

## SERVICE AGREEMENT

THIS SERVICE AGREEMENT ("Agreement") is by and between the Office of the Chief Information Officer, an agency the State of Nebraska (the "Office of the CIO"), and the Nebraska State Records Board (the "Board") for assistance with the management and oversight of the state portal network manager and assistance with the administration of certain grant programs.

WHEREAS, the Office of CIO is responsible for providing information technology services and support to Nebraska state government agencies and other entities; and

WHEREAS, the Board was established by the Nebraska Records Management Act (the "Act") to advise and assist the State Records Administrator, designated by statute as the Secretary of State, in the performance of his or her duties, and to perform such other duties set forth in the Act; and

WHEREAS, the Act authorizes the Board to employ or contract with a network manager who shall provide the infrastructure and services needed to implement and operate the portal (defined as the state's centralized electronic information system by which public records or electronic information and services are provided using electronic access) and shall direct and supervise the day-to-day operations and expansion of the portal; and

WHEREAS, the Board, by way of RFP 2784Z1 and the resulting Contract Number 40626 O4, has contacted with Nebraska Interactive, LLC, to be the network manager (the "Network Manager") for the state portal; and

WHEREAS, the Board is responsible for providing appropriate oversight of the Network Manager; and

WHEREAS, the Board has authority to grant funds to a state or local agency for the development of programs and technology to improve electronic access to public records or electronic information and services consistent with the Act; and

WHEREAS, the Board has established certain grant programs ("Grant Programs") for distributing grant funds as authorized by the Act; and

WHEREAS, the Board wishes to procure the services of the Office of the CIO for the purpose of assisting in the oversight of the Network Manager and assisting in the administration of the Grant Programs.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. SERVICE DESCRIPTION. The Office of the CIO will provide the Board with support services and assistance with the management and oversight of the Network Manager and administration of the Grant Programs. The services include the following activities:

- Conduct regular status meetings with the Network Manager, to include:
  - Monitor the status of current projects;
  - Review and coordinate pending/requested projects;
  - Review and coordinate project prioritization;
  - Review general portal operations; and

- Review business plan status.
- Provide recommendations to the Network Manager and the Board on matters relating to portal operations and projects.
- Review, coordinate, and provide recommendations on the Grant Programs.

2. **TERM.** This Agreement is effective as of the date executed by both parties and will continue in effect until January 31, 2016, unless terminated earlier as provided herein.

3. **TERMINATION.** Either party may terminate this Agreement for any reason on 30 days' advance written notice.

4. **FEES FOR SERVICES.** The Office of the CIO will provide the services listed in Section 1 at no charge to the Board.

5. **COMPLETE AGREEMENT.** This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof. It may only be modified by an agreement in writing signed by both parties.

6. **COUNTERPARTS.** This Agreement may be executed originally or by facsimile, and in counterparts, each of which shall be deemed an original, and such counterparts together shall constitute one and the same instrument.

**APPROVAL**

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their authorized representatives as indicated below.

**Office of the CIO**

*Brenda L. Decker*

Brenda L. Decker  
Chief Information Officer  
501 S 14<sup>th</sup> Street  
Lincoln, Nebraska 68509-5045

Date: 5-21-14

**Nebraska State Records Board**

*John A. Gale*

John A. Gale, Secretary of State, as  
State Records Administrator  
State Capitol Building, Suite 2300  
Lincoln, Nebraska 68509-4608

Date: May 30, 2014