

Memorandum of Understanding Departmental Data Backup to Tape

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 day signed by UCS and the Department.

1. Scope Under this MOU, UCS will provide data backup services to the Department.

Data backed up under the provisions of this MOU will be backed up to tape in the Sliger Building and at the remote Disaster Recovery site.

2. UCS Responsibilities UCS will:

- 2.1. provide consulting to allow Department's device(s) to communicate with the Tivoli backup system located in the Sliger building at Innovation Park;
- 2.2. provide initial assistance to the Department officials in moving their data;;
- 2.3. provide initial assistance in training the Department how to use the Tivoli client;
- 2.4. ensure that the Tivoli backup system is available to the Department; and
- 2.5. ensure the Tivoli system is backed up to the FSU disaster recovery site.

3. Department Responsibilities Department shall:

- 3.1. ensure that this MOU is signed by an official who is authorized to commit Department funds and sign interdepartmental agreements;
- 3.2. be responsible for learning how to use the Tivoli client;
- 3.3. be responsible for backing up data;
- 3.4. be responsible for restoring data when necessary;
- 3.5. advise UCS of changes that may effect backups; and
- 3.6. pay invoices for services in a timely manner.

4. Costs

- 4.1. Department shall pay UCS for services defined above \$.065 (65 cents) per gigabyte of data per month that is transferred to the Tivoli system.
- 4.2. UCS shall invoice Department monthly in arrears for services.
- 4.3. An additional fee of \$400 per terabyte per year for data that stays on the Tivoli system will be assessed by UCS and paid by Department annually in arrears.

5. UCS Billing and Payment

- 5.1. The term will be from the first of the month after the Department and UCS sign the MOU for one calendar year.
- 5.2. The first payment is expected when an invoice is given to the Department.
- 5.3. 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.

6. 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 Tivoli system.

DEPARTMENT OFFICIAL:

Signature: _____ Date: _____

Name: _____

Title: _____

Address: _____

Phone: () _____

E-Mail Address: _____

UCS OFFICIAL:

Signature: _____ Date: _____

Name: _____

Title: _____

Phone: () _____

E-Mail Address: _____