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MEMORANDUM OF UNDERSTANDING
between the
DEPARTMENT OF ???
and the
**NATURAL RESOURCE INFORMATION SYSTEM,
MONTANA STATE LIBRARY**

**Funding for Core Services
Fiscal Years 2006/2007**

This Agreement, entered into this _____ day of _____, 2005 between the Montana State Library, Natural Resource Information System (hereinafter referred to as NRIS) and the Montana Department of ??? (hereinafter referred to as the Department) provides as follows:

- 1) **Purpose** - This Agreement is intended to implement and operate the Montana Natural Resource Information System and the Natural Heritage Program established by Chapter 650, Laws of 1983, and Chapter 395, Laws of 1985, and codified under Title 90, Chapter 15, MCA, and to implement the appropriation made to the Department by the 59th Legislature under House Bill 2 to partially fund the Natural Resource Information System and the Natural Heritage Program.
- 2) **Products and Services**
 - a) NRIS will utilize its General Fund allotment, RIT allotment, and funding passed through from selected agencies under House Bill 2 (hereinafter referred to as core funding) to maintain the clearinghouse and provide a basic set of products, services, and expertise to governmental agencies, universities, private business, organizations, and the public, with emphasis on service to the agencies providing funding under House Bill 2 (hereinafter referred to as source agencies), to include:
 - i) Maintain the infrastructure (hardware, software, physical plant) necessary to provide clearinghouse functions, including:
 - (1) Maintaining a robust hardware platform to ensure high availability of clearinghouse data, including Web servers, application servers, Internet mapping servers, database servers, data storage and associated systems (data backup, battery power, backup power, air conditioning, etc.)
 - (2) Maintaining a comprehensive suite of vendor software as necessary to maintain clearinghouse data. This includes but is not limited to the purchase of licenses for GIS, operating systems, relational database management systems, web services, application development and network administration.
 - (3) Maintaining a physical plant to house the clearinghouse.
 - ii) Maintain and routinely update the NRIS clearinghouse for important natural resource information, including:
 - (1) Natural Heritage databases documenting the status, distribution and characteristics of Montana animals, plants and habitats, emphasizing those of conservation concern;
 - (2) The Montana Spatial Data Infrastructure (MSDI);
 - (3) Statewide and regional data-layers made available through governmental agencies, organizations and the private sector;
 - (4) Reports, monographs, and reference materials; and,
 - (5) Metadata relating to all data and information in the clearinghouse.
 - iii) Maintain staff having knowledge and expertise in GIS, information management and dissemination systems, web application development, network and web administration, vegetation ecology, zoology, botany, Montana's natural resources, natural communities and

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species of concern, and program administration, and maintain the office infrastructure necessary for staff to carry out their functions.

- iv) Provide products and services to governmental agencies, universities, private business, organizations, and the public, including:
 - (1) Providing self service data and information access through the development and maintenance of a suite of on-line applications (not specific to individual users or programs) designed to serve a broad range of user needs and to provide users with immediate unassisted access to clearinghouse data via the Internet, including preformatted maps, interactive information discovery, visualization and access applications, access to metadata relating to clearinghouse data, and direct access to raw datasets used by GIS and IT professionals;
 - (2) Developing data and information discovery methods that broaden access to NRIS data and applications and link users of NRIS data and applications to related information (e.g. holdings represented in the Montana State Library catalog);
 - (3) Providing reasonable mediated request service to aid users in locating and utilizing clearinghouse data to augment the self service described above;
 - (4) Providing phone support, on-line tutorials, and user technical support, including group training, for access to clearinghouse information and use of information access tools;
 - (5) Conducting education and outreach activities to keep users advised of additions to and modifications of NRIS clearinghouse materials and information access tools;
 - (6) Participating in and promoting interagency coordination and sharing of information through active participation in the activities of the Montana Land Information Advisory Council, the Montana Association of Geographic Information Professionals, and similar groups, and through participating in planning and reporting meetings with source agency representatives;
 - (7) Assisting source agencies to expose their data via the Internet in a manner that facilitates discovery, visualization and access, including developing standard templates and procedures relating to geospatial data dissemination, developing data sharing protocols and procedures that enable agencies to expose their data for access by others, including NRIS for incorporation in the NRIS clearinghouse, and providing limited technical support relating to source agency data dissemination services.
- b) Consultation on additional services and products: NRIS will provide the products and services described above and will respond to user requests to the maximum extent possible using the resources supported through core funding. If source agency information assimilation, management or dissemination needs extend beyond the services described above or if source agency requests for NRIS products and services exceed the ability of NRIS to respond in a timely manner, NRIS will work with agency staff to develop strategies and identify resources to meet agency needs.

3) **Compensation –**

- a) The Department shall pay to the NRIS a total of ?????????? in quarterly payments to be made on or before the dates specified in the table below. NRIS will invoice the Department for each quarterly payment 30 days in advance of the due date for the payment.

Payment	Date
??????????	9/1/2005
??????????	12/1/2005
??????????	3/1/2006
??????????	6/1/2006
??????????	9/1/2006
??????????	12/1/2006
??????????	3/1/2007
??????????	6/1/2007

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Total _____
\$??????.00

- b) In order to ensure an appropriate level of funding for core services beyond the period of this agreement, and in recognition of the fact that funding passed through from core funding agencies to NRIS under House Bill 2 has remained static for a six-year period, NRIS, working with the NRIS Advisory Committee, will evaluate the need for increased core funding and will examine the formula for allocating core funding charges with the goal of developing a proposal supported by all core funding agencies for input to the Executive Planning Process.
- 4) **Reporting** - Within thirty days following the end of each calendar quarter, NRIS will submit to the Department liaison a report summarizing the products and services completed during the quarter that were completed using core funding and a description of the core-funded activities that NRIS will engage in during the forthcoming quarter.
- 5) **Period of Agreement** - This Agreement is effective July 1, 2005 and terminates June 30, 2007.
- 6) **Liaison** - The Department designates ?????????????????????? as liaison under this Contract. NRIS designates Jim Hill, Administrator, Digital Library Division, Montana State Library, 1515 E. 6th Ave., Helena, MT 59620, (406) 444-5355, as liaison under this Contract.
- 7) **Termination** - This Memorandum of Understanding may be terminated by either party by notice in writing to the opposite party at the address set forth above at least thirty days prior to the effective date of termination. The notice of termination will contain the reasons for termination.

NATURAL RESOURCE INFORMATION SYSTEM, MONTANA STATE LIBRARY

By: _____
Jim Hill, Administrator, Digital Library Division

Date: _____

MONTANA DEPARTMENT OF ???

By: _____	Approved for legal content: By: _____
	Title: _____
Date: _____	Date: _____