

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into by and between the Division of Administration's Office of Facilities Planning and Control (OFPC), Office of State Buildings (OSB), and Office of Telecommunications Management (OTM).

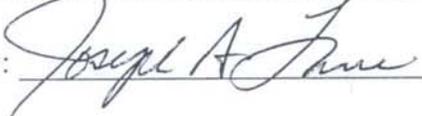
TERM

This MOU shall remain in effect until terminated upon mutual agreement between all parties. Any modifications of this agreement shall be in writing and mutually agreed to by all parties.

DUTIES AND RESPONSIBILITIES

Each parties duties and responsibilities are more fully described in Attachment 1 - Capitol Park Fiber Infrastructure Management Strategy.

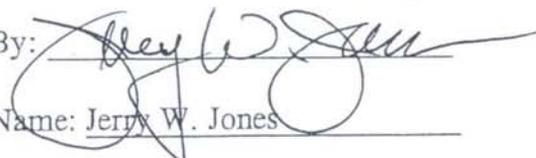
Office of Telecommunications Management

By: 
Name: Joseph A. Lanier
Title: Director
Date: 7/14/03

Office of State Buildings

By: 
Name: William J. Wilson
Title: Superintendent
Date: 7/14/03

Office of Facility Planning and Control

By: 
Name: Jerry W. Jones
Title: Director
Date: 7-14-03

Attachment 1

CAPITOL PARK FIBER INFRASTRUCTURE MANAGEMENT STRATEGY

INFRASTRUCTURE DEFINITION

- All conduit and innerduct access into a state owned building in the Capitol Park
- Inter-building conduit, innerduct, fiber optic cables and associated racks and fiber optic termination panels at the Main Distribution Frame in a state owned building in the Capitol Park

OWNERSHIP

- OSB shall be the owner of the Capitol Park Fiber Infrastructure.
- OTM shall manage the inventory and assignment of infrastructure resources on behalf of OSB

CAPACITY PLANNING

- OTM, OFPC, and OSB periodically meet to review impacts of emerging requirements and planned additions/rearrangements to Capitol Park fiber network
- OTM develops forecast for capacity requirements and identifies areas where capacity is in jeopardy of being depleted
- OTM works with contractors to develop budgetary requirements for additional capacity requirements and submits to OFPC and/or OSB as appropriate to secure funding

INFRASTRUCTURE REQUIREMENT DEFINED

- New Building/Project – OFPC secures funding in Construction Budget
- Existing Building – OTM submits cost estimate to OSB for funding approval
- Add, Move or Change of Existing Connectivity – OTM submits cost estimate to OSB for funding approval

CONSTRUCTION

- New Building/Project - OFPC authorizes construction
- Existing Building – OSB secures funding and authorizes Release Order

Attachment 1 (cont)

- Add, Move or Change of Existing Connectivity – OSB secures funding and authorizes Release Order
- OTM issues Release Orders and coordinates fiber contractor activities

SECURITY OF FIBER RESOURCES

- OSB secures Telecom Rooms and provides OTM access authorization
- OTM provides OSB with cost estimates to secure Fiber Panels
- OSB secures funding for securing fiber resources within Telecom Rooms
- OSB authorizes OTM to secure fiber resources
- OTM issues Release Orders and coordinates fiber contractor activities

AUTHORIZATION OF USE – USER AGENCY

- User Agency submits request for resources to OSB
- OSB reviews and approves requests
- OSB forwards approval to OTM
- OTM assigns resources
- OTM tests and tags resources at each demark for users
- OTM coordinates user access to resources
- OTM coordinates inventory and any related billing activities that may apply
- OTM periodically inspects/audits resource use

AUTHORIZATION OF USE – TELECOMMUNICATIONS SERVICE PROVIDER (TSP)

- TSP submits request/requirements to OTM/OSB

Attachment 1 (cont)

- OTM, OFPC and OSB review request in compliance with OTM Administrative Rules and Regulations; Section 707 – Telecommunications Building Access Standards.
- OSB, OTM and TSP execute Building Access Agreement (See Exhibit A attached).
- OTM assigns resources
- OTM tests and tags resources at each demark for TSP
- OTM coordinates TSP access to resources
- OTM coordinates inventory and any related billing activities that may apply
- OTM periodically inspects/audits resource use

REPAIR OF RESOURCES

- OTM provides Annual Maintenance estimate to OSB
- OSB secures funding for Annual Maintenance
- User reports trouble to OTM
- OTM dispatches technician for trouble determination
- Repair estimate within limits, OTM authorizes technician to proceed
- Repair estimate beyond limits, OTM submits estimate to OSB
- OSB secures funding and authorizes repair
- OTM coordinates contractor repair activities