Director</u>
Signature/Date: <u>Barbara M Neal</u> <u>7/10/15</u>

XIV. APPROVALS

Agency/Department: VT Agency of Commerce and Community Development (signatory for VCGI, a Division of ACCD)

Printed Name: Lucy Leriche

Title: Deputy Secretary

Signature/Date: _____
E-SIGNED by Lucy Leriche on 2015-07-07 13:13:50 GMT July 07, 2015

Agency/Department: VT Agency of Transportation (VTrans)

Printed Name: Shawn Nailor

Title: IT Manager

Signature/Date: _____
E-SIGNED by Shawn Nailor on 2015-07-08 12:42:19 GMT July 08, 2015

Agency/Department: VT Agency of Natural Resources

Printed Name: Peter Telep

Title: GIS Manager

Signature/Date: _____
E-SIGNED by Peter Telep on 2015-07-07 14:58:28 GMT July 07, 2015

Agency/Department: VT Dept of Health – Agency of Human Services (AHS)

Printed Name: Eileen Underwood

Title: AHS-VDH IT Director

Signature/Date: _____
E-SIGNED by Eileen Underwood on 2015-07-07 17:51:19 GMT July 07, 2015