

MEMORANDUM OF UNDERSTANDING
Re: **ACRS- Academic Case Review System**

Agreement between the UC Merced Office of Information Technology (OIT) and the **Academic Planning**, regarding the cost-sharing arrangements of **ACRS- Academic Case Review System** implementation and post implementation support cost.

The objectives of this project are to identify, select and implement a solution to automate the academic case review workflow processes. Unify various case review processes across different schools and standardize them. The system will integrate with essential systems to reduce redundant data entry where practical and will eliminating the current manual case review process.

COST-SHARING AGREEMENT:

Salary Allocation/Salary Sharing: No salary allocation or sharing terms are required.

Time Sharing: The work effort of **ACRS- Academic Case Review System** shall be divided as follows: See the attached **ACRS- Academic Case Review System** timeline. This timeline is an estimate of effort completed in collaboration with OIT staff, **Academic Planning** and the product vendor representative.

Project Funding Terms: The total project cost is estimated at **\$173,657.00** and consists of the following types of costs and funding agreements detailed in the attached **ACRS- Academic Case Review System** project budget.

- **The duration** of this MOU is Effective for **Five (5)** years, beginning on the full execution of this documented MOU and subject to renewal per product costs increases after 5 years.
- **The schedule** of payments from **Academic Planning FAU #431202-2A-19900-ACRS** are as follows:
 - **Year 1 = \$25,000.00**
 - **Year 2= \$26,000.00**
 - **Year 3= \$27,040.00**
 - **Year 4= \$28,121.00**
 - **Year 5= \$29,246.00**
 - Total MOU = \$173,657.00**
- **Internal** costs for IT staff time will be funded by the OIT payroll budget. (unless deemed otherwise during project scoping)
- **Software Licensing and Support** costs are recurring annual costs to OIT and as such, will be managed as an annual cost by OIT. A permanent budget base reallocation to OIT from **Academic Planning** will fund these costs. OIT will therefore be responsible for vendor cost increases.
- **Professional Services** costs for the **ACRS- Academic Case Review System** project Implementation are one-time only costs to be paid directly by **Academic Planning**. Cost savings/ over-run risks are retained by **Academic Planning**.
- **Travel & Expenses** costs for the **ACRS- Academic Case Review System** project implementation are one-time only costs to be paid directly by **Academic Planning**. Cost savings/ over-run risks are retained by **Academic Planning**.
- **Hardware** costs for hardware to be used directly by **Academic Planning** staff are one-time only costs to be paid directly by **Academic Planning**. Cost savings/ over-run risks are retained by **Academic Planning**.
- **Contingency** costs will be covered in accordance with cost categories listed above.

Other Terms: Terms subject to change due to *unpredictable* events or changes to the original MOU; which could impact this MOU and would require an addendum.

TERMS OF THE AGREEMENT:

This agreement shall remain in force and effect during the current fiscal year and during subsequent fiscal years and shall be honored and binding on successive administrations within the UC Merced Office of Information Technology and **Academic Planning**. This agreement can only be modified in writing via signed amendment.

Signature of acceptance and date
Ann Kovalchick
Associate Vice Chancellor and CIO
Office of Information Technology, UC Merced

Signature of acceptance and date
Gregg Camfield
Vice Provost for Faculty
Academic Planning, UC Merced

Signature of acceptance and date
Richard T. Griffin
Director, Operating Budgets and Academic Planning
Division of Finance, UC Merced