

## **Memorandum of Understanding Departmental Backups to UCS Disk Stores**

- 1. Purpose** This Memorandum of Understanding (MOU) establishes an interdepartmental agreement between University Computing Services (UCS) and the contracting department (Department). This agreement is effective the last date signed by UCS and Department.
- 2. Scope** Under this MOU, UCS will provide data storage services to Department in order to provide an offsite storage facility for their departmental backups. The data backed up under this MOU will reside on disk storage located in the Sliger building at Innovation Park.

**Data backed up under the provisions of this MOU will reside on fault-tolerant disk storage only, and will not be backed up to tape in the Sliger Building or at the remote Disaster Recovery site.**

- 3. UCS will:**
  - 3.1. provide consulting to allow Department's device(s) to communicate with the Network Addressable Storage (NAS) located in the Sliger building in Innovation Park;
  - 3.2. advise Department of changes that may effect the movement of data;
  - 3.3. provide assistance to Department officials in moving data; and
  - 3.4. monitor the disk usage by Department and report this usage to Department on a monthly basis;
- 4. Department shall:**
  - 4.1. ensure that this MOU is signed by an official who is authorized to commit Department funds and sign interdepartmental agreements;
  - 4.2. be responsible for moving data to the NAS;
  - 4.3. advise UCS of changes that may effect the movement of data; and
  - 4.4. pay invoices for services in a timely manner.
- 5. Costs**
  - 5.1. Department shall pay UCS for services defined above \$12 per gigabyte per year (\$1 per month, or fraction of month).
  - 5.2. All storage will be rounded up to the next whole gigabyte of volume used.
- 6. UCS Billing and Payment**
  - 6.1. The term of this MOU will be defined from the first of the month after the last date signed for one calendar year.
  - 6.2. Department shall be billed monthly in arrears.

6.3. Payment should be made by a Florida State University Interdepartmental Requisition and Journal Entry Form. In filling out the form, select "Other" for the Send To: and write in Office of Technology Integration (OTI). Non University departments should remit payment with a check.

**7. Cancellation** This agreement may be canceled by either party with 30 days written notice. If this agreement is canceled, all services under this agreement are canceled and all data will be removed from the NAS.

Department Official:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

UCS Official:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_