

## **ATTACHMENT A**

### **Scope of Services**

The department will continue to provide equipment, consumables, and support to the county to facilitate the county in administering motor vehicle title and registration transactions, under the following conditions:

#### **The department shall:**

1. Provide workstations and equipment in accordance with guidelines set forth in the County Equipment Guide. On an annual basis, the department will provide the county a list of the equipment then assigned to the county. Attachment F, County Equipment List, will be renewed as according to the County Equipment Guide, and will become part of this agreement. The department retains full and complete ownership of the equipment and nothing in this agreement shall grant to the county, its officers, employees, or contractors, ownership in the equipment;
2. Maintain all the hardware and software necessary to support the equipment at approved county tax assessor-collector office locations;
3. Provide the county with the opportunity to lease additional workstations at county expense. A copy of the lease agreement is incorporated into this agreement and is found in Attachment D. Leased workstations are the property of the department;
4. Determine the county's annual needs of VTR-500-RTS paper and toner cartridges, based on historical use, as described in the County Equipment Guide. VTR-500-RTS paper and toner cartridges in excess of the department's determination are available at county expense;
5. Provide basic web-based training for county staff on the processing of title and registration transactions. Additional instruction, training, webinars and user guides may be provided as system adjustments and enhancements are made; and
6. Provide online access to department registration and title manuals.

#### **The county shall:**

1. Designate a person employed by the county to serve as the primary equipment custodian, whose responsibility it is to track equipment received by the county pursuant to this agreement. The county will designate the primary equipment custodian in Attachment E of this agreement, and may designate secondary equipment custodians if needed for multiple sites. The primary equipment custodian, in addition to the county itself, is responsible for ensuring compliance with the County Equipment Guide, which is adopted by reference to this agreement. If the County Equipment Guide is updated by the department, the primary equipment custodian must ensure that appropriate county personnel are informed of the update. The primary equipment custodian is also responsible for preparing the county for periodic equipment refreshes. Should the primary or secondary custodians cease employment with the county, the county shall appoint new custodians and update Attachment E.
2. Report lost or stolen equipment to the department within 48 hours of discovery, as provided by the

County Equipment Guide. A copy of any resulting police report shall be provided to the department within five business days;

3. Reimburse the department for the replacement cost of lost, stolen or damaged (not due to natural disaster) equipment. The department will invoice the county in accordance with the County Equipment Guide;
4. Not dispose of, transfer, resell, or designate as surplus any of the equipment or consumables provided through this agreement;
5. Process transactions in compliance with the Transportation Code and the department's title and registration manuals and related bulletins;
6. Turn in defective consumables for replacement to the department's local regional service center to which the county is assigned;
7. Ensure all county personnel (or those acting on its behalf) are adequately trained to administer motor vehicle title and registration transactions on behalf of the department;
8. Provide all personnel who use department workstations with training on confidentiality and fraud detection; and
9. Ensure access to department equipment and systems by terminated employees is removed within 48 hours of termination.

**ATTACHMENT B**  
**General Terms and Conditions**

**Article 1. Amendments**

The Interlocal Agreement, Scope of Services, and General Terms and Conditions may be amended upon agreement by both parties, without the need to execute a new contract.

The department may update and make changes to the County Equipment Guide and appendices not listed above unilaterally.

**Article 2. Conflicts Between Agreements**

If the terms of this contract conflict with the terms of any other contract between the parties, the most recent contract shall prevail.

**Article 3. Ownership of Equipment**

All equipment provided by TxDMV under this contract is and will remain the property of the TxDMV.

**Article 4. Suspension or Termination**

This contract may be terminated by any of the following conditions:

- A. By mutual consent and agreement of the parties.
- B. By either party after thirty days written notice.
- C. By TxDMV, should it determine at any time that the County has failed to comply with any of the requirements in this agreement.

Should termination of this agreement occur, the County shall allow TxDMV to remove its equipment. TxDMV shall remove equipment within a reasonable amount of time.

In lieu of termination, should TxDMV determine at any time that the County has failed to comply with any of the requirements in this agreement, TxDMV may suspend access to the automated registration and title system at one or all County locations until such failure is corrected.

**Article 5. Compliance with Laws**

The parties shall comply with all federal, state, and local laws in any manner affecting the performance of this agreement.

**Article 6. Signatory Warranty**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

## **Article 7. Unauthorized Use of Equipment**

The county is provided complete workstations to access RTS. Thus, absent written approval by TxDMV, no additional equipment, hardware, or software may be installed or attached to a workstation.

The equipment may not be moved, relocated, manipulated, disassembled, or reassembled without written approval by TxDMV. This includes attempts to repair the equipment. Absent written approval by TxDMV, workstations may only be used to access RTS.

## **Article 8. Confidentiality**

The county understands that TxDMV collects and maintains confidential and sensitive information and that TxDMV permits access to this data by this agreement. The county is responsible, by law and through this agreement, for maintaining the confidentiality of that data. The county may only disclose confidential information in accordance with Transportation Code Chapter 730, Government Code Chapter 552, and this agreement. The county understands and agrees that the unauthorized release of confidential information may subject its officers, employees, and contractors to liability or prosecution, and may result in the termination of this contract.

The county understands and agrees that any access to RTS granted by the department, including any logins and passwords, are confidential and that said access will not be disclosed to unauthorized persons. Attempts to circumvent department security devices or protocols, by unauthorized software, hardware, or other means, is expressly prohibited and may result in liability or prosecution and termination of this contract.

**ATTACHMENT C**  
**Resolution or Ordinance**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ County  
Commissioner's Court passed Resolution No. \_\_\_\_\_, hereinafter identified by reference,  
authorizing the County's participation in this Agreement.

Please attach a copy of the Resolution or Ordinance to this Agreement.

**ATTACHMENT D**  
**RTS WORKSTATION LEASE AGREEMENT**

**STATE OF TEXAS**

**COUNTY OF** \_\_\_\_\_ Nueces \_\_\_\_\_

THIS AGREEMENT is made between the Texas Department of Motor Vehicles “TxDMV” or “department” and the “county” pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of \_\_\_\_\_ Nueces \_\_\_\_\_, Texas an option to lease additional Registration and Title System (“RTS”) workstations directly from the State. This agreement is incorporated into the Interlocal Agreement for Provision of Equipment and Consumables (“County Agreement”) and is subject to the provisions of the County Agreement and the County Equipment Guide, including but not limited to provisions relating to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

1. If the county desires additional RTS workstations beyond what is allocated by the department, the workstations may be leased **at county expense** from the department.
2. The cost of leasing a basic RTS workstation<sup>1</sup> will be \$350 per year plus \$11 per year for an eLearning account, for a total annual lease cost of \$361. If a cable drop is needed for a workstation, there is a one-time cost of \$180 per drop. For workstations that are leased by the county for placement in a full service deputy (“FSD”) office, there is an additional annual cost of \$4,260 per full service deputy site, per year to cover the T1 circuit cost.
3. Lease charges are billed annually on the county’s annual invoice. Lease costs are prorated for the first year of the lease term based on the installation date, and the prorated amount will be included on the county’s next annual invoice.
4. The county may request the department remove the leased equipment at any time. The equipment will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
5. Costs for leased equipment and services are subject to change annually.
6. The county will indicate equipment requirements below (by site and quantity). Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraphs 2 and 3 above.
7. In addition to the provisions of the original County Agreement, TxDMV’s responsibility for equipment installed at FSD sites (i.e., privately owned, for-profit enterprises performing motor vehicle title and registration transactions for the county tax office) is limited to ensuring the equipment remains operational. The county will be responsible for all training, forms, supplies, user policy and procedures, etc., associated with this offsite equipment. This agreement will remain in force for as long as the County Agreement remains effective.

<sup>1</sup>The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

8. Workstations identified below that are leased under the provisions of this agreement will be installed following approval of the County Commissioner’s Court and after signature by the County Judge (or a designee when supported by a certified copy of the Commissioner’s Court Order or Resolution, which must be attached) and counter signed by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

The County of     Nueces    , Texas will lease   4   additional RTS workstation(s) to be installed at the following County Tax Office or full service deputy location(s).

Site Type County or FSD	New (N) or Existing (E) Site	Site Name	Site Address	Workstation Quantity
Nueces	E	Nueces Main/Call Center	901 Leopard, Room 301, Corpus Christi	4

	Item	Site Name	Quantity	Individual Item Cost	Total Annual Cost
1.	RTS Workstation, Basic <sup>1</sup> (non-FSD site)	Nueces Main/Call Center	4	\$361.00	\$ 1,444.00
2.	RTS Workstation, Basic <sup>1</sup> (FSD site)			\$361.00	
3.	T1 Circuit Cost (FSD sites only – one annual circuit charge per FSD site)			\$4,260.00	
				<b>Annual Lease Cost</b>	<b>\$ 1,444.00</b>

*Note: cable drops are an additional \$180 each and charged in first year only*

\_\_\_\_\_  
County Judge    Date

\_\_\_\_\_  
Jeremiah Kuntz    Date

\_\_\_\_\_  
Nueces

\_\_\_\_\_  
County

<sup>1</sup>The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

**ATTACHMENT E**

**Designation of Equipment Custodian(s)**

The county is required to designate a primary equipment custodian who is responsible for the tracking of equipment assigned to the county by the department pursuant to this agreement. The county may choose to designate secondary equipment custodians who are responsible for equipment at county sites where equipment provided through this contract is located.

**Primary County Equipment Custodian**

<b>County</b>	Nueces
<b>Name</b>	Alex Perez
<b>Email</b>	alex.perez@nuecesco.com
<b>Phone Number</b>	(361) 888-0388
<b>Physical Address</b>	901 Leopard, Room 301, Corpus Christi, Texas 78401

**Secondary County Equipment Custodian(s)**

may designate one per county office

<b>County Site Name</b>	<b>Custodian Name</b>	<b>Email</b>	<b>Phone Number</b>
Nueces Main/Call Center	Juan Castro	juan.castro@nuecesco.com	(361) 888-0486





## Equipment Request Form

Use this form for all workstation additions, workstation conversions, and new site installations. All requests must be made during the annual open enrollment period (November 1-30).

**A separate form must be submitted for each existing or new site.**

County <b>Nueces</b>
County Site Name <b>Nueces Main/Call Center</b>
<b>TxDMV Only</b>
Date Received

### Instructions

This form should be used for all RTS workstation additions (allocated, web DEALER, lease), conversions (allocated, webDEALER), and new site installations. For your convenience, this is a fillable form that can be easily populated on your computer. Submit completed forms via email to [RTS-Workstation-Allocations@TxDMV.gov](mailto:RTS-Workstation-Allocations@TxDMV.gov) and copy your regional service center manager. A separate form must be submitted for each existing or new county site. Additional information can be found in the County Equipment Guide located on the TAC Information Hub at <http://www.TxDMV.gov/tax-assessor-collectors>. **Requests for workstation additions, conversions, and new site installations must be made during the annual open enrollment period (November 1-30).**

### Contact Information

County Contact Name <b>Alex Perez</b>	County Site Name <b>Nueces Main/Call Center</b>	New Site (yes/no) <b>No</b>
Site Address <b>901 Leopard, Room 301</b>	City <b>Corpus Christi</b>	State <b>Texas</b>
Zip <b>78401</b>	Phone Number <b>(361) 888-0388</b>	Cell Phone Number
Email Address <b>alex.perez@nuecesco.com</b>		

### Workstation Additions

Quantity	Workstation Type	Is cabling needed?	Does the workstation have a cash drawer?	Will cash drawer need to be mounted under desk?	TxDMV Only (approved/denied)
	Allocated				
	webDEALER				
<b>4</b>	Lease	<b>Yes</b>	<b>No</b>	<b>No</b>	

### Workstation Conversions

Type of Conversion (allocated/webDEALER)	Workstation Control Point	Serial Number CPU	Serial Number Printer	TxDMV Asset Tag CPU	TxDMV Asset Tag Printer	TxDMV Only (approved/denied)

## New Site Information

New Sites require the installation of a T1 circuit; however, the circuit cannot be ordered until four requirements are in place: backboard, ground wire, conduit, and electricity.

Alternate County Contact Name (in addition to Contact on page 1)		New Site Requirements	Is requirement in place? (yes/no)	If no, provide date requirement will be in place
New Site Land Line Phone Number	Alternate County Contact Cell Phone	Backboard		
Alternate County Contact Email Address		Ground Wire		
New Site Name (the same indicated in Contact Information on page 1)		Conduit		
If cabling is needed, how many cable drops needed for new site?		Electricity		

## TxDMV Response (to be used for denials or further explanation)

Workstation Additions	
Workstation Conversions	
New Site Installations	

## TxDMV Use Only – Internal Routing

VTR →	ITS →	VTR
BRS Review Date	ITS Received Date	BRS Received Date
VTR Deputy Director Review Date	Equipment Installation Date (if applicable)	Installation Completion Date
VTR Director Review Date	Form Emailed to BRS Date	Request Closed Date
Form Returned to County Date		
Form Emailed to ITS Date		

STATE OF TEXAS §

COUNTY OF TRAVIS §

**INTERLOCAL AGREEMENT**

**for Provision of Equipment and Consumables**

**THIS CONTRACT** is made by and between the State of Texas, acting by and through the Texas Department of Motor Vehicles, hereinafter called the “department” or “TxDMV,” and the County of Nueces, Texas, acting by and through its duly authorized officials, hereinafter called the “county.”

WITNESSETH

WHEREAS, the department is statutorily responsible for administering motor vehicle titles and registrations pursuant to Texas Transportation Code Chapters 501, 502, 504 and 520; and

WHEREAS, the county tax assessor-collector acts as agent for the department in the administration of motor vehicle titles and registration; and

WHEREAS, Texas Transportation Code §501.023 provides that to obtain a vehicle title an owner must apply to the county tax assessor-collector; and

WHEREAS, Texas Transportation Code §502.040 provides that an application for vehicle registration is made through the county tax assessor-collector; and

WHEREAS, the department maintains an automated system for the uniform administering of motor vehicle titles and registration, hereinafter identified as the automated registration and title system (RTS); and

WHEREAS, equipment is necessary for the processing of motor vehicle titles and registration; and

WHEREAS, the department and the county desire that equipment procured by the department, hereinafter identified as the “equipment,” be installed and operated at location(s) under the jurisdiction of the county; and

WHEREAS, associated policies and procedures for the county use of the equipment are found in the department’s County Equipment Guide and in Title 43, Texas Administrative Code (TAC), Sections 217.71-.74; and

WHEREAS, the department will furnish the equipment to the county provided the county agrees to adhere and comply with the County Equipment Guide and the requirements established in this agreement; and

WHEREAS, the department provides the county with certain consumable materials that are integral to the administration of motor vehicle titles and registrations, including disabled placards, cardboard tags, forms, license plates, registration sticker paper, toner cartridges, registration receipt paper, department ad campaign supplies, and other materials (hereinafter referred to as “consumables”); and

WHEREAS, the department and the county are authorized to enter into interlocal contracts or agreements under the authority of Texas Government Code, Chapter 791; and

WHEREAS, on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the Nueces County Commissioners Court Order or Resolution No. \_\_\_\_\_, attached and identified as “Attachment C,” authorizing the county’s execution of this agreement.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do hereby agree as follows:

**I. CONTRACTING PARTIES:**

The Texas Department of Motor Vehicles (TxDMV or department)  
Nueces (County)

**II. PURPOSE:** Provision of Equipment and Consumables to counties to administer motor vehicle title and registration transactions.

**III. STATEMENT OF SERVICES TO BE PERFORMED:** TxDMV and the county will perform statutorily required functions related to administering titles and registrations of motor vehicles as described in **Attachment A**, Scope of Services.

**IV. CONTRACT PAYMENT:** Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

**V. TERM OF CONTRACT:** This contract begins when fully executed by both parties and terminates six years from the date this contract is executed by the state, or when otherwise terminated as provided in **Attachment B**, Article 4 of this Agreement.

**VI. CONTINUING CONTRACT OBLIGATIONS:** The obligations and requirements of this contract are not affected by a change in personnel at the county or at the department, including a change in elected or appointed officials.

**VII. LEGAL AUTHORITY:** The parties certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties.

The County Commissioners Court, by resolution or ordinance dated \_\_\_\_\_, has authorized the county to obtain and provide the services described in **Attachment A**.

This contract incorporates the provisions of **Attachment A**, Scope of Services, **Attachment B**, General Terms and Conditions, **Attachment C**, Resolution or Ordinance, **Attachment D**, RTS Workstation Lease Agreement, **Attachment E**, Designation of Equipment Custodian, **Attachment F**, County Equipment List.

**FOR THE COUNTY**

Nueces (Name of County)

By \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Title and Name

County Judge Barbara Canales

**FOR THE STATE OF TEXAS**

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies, or work programs approved and authorized by the Texas Department of Motor Vehicles Board.

By

Date

\_\_\_\_\_  
Jeremiah Kuntz  
Director, Vehicle Titles and Registration Division  
Texas Department of Motor Vehicles

\_\_\_\_\_