



Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: February 9, 2016

Title of Item: TriMin Contract for Support/Board Ratification

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Kathleen Ryan		Department: Health and Human Services
Presenter (Name and Title): Kathleen Ryan, Fiscal Supervisor		Estimated Time Needed:
Summary of Issue: New maintenance and support contract with TriMin for IFS. The Contract has been approved by all other members involved - now needs County Board approval. IFS is our main GL system for the county and this contract provides for yearly support.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 6,889.00 - yearly. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Was figured into budget - preliminary costs were shared at budget time before the contract was approved.		

Legally binding agreements must have County Attorney approval prior to submission.

Sue Bingham

From: Jim Ratz [jratz@co.aitkin.mn.us]
Sent: Tuesday, February 02, 2016 2:41 PM
To: 'Sue Bingham'
Subject: RE: Please review contract

Good Afternoon Sue,

I have reviewed the contract and find that it is appropriate as to form.

Thanks,
Jim

From: Sue Bingham [<mailto:sue.bingham@co.aitkin.mn.us>]
Sent: Monday, February 01, 2016 9:27 AM
To: 'Jim Ratz'
Subject: Please review contract

Jim ~

Attached is a TriMin Contract which needs County Board approval at next week's Board meeting. Please review.

Thank you.

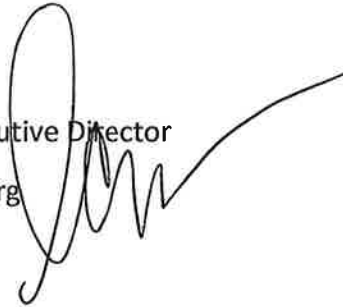
*Sue Bingham
Administrative Assistant, Confidential
Aitkin County Administration
217 - 2nd Street NW, Room 134
Aitkin, MN 56431
218-927-3093*

TO: IFS Users

FROM: Lisa Christine Meredith, Executive Director
651-917-6996, lisa@mnccc.org

DATE: January 22, 2016

SUBJECT: TriMin Contract for Support Board Ratification



Attached please find a copy of the fully executed Maintenance & Support Contract with TriMin for IFS. The Joint Integrated/IFS Committee (JIC) has approved the contract as well as the MnCCC Board. Your county or agency will now need your Board to approve and sign, then a copy should be returned to MnCCC at the following:

MnCCC
Lisa C. Meredith
100 Empire Drive Suite 201
Saint Paul, MN 55103

-or- via scan and email at lisa@mnccc.org

-or via fax at 651-917-6989

Also attached please find a copy of the approved 2016 Fees for Maintenance & Support. In addition to the Maintenance and Support Fees, there are enhancement fund fees approved by JIC in the amount of \$300 per office or \$600 per county. The MnCCC Membership Fees costs are split by each of the groups (CMHS, Midstates, MCIS, and MnCCC) and billing was sent according to each group's number of votes and split between participating counties/agencies. The billings you have received for maintenance & support, enhancement fund, and membership are all annual fees (no more quarterly billings). MCIS and CPUI provide the level one support for their counties. MCIS and CPUI will continue to bill for this service as they have in the past. MnCCC and CMHS level one support is included in your maintenance and support fee to TriMin through the MnCCC billing.

For more information and a little history on this change:
JIC was moved under MnCCC in 2013. JIC owns and controls IFS on behalf of all of the users which is comprised of four groups: Computer Management for Human Services (CMHS), Midstates-Auditors/Treasurers, MCIS-Auditors/Treasurers, and MnCCC's Finance & General Government (F&GG) Group representing Auditors/Treasurers. Until

the end of 2015, there were approximately 82 contracts with Trimin for maintenance and support of the IFS system. JIC decided it would be in everyone's best interest to simplify to a single contract that represented all users under MnCCC. In addition to changing to one contract, the group approved to increase support with Trimin and add on a modernization piece to support.

To stay informed on JIC meetings and IFS Announcements & Trainings, here is some information that I hope will be helpful:

JIC Committee Information: <http://www.mnccc.org/user-groups/jic-committee>

Our RSVP System is a self-subscribed calendar system that will provide you with information on announcements, meetings, trainings, conferences, etc. Please be sure to sign yourself up along with any staff that may be interested. To set up a profile, click on this link <http://calendar.mnccc.org/register.aspx> Complete the contact information, be sure to include IFS Users and JIC in the meeting categories. And, be sure to include at least JIC and IFS Training in meeting types. You should begin receiving notices after signing up.

For more information on RSVP, you can visit <http://www.mnccc.org/about/rsvp>.

If you need any assistance, please feel free to contact me. Thank you!

BOARD RATIFICATION STATEMENT

The Board of _____ has ratified the PROFESSIONAL SERVICES AGREEMENT BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE And TRIMIN SYSTEMS, INC. for the maintenance and support of IFS.

The Agreement will be effective January 1, 2016 through December 31, 2018. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this contract.

Signed: _____
Board Chair

Date: _____

Attest: _____

Title: _____

Date: _____

Approved 2016 IFS Trim Support - JIC

Approved by JIC on December 18, 2015

Updated: January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Aitkin County	15,749	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.76%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Becker County	33,167	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.59%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Beltrami County	45,652	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.19%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Benton County	39,219	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.88%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Big Stone County	5,127	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Brown County	25,465	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.22%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Carlton County	35,505	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.70%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Carver County	95,463	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	4.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Cass County	28,604	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.37%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chippewa County	12,146	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.58%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chisago County	53,743	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clay County	60,426	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.90%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clearwater County	8,837	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.42%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Cook County	5,185	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Cottonwood County	11,610	MCCC		\$ 2,165.00	\$ 2,165.00	0.56%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Dodge County	20,342	MCIS		\$ 974.60	\$ 974.60	0.98%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Douglas County	36,529	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.75%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Faribault County	14,192	MCCC		\$ 2,165.00	\$ 2,165.00	0.68%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Fillmore County	20,827	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.00%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Freeborn County	30,917	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.48%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Goodhue County	46,447	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.23%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Grant County	5,990	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.29%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Houston County	18,814	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.90%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Hubbard County	20,585	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.99%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Isanti County	38,231	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.83%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Itasca County	45,542	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.18%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Jackson County	10,265	MCCC		\$ 2,165.00	\$ 2,165.00	0.49%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Kanabec County	16,009	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.77%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Kandiyohi County	42,351	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.03%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Kittson County	4,498	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.22%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Koochiching County	13,217	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.63%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lac qui Parle County	7,041	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.34%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lake County	10,777	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.52%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lake of the Woods County	3,932	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.19%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Le Sueur County	27,834	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.34%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Lincoln County	5,830	CPUI		\$ 974.60	\$ 974.60	0.28%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Lyon County	25,648	CPUI		\$ 974.60	\$ 974.60	1.23%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
McLeod County	36,095	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.73%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Mahnomen County	5,534	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.27%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Marshall County	9,424	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.45%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Martin County	20,429	MCCC		\$ 2,165.00	\$ 2,165.00	0.98%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Meeker County	23,109	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.11%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Mille Lacs County	25,817	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.24%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Morrison County	32,877	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Mower County	39,356	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.89%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Murray County	8,536	CPUI		\$ 974.60	\$ 974.60	0.41%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Nicollet County	33,002	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Nobles County	21,593	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.04%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92

Approved 2016 IFS Trim Support - JIC

Approved by JIC on December 18, 2015 Updated: January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Norman County	6,634	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.32%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Otter Tail County	57,588	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.76%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pennington County	14,121	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.68%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pine County	29,125	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.40%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pipestone County	9,306	CPUI		\$ 974.60	\$ 974.60	0.45%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Polk County	31,569	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.51%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pope County	10,929	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.52%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Red Lake County	4,071	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.20%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Redwood County	15,755	CPUI		\$ 974.60	\$ 974.60	0.76%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Renville County	15,214	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.73%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Rice County	64,656	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	3.10%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Rock County	9,524	CPUI		\$ 974.60	\$ 974.60	0.46%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Roseau County	15,522	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.74%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Sherburne County	90,203	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	4.33%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Sibley County	15,074	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.72%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Stearns County	152,063	N/A	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	7.30%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 4,577.48	\$ 2,311.52
Steele County	36,417	CPUI		\$ 974.60	\$ 974.60	1.75%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Stevens County	9,748	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.47%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Swift County	9,551	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.46%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Todd County	24,374	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.17%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Traverse County	3,460	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.17%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Wabasha County	21,442	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.03%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wadena County	13,821	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.66%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Waseca County	19,075	MCCC		\$ 2,165.00	\$ 2,165.00	0.92%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Watonwan County	11,136	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.53%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wilkin County	6,558	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.31%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Winona County	51,362	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.46%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wright County	128,459	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	6.16%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Yellow Medicine County	10,150	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.49%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Tri-County Corrections	15,000	MCCC		\$ 2,165.00	\$ 2,165.00	0.72%	\$ -	\$ 2,827.00	\$ 2,827.00	\$ 2,165.00	\$ 662.00
Kanabec/Pine PH	45,134		\$ 2,412.48		\$ 2,412.48	2.17%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock	74,599	N/A	\$ 2,412.48		\$ 2,412.48	3.58%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	75,834	N/A	\$ 2,412.48		\$ 2,412.48	3.64%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
Des Moines Valley DVHHS: Cottonwood and Jackson	21,875	N/A	\$ 2,412.48		\$ 2,412.48	1.05%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
							\$ 307,904.00	\$ 267,690.00	\$ 575,594.00	\$ 291,254.64	\$ 284,339.36

**MN Demographer's Annual Estimate (Based on population on April 1, 2013)

**Crow Wing dropping IFS, not included.

**AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN
MINNESOTA COUNTIES COMPUTER COOPERATIVE**

And

TRIMIN SYSTEMS, INC.

January 1, 2016

This Agreement dated and to be effective as of the date set forth above by and between the Minnesota Counties Computer Cooperative (MnCCC), a joint powers organization, 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("MnCCC") and TriMin Systems, Inc., 2277 Highway 36 West, Suite 250, Roseville, Minnesota, 55113 ("TriMin").

WITNESSETH

WHEREAS, MnCCC wishes to retain professional services to obtain computer programming and technical assistance for the maintenance and support of computer software system known as IFSpi, solely owned by MnCCC; and

WHEREAS, TriMin has and will be expected to render substantial service hereunder.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties agree as follows:

I. Systems to be Supported

TriMin agrees to provide computer programming, technical assistance, and related services to support and maintain the systems and systems components of the Integrated Financial System Platform Independent version (IFSpi), which for purposes of these and related agreements includes the Cash Drawer module, in exchange for MnCCC's payment of certain fees pursuant to the support fee summary attached and incorporated by reference as **Attachment A**.

II. Definition of Included Support Services

The fees paid by MnCCC under this Agreement and identified in **Attachment A** shall fully compensate TriMin for the following Services:

A. General IFSpi Support Activities

These activities are in support of all IFSpi users:

1. Track IFSpi support incidents and report out to Joint IFSpi Committee (JIC) per the IFSpi Service Level Agreement (SLA) attached and incorporated by reference as **Attachment B**.
2. Provide supporting documentation for JIC meetings (up to 6 times per year) with respect to IFSpi bugs/fixes and open Enhancement Requests (including categories Approved, Completed, New, Committee, Tabled, Denied, Withdrawn and Study statuses).
3. Provide any IFSpi revisions necessitated by changes in applicable Minnesota statutes, laws or regulations. MnCCC will advise TriMin of any requested changes to IFSpi as necessitated by changes in Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making

the changes. Further, these changes will be subject to the same enhancement scope limitation as listed in Section III – H.

B. Level 1 Support

Logging of, and responding to, email and phone support requests from IFSpi users regarding IFSpi application usage. Each support request to be logged as to nature of the request/issue and county/agency/department that originated the request. Level 1 support will resolve basic user issues for the IFSpi users and escalate more complex issues to Level 2 support. Also described in *Attachment B*.

Level 1 support will be performed by TriMin for participating MnCCC counties and agencies and other applicable independent users as approved by MnCCC, and only these users are to be charged for Level 1 support. See Attachment C.

C. Level 2 Support

Engage with IFSpi users on more complex support issues as escalated from Level 1 support. Will resolve issues that can be addressed via ad hoc training, provide alternate approaches to resolving issue, or by documenting the issue more fully so that it can be addressed by Level 3 support as an MnCCC bug, or enhancement request. Level 2 support will provide direction to IFSpi users and to Level 3 support in terms of whether or not the IFSpi functionality is working as designed, or appearing to be a “bug” in the code that needs to be addressed by Level 3. If it is determined that the code is functioning as designed, then the IFSpi user will be instructed to submit an enhancement request to MnCCC (via their logical support organization). Level 2 support will also perform functional application testing prior to new release of updates to applications.

Level 2 support will be performed by TriMin and chargeable to MnCCC as listed in Attachment C. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

D. Level 3 Support

Perform IFSpi code analysis, programming, testing and project management related to bugs as escalated from Level 2 support.

Level 3 support will also include the following:

1. Estimating of IFSpi Functional Enhancement Requests, based on the documented requirements as submitted by MnCCC and Level 2 support.
2. Technical Design of approved Functional Enhancement Requests, with review and sign-off by MnCCC prior to coding activities on projects over 20 hours.
3. Project Management, Coding and Technical testing of Functional Enhancements.
4. On-going design, development, technical testing and deployment as described in “IFSpi Infrastructure Modernization” Section II – E below.

Level 3 support will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

E. Installation Support

For counties/agencies not able or interested in performing their own IFSpi product updates or installation of new releases, or who do not have another provider (MSCC or MCIS), TriMin will perform the installations as part of this optional support element. A minimum hourly fee will be charged per installation per the fee table in **Attachment A**.

Installation support will be performed by TriMin and chargeable only to counties who choose this option.

F. IFSpi Analyst

The TriMin staff assigned the IFSpi Analyst work load will proactively engage in the following:

1. On-going updates to IFSpi end user documentation.
2. Develop training materials and training videos for use by IFSpi community. Provide web and/or "live" training quarterly at events mutually agreed upon with MnCCC.
3. Work directly with MnCCC's and individual MnCCC end users as appropriate, to fully define and document requirements for IFSpi functional enhancements prior to submission to Level 3 for estimates, or coding activities.

IFSpi Analyst role will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

G. IFSpi Infrastructure Modernization

With the specific activity as agreed to and approved by MnCCC, Level 3 support will work continuously on the underlying architecture of IFSpi with the goal of remaining current with respect to the "code stack" that supports the functional capabilities of IFSpi, and which will take up to 3,000 person hours to complete. The code stack refers to, but is not limited to: security layer, web browser, web server, framework, software and scripting language, web services and other interfaces. In addition to this activity, also includes new capabilities to support a more automated installation of product updates and new releases, and on-going technical documentation of same. Technical documentation requirements to be defined with MnCCC and prioritized along with code update activity. Examples of technical documentation:

1. Detailed documentation on the database structure and core application design, interfaces and Microsoft AD integration.
2. Documentation on all application module usage and code levels, including any registrations or licensing. Develop a plan to keep these current, patched and up to date.

The IFSpi infrastructure modernization fund is to include 3,000 person hours during this agreement, initially allocated at 1,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 1,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per **Attachment A**.

Should TriMin fail to utilize 1,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure support, based on actual activity in

year 1 and year 2, is projected to be greater than remaining hours required to support known modernization activities then hours may be shifted to IFSpi functional enhancement activity to "consume" available hours. At this contract's end (December 31, 2018) any unused hours will not be recoverable.

IFSpi modernization will be performed by TriMin only and associated costs are included in this Agreement.

H. Additional Requirements

1. TriMin must obtain written permission from MnCCC to add any plug ins or third party code incorporated into the IFSpi system. This includes, but is not limit to, any "Freeware" or "Shareware". Once approved, those plugins will be maintained and updated as part of this Agreement without any additional fees, unless a special support addendum is executed and attached to this Agreement. TriMin shall provide to MnCCC within 90 days of contract signing, a detailed list specifying all third party code and plugins, used in the existing IFSpi application. MnCCC acknowledges and agrees that pre-existing plug ins and third party code incorporated into the IFSpi system are accepted, and shall remain subject to support hereunder.
2. TriMin shall provide current, full and detailed database and application design and programming documentation for all parts of the IFS application including 3rd party add ons, per provision in Section II – G above.
3. TriMin shall follow the MnCCC policy on submission of source code and documentation to MnCCC.

I. Service Level Agreement, Priorities and Escalation – See *Attachment B*.

J. Virus, Malware, Unapproved and/or Unauthorized Code

1. The current business practice In today's world is the electronic distribution of application software, data, help files, etc. from TriMin. This can be achieved either via an electronic download of information through the internet, or through the receipt of electronic media (e.g. DVD, CD, tape, etc.). It is imperative that TriMin take responsibility for delivering their electronic files with no virus, malware or unapproved/unauthorized code to MnCCC. TriMin warrants and represents that any data, programs, hardware or firmware provided, or sourced, by TriMin to MnCCC shall be free, at the time of shipment, of any computer virus, malware, unapproved and/or unauthorized code.
2. "Virus, Malware, Unapproved and/or Unauthorized Code" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off or otherwise allow unrestricted access and use by MnCCC, its members and other licensees. This would also include, but not limited to, the entering of any illegal, virus, malware, unapproved and/or any unauthorized code containing or triggering any copyright, insane, mentally disturbing, vulgar, adult or porn type, virus, malware, trojans, bugs, tracking or reporting code or device, or politically motivating data into MnCCC and / or member systems or networks.

K. Compliance with Laws

The parties shall each abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement, to be commenced by TriMin or MnCCC, shall be venued in the applicable federal or state courts located in Ramsey County,

Minnesota, and TriMin and MnCCC each hereby irrevocably consents to the jurisdiction and venue of such courts.

L. Ownership, Proprietary Considerations and Data Security

1. TriMin agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all MnCCC/TriMin documentation pertaining to the system design to avoid pirating of this information and subsequent software license disputes. TriMin shall assign to MnCCC, and MnCCC shall solely own any data, databases, programs, or interfaces developed by TriMin as a result of this Agreement.
2. MnCCC and TriMin agree that all materials and information developed under this Agreement shall become the sole property of MnCCC.
3. TriMin agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of MnCCC.
4. Procedures and software created by TriMin pursuant to this Agreement, or modifications made to existing software to meet the specifications herein, shall be proprietary to MnCCC. TriMin shall not disclose or otherwise make said software available to third parties, or utilize in any other non-related applications without prior written consent of MnCCC.
5. TriMin shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in users' computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by MnCCC and/or MnCCC members, without express written authorization of the other party. The provisions of this Section, shall survive the expiration or termination of this Agreement.

III. Items Not Included

This Agreement does not include support for non-IFSpi issues. Below are some examples of items not included in this support agreement, which will be identified and disclosed by TriMin to MnCCC as non-included services, in order to provide an opportunity for MnCCC (and in certain cases, MnCCC's end user) to accept or decline such services in writing and prior to initial performance by TriMin in each case:

- A. Any third party software (fees or support), this does not include a party code or plugins used in the application.
- B. Server migrations and server setup.
- C. Operating System updates or troubleshooting (IBM i or Windows servers).
- D. Applying application server and/or web server updates.
- E. Networking issues internal to county or agency.
- F. PC issues or PC troubleshooting.
- G. Remote connection issues.
- H. IFSpi functional enhancements greater than 20 hours, without additional approval and funding by-MnCCC.
- I. Other support for non-IFSpi / non-Cash Drawer applications or county systems.
- J. Future third party fees (if any) for what is currently "freeware" embedded within IFSpi (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.).

IV. Billings of Charges and Costs

- A. TriMin shall bill MnCCC the charges and costs for all support services, and at the rates set forth in **Attachment A**.

The minimum fee to be paid to TriMin for support services for IFSpi support over the duration of this Agreement shall be \$575,000 in 2016, \$600,000 in 2017, and \$625,000 in 2018, with support fees as defined in **Attachment A**. Any expenditure in addition to those specified above must be pre-authorized in writing by MnCCC. Additional services will be provided at the hourly rates and specifications defined in Sections C and D below.

Calendar quarter shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year. TriMin shall invoice MnCCC, and MnCCC shall invoice and collect quarterly support fees from its users.

- B. Invoices pursuant to Section III – A, above, shall be billed in advance to MnCCC on a quarterly basis and shall be paid by MnCCC within sixty (60) days of the date of the invoice, other than any portion(s) disputed in good faith by MnCCC.
- C. The chargeable hourly rates by TriMin during the duration of this Agreement for project management, technical work and training personnel shall be those as defined in **Attachment A**.
- D. For additional services pre-authorized by MnCCC, the breakdown of the actual hours worked shall be reported by TriMin to MnCCC, which reserves the right to inspect TriMin's time records to substantiate charges and costs.
- E. Direct Support (projects outside of this support Agreement) will also be available to users at the annual rates specified in **Attachment A**.
- F. For services pre-authorized and performed pursuant to this Agreement, TriMin is authorized to bill for time incurred in actual travel, and for all transportation and overnight expenses except automobile mileage as per the US General Services Administrative Schedule.
- G. Non-payment and remedies of TriMin: In the event that MnCCC does not pay TriMin within sixty (60) days of the date of the invoice (other than any portion disputed in good faith), TriMin shall have the option to terminate its obligation to render further services to MnCCC upon at least ninety (90) days' written notice thereof.

V. Representations, Warranties and Indemnifications of the Parties

- A. Each party represents and warrants that it has the right to enter into this agreement.
- B. Except as expressly provided in this Agreement, neither party makes any warranty, either express or implied, with respect to the IFSpi computer software system or software supports services provided herein, their quality, merchantability, or fitness for a particular purpose. Except as expressly provided in this Agreement, there are no warranties, either express or implied, regarding the IFSpi computer software system or software support services provided hereunder, and any and all such warranties are hereby disclaimed and negated. No oral or written information or advice given by either party or its employees shall create a warranty or make any modification, extension or addition to this warranty.
- C. In no event whatsoever shall either party be liable to the other or to third parties for any damages caused, in whole or in part, by the use of the IFSpi computer software system or the software support services provided hereunder, or for any lost revenues, lost profits, lost saving or other direct or indirect, incidental, special, statutory or consequential damages incurred by any person, even if advised of the possibility of such damages or claims.

D. TriMin further represents, warrants and agrees as follows:

1. TriMin represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above will be designed and developed in a skilled, ethical, professional and lawful manner, and are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties and will execute on the IBM iSeries, Current Microsoft Server and SQL, PC networks, and Websphere Application server (or mutually agreed upon future modernizations).
2. TriMin further warrants that these services will not alter or diminish the underlying performance of the existing IFSpi software system.
3. TriMin represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products, that are each hereby irrevocably assigned to and shall be owned by MnCCC, that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, trade secret or other third party legal rights.
4. TriMin will provide true, correct and complete copies of the IFSpi source code to MnCCC and at no charge at least twice per calendar year, and at other times upon MnCCC's reasonable request. MnCCC will provide TriMin with written media, logistics, and delivery instructions.
5. TriMin agrees to perform background checks on any new hires that may provide services to MnCCC during the term of this Agreement, and to have all employees providing services hereunder as of or after January 1, 2016, bonded to work on a financial system by a bonding company authorized by the State of Minnesota. If MnCCC desires to increase the bonding amount beyond the amount TriMin has secured then any additional fees associated with the increase in bonding amount will be paid for by MnCCC over and above the fees listed in Section IV above.

E. MnCCC further represents, warrants and agrees as follows:

1. MnCCC represents, warrants, and covenants that it will provide the cooperation and assistance of its personnel, as reasonably required, and as would be necessary for the completion of TriMin's services hereunder, to the extent that the services are being rendered for MnCCC and for the MnCCC activity or system involved.
2. MnCCC represents and warrants that it will make prompt and full disclosure to TriMin of any unpublished information it receives regarding the government requirements and regulations related to the government program which the system services, in order to assist TriMin with its ongoing contractual obligations to monitor Minnesota legislative and administrative activities, and to update IFSpi, in order to accommodate applicable changes in Minnesota laws.

VI. Other Conditions

A. Entire Agreement

Requirement of a Writing: It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

B. Non-Assignment

TriMin shall not assign any interest in the Agreement without the prior written consent of MnCCC thereto, provided, however, that claims for money due or to become due to TriMin from MnCCC under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval.

C. Conflicts of Interest

TriMin covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. TriMin further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.

D. Subcontracting

None of the work or services covered by this Agreement, and properly authorized by MnCCC, shall be subcontracted without prior written approval of MnCCC.

Said written consent shall not be unreasonably withheld in the event that TriMin shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the full responsibility and liability of TriMin hereunder to MnCCC.

Furthermore, such third party subcontractor(s) shall produce an expressed agreement acknowledging receipt of a copy of this Agreement and such third party's agreement to be bound by its provisions, as well as any nondisclosure agreements or other obligations in force between TriMin and MnCCC.

E. Expenses Incurred

No payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulation.

F. Independent Contractor

For the purpose of this Agreement, TriMin is an independent contractor. Any and all employees, members, or associates or other persons, while engaged in the work or services required to be performed by TriMin under this Agreement, shall be considered employees of TriMin; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or TriMin, shall in no way be the obligation, liability or responsibility of MnCCC.

G. Insurance. TriMin, for the benefit of itself and MnCCC, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following:

1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the

provision of services under this Agreement, in an amount of not less than one million five hundred thousand dollars (\$1,500,000) per accident for combined single limit.

2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than one million dollars (\$1,000,000) for property damage arising from one (1) occurrence, one million dollars (\$1,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and one million dollars (\$1,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.
3. Statutory Worker's Compensation Insurance.
4. Professional liability (errors and omissions) insurance in an amount of not less than two million dollars (\$2,000,000).
5. TriMin will provide MnCCC with certificates of insurance by the end of the first month of the Agreement. The certificate of insurance shall provide that the insurance carrier will notify MnCCC in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in TriMin's required minimum insurance coverage. MnCCC shall be named as an additional insured party in each policy.

H. Local Alterations

For the system supported under this Agreement, the version maintained by TriMin shall be designated the "Base System". The parties to this Agreement agree to accept the base system and modifications to the base system as approved by the MnCCC. TriMin shall not be liable for claims arising from any and all versions that include local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the system documentation.

I. Data Practices

All data collected, created, received, maintained, disseminated or used for any purposes in the course of TriMin's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. TriMin agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. TriMin designates Joe McNiff, as its "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of TriMin's responsible authority will be effective on MnCCC's receipt of written notice thereof given by TriMin.

J. Force Majeure

TriMin shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers.

K. Severability

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

L. Governing Laws

The internal laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement, without regard for applicable conflicts of law principles.

M. Non-Discrimination

In carrying out the terms of this Agreement, TriMin shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, marital status, national origin, disability, or public assistance.

N. Document Examination

All books, records, documents and accounting procedures and practices of TriMin relative to this Agreement are subject to examination by MnCCC, and either the legislative auditor or the state auditor as appropriate in accordance with the provisions of Minn. Stat. Section 16B.06, Subd. 4.

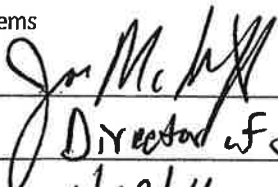
VII. Term and Termination

The term of this Agreement shall be January 1, 2016, to December 31, 2018, inclusive, unless earlier terminated prior to expiration as provided by herein.


This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days, unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

TriMin Systems

By: 
Title: Director of Services
Date: 1/19/16


MnCCC

By: 
Title: Chair
Date: 1/14/2016

MnCCC

By: 
Title: Executive Director
Date: 1/15/2016

MnCCC

By: 
Title: JIC Chair
Date: 12/29/15

ATTACHMENT A

IFSPI Support Agreement 2016 – 2018

Fee Summary – Annual

Support Elements	2016 Support Fees	2017 Support Fees	2018 Support Fees
Level 1 Support	\$ 100,000.00	\$ 107,500.00	\$ 115,000.00
IFSpi Analyst, Level 2/3 Support	\$ 325,000.00	\$ 337,500.00	\$ 350,000.00
Infrastructure Modernization	\$ 150,000.00	\$ 155,000.00	\$ 160,000.00
Annual Contract Total	\$ 575,000.00	\$ 600,000.00	\$ 625,000.00

IFSpi Release Update Fees	2016	2017	2018
Hourly Rates	\$150	\$155	\$160

ATTACHMENT B

Service Level Agreement (SLA) Obligations and Procedures – IFSpI Support

This Attachment defines the SLA requirements referenced in the master agreement.

Severity Levels, Prioritization, and Response Time Requirements

- Each Support request will be logged into TriMin's support tracking system (JIRA) and assigned a unique tracking number.
- New Support Requests will be given a label regarding Severity:
 - Severity 1: Critical Business Impact** - IFSpI system is not accessible
 - Severity 2: Significant Business Impact** - An IFSpI component is unavailable to users
 - Severity 3: Some Business Impact** - IFSpI system is fully available, but a significant issue is causing delays or workarounds
 - Severity 4: Minimal Business Impact** - IFSpI system is fully available, but minor issue requires assistance
- Highest priority will be given to Severity 1 issues, with Severity 2, 3, and 4 in descending priority sequence.
- End user will assign severity, TriMin can adjust severity label with MnCCC approval.
- Response Time Goals:
 - Severity 1** – Within 1 hour for initial response, with all available TriMin resources to support until IFSpI system is up and running again. TriMin resources will work 7 days a week, 24 hours a day until the issue is solved. TriMin will provide regular updates to the client personnel on the status and resolution of the issue. MnCCC and the effected client personnel shall be notified if the issue is not resolved in 4 hours. The notification shall include an expected time to resolution. This update shall occur every 4 hours until the issue is resolved.
 - Severity 2** – Within 2 hours for initial response, subject to Severity 1 priorities, with all available resources to support issue resolution until the issue is solved. Regular updates (at least at every 20 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 20 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.
 - Severity 3** – Within 4 hours for initial response, subject to Severity 1 and 2 priorities. Regular updates (at least at every 40 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 60 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.
 - Severity 4** – within 8 hours for initial response, subject to Severity 1, 2 and 3 priorities. TriMin will work on during normal business hours. These issues are expected to be resolved within a commercially reasonable time. No escalation of these types of issues is required unless the issue has not been resolved within 3 months. After 3 months escalation of the issue must be made to MnCCC, and the affected client designated staff.

Hours of Service

TriMin Support for IFSpI will be staffed and available from 8:00 A.M. to 4:30 P.M. central time, Monday through Friday, excluding TriMin holidays.

Boundaries of Service

The focus of TriMin's support is the IFSpI application and while many other factors can affect the availability and performance of IFSpI, TriMin will engage and assist in problem determination until an acceptable resolution is reached. Issues not covered by IFSpI support may include:

- Internal county/agency IT responsible systems
- Another vendor/application support not related to IFSpI
- IBM core operating systems, except as related to IBM standard updates that IFSpI must operate under/or with.
- Microsoft core operating systems, except as related to Microsoft standard updates that IFSpI must operate under/or with.
- Billable services from TriMin (for a project outside of IFSpI Support Agreement)

Examples of services not covered under the IFSpI Support Agreement:

- 3rd party software fees or support unless the 3rd party software is part of the IFSpI application.
- Server migrations and server setup.
- Operating System updates or troubleshooting (IBM or Windows servers), except as related to Microsoft or IBM standard updates that IFSpI must operate under / or with.
- Applying OS updates to application and/or web server updates.
- Networking issues internal to county or agency.
- PC issues or PC troubleshooting, except as related to Microsoft or IBM standard updates that IFSpI must operate under / or with.
- Remote connection issues.
- Issues controlled by State of MN.
- Issues caused or initiated by county/agency that impact IFSpI or Cash Drawer that require TriMin assistance to resolve (i.e. user error - approving budget prematurely and needing to manually "fix" data).
- Support for non-IFSpI / non-Cash Drawer applications or county systems.
- Future 3rd party fees (if any) for what is currently "freeware" embedded within IFSpI (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.) These must be identified ASAP and a written report supplied to MnCCC within 90 days of contract signing.

Customer Responsibilities

- IFSpI Users will support their own requests for support with timely communication during and after problem resolution.
- IFSpI users will provide a high speed remote access capability to TriMin, as needed, to help resolve support issues. TriMin agrees to follow the individual agencies / counties requirements for this connectivity.
- IFSpI users will work with their local IT staff to rule out local issue before contacting TriMin.

- IFSpi users are encouraged to consult the TriMin IFS Portal and/or IFS Golden for additional help information.
- Users need to supply as much detail of the issue to the TriMin help desk as possible. Examples of information needed is:
 - Knowing if they are running IE in compatibility mode, and what IE version they are on.
 - Knowing if the issue is isolated, or happening multiple time and to different IFSpi users.
 - If the problem can readily be recreated, knowing the specific steps that cause the issue.
 - Knowing if any changes have occurred in the local system/network environment (new levels of operating system, or hardware, or web server, etc.).
 - If any local diagnostics were run, being able to share them with TriMin.
 - Sharing screen shots of issue, or error code.

Reporting

- TriMin will provide MnCCC approved reports to MnCCC concerning the following aspects of IFSpi Support, These reports shall be supplied bi-monthly or on a schedule mutually agreed to by MnCCC, and TriMin
 - Volume of Support Issues (new vs. resolved).
 - Resolution Type for Support Issues.
 - Volume of Issues by reporting agencies.
 - Trends in support.
 - Severity 1, 2, 3, 4 issues reported/resolved.
 - "Bugs" fixed/pending.
 - Enhancements completed/pending.
 - Modernization activities status and hours usage.

ATTACHMENT C

TriMin supports all CMHS counties/agencies for all levels of support.

TriMin supports all MnCCC county auditor/treasurers for all levels of support.

TriMin supports part of Level 2 and all of Level 3 support for MCIS and MSCC counties. MCIS and CPUI will contact TriMin on behalf of their counties for any needed support.

County/Agency	Computer Cooperative
Aitkin County	MCIS
Becker County	MnCCC
Beltrami County	MnCCC
Benton County	MnCCC
Big Stone County	MSCC
Brown County	MnCCC
Carlton County	MCIS
Carver County	MnCCC
Cass County	MCIS
Chippewa County	MCIS
Chisago County	MnCCC
Clay County	MnCCC
Clearwater County	MnCCC
Cook County	MCIS
Cottonwood County	MSCC
Dodge County	MCIS
Douglas County	MSCC
Faribault County	MnCCC
Fillmore County	MnCCC
Freeborn County	MnCCC
Goodhue County	MnCCC
Grant County	MSCC
Houston County	MnCCC
Hubbard County	MnCCC
Isanti County	MnCCC
Itasca County	MCIS
Jackson County	MnCCC
Kanabec County	MnCCC
Kandiyohi County	MSCC
Kittson County	MnCCC
Koochiching County	MCIS
Lac qui Parle County	MCIS
Lake County	MCIS
Lake of the Woods County	MnCCC
Le Sueur County	MnCCC
Lincoln County	MSCC

County/Agency	Computer Cooperative
Lyon County	MSCC
McLeod County	MnCCC
Mahnomen County	MnCCC
Marshall County	MSCC
Martin County	MnCCC
Meeker County	MSCC
Mille Lacs	MSCC
Morrison County	MnCCC
Mower County	MnCCC
Murray County	MSCC
Nicollet County	MnCCC
Nobles County	MSCC
Norman County	MSCC
Otter Tail County	MnCCC
Pennington County	MnCCC
Pine County	MnCCC
Pipestone County	MSCC
Polk County	MnCCC
Pope County	MSCC
Red Lake County	MnCCC
Redwood County	MSCC
Renville County	MSCC
Rice County	MnCCC
Rock County	MSCC
Roseau County	MnCCC
Sherburne County	MCIS
Sibley County	MnCCC
Stearns County	N/A
Steele County	MSCC
Stevens County	MSCC
Swift County	MSCC
Todd County	MSCC
Traverse County	MSCC
Wabasha County	MnCCC
Wadena County	MnCCC
Waseca County	MnCCC

County/Agency	Computer Cooperative
Watonwan County	MnCCC
Wilkin County	MSCC
Winona County	MnCCC
Wright County	MnCCC
Yellow Medicine County	MSCC
Tri-County Corrections	MnCCC
Kanabec/Pine PH	
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock	
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	
Des Moines Valley DVHHS: Cottonwood and Jackson	

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