

**Schedule A addendum to the
Service Level Agreement between e-Utah
and Department of Administrative Services, Division of Purchasing and General
Services**

This document will serve as the latest Schedule A addendum to the Service Level Agreement with the Network, e-Utah, adding additional Utah Department of Administrative Services (DAS) transactions or services to the Network, subject to Board approval.

Proposed Service: OnLine Credit Card Processing

AGREEMENTS

1. Transaction By the Network Manager Department of Administrative Services, Division of Purchasing and General Services authorizes the Network Manager, to enable electronic payment of Vendor Bid Request Subscription fees online, in accordance with this Agreement. Description of Service is as follows:

This service will allow vendors seeking to register with the Department of Administrative Services, Division of Purchasing and General Services to submit Vendor Bid Subscription fees using the Network's secure payment-processing infrastructure for online transactions. This infrastructure is comprised of real-time credit card payment processing system.

This service will also provide an administrative interface that would allow Department of Administrative Services, Division of Purchasing and General Services to access any or all portions of the log and transaction data for auditing and accounting purposes.

2. Record Classification and User Access Department of Administrative Services, Division of Purchasing and General Services represents to the Network Manager the record classification: _____
Private Records _____

The Network Manager certifies that they will offer the following security and authorization for access to the application outlined above:

All online financial transactions using the Network's payment-processing infrastructure are conducted through a secure server using a Secure Socket Layer (SSL) connection. This technology ensures secure data transmission and uses a standard public-and-private key encryption system that encrypts the user's submission of private financial data before it leaves their web browser. The data remains encrypted throughout transmission until it is safely received within the confines of the SSL where it is decrypted and processed. This SSL connection will exist only between the Network and Department of Administrative Services, Division of Purchasing and General Services.

The Network will also provide Department of Administrative Services, Division of Purchasing and General Services with a secure administrative interface that will authenticate and log the activity of individual agency personnel.

3. Record Supply Costs and Computer Programs. The Network Manager shall be responsible for costs and expenses in providing secure electronic transactions to Users, including without limitation, the cost for purchasing or developing and maintaining all programs used to interface with the Department of Administrative

Services, Division of Purchasing and General Services computer programs. Computer programs used by the Network Manager shall:

- a. Protect information from unauthorized access;
- b. Supply services to Users on a timely basis in an accurate, understandable and logical format acceptable to Department of Administrative Services, Division of Purchasing and General Services;
- c. Be tested by the Network Manager and prototyped for Department of Administrative Services, Division of Purchasing and General Services review and approval before it is offered to the public.

4. Use messages. If required by Department of Administrative Services, Division of Purchasing and General Services, the Network Manager shall cause the Network to require Users to signify online that they will comply with any restriction on use of the records required by law, as amended from time to time. Such user agreement will be in the form of a use message displayed online, with a required positive response (which is captured in a log file) prior to the User being permitted to further search or view the record.

5. Subscriber Agreements. This service shall not require subscriber agreements.

6. Transaction Logs. Department of Administrative Services, Division of Purchasing and General Services shall have access to the Network's Transaction Log for the purpose of auditing the collection and/or dissemination of Department of Administrative Services, Division of Purchasing and General Services transaction records. Unless otherwise specified by Department of Administrative Services, Division of Purchasing and General Services, this Log shall contain the following data: User name, transaction data and time and type of inquiry/transaction.

7. Payment and Collection.

A Network Charge is not requested for Vendor Registration Payment Processing. A subscription to the Network would not be required to access this application.

a. Collection: The total cost to vendors for registration fees shall be set by Department of Administrative Services, Division of Purchasing and General Services. The Network Manager shall be responsible for the processing of payments from Users according to the chart below. No additional amounts may be charged by the Network Manager for the identified services without the prior written agreement of the Department of Administrative Services, Division of Purchasing and General Services and the Network Board.

Agency/Project/ Priority Charge	Total	Registration Fee	Network
1.) Vendor Registration	\$0.00	\$	\$0.00

b. Payment: The registration payment processing system facilitates real-time authentication of registration payments. There are no Network transaction charges. Proceeds from completed credit card transactions will be directly deposited to the agency account through the credit card processor in real time or in a nightly batch.

8. Records and Finances. All Network documents and records maintained by the Network Manager relating to Department of Administrative Services, Division of Purchasing and General Services records shall be available for inspection, auditing and copying by the Department of Administrative Services, Division of Purchasing and General Services or other authorized representatives.

9. Efficiency Gain Calculation. The Department of Administrative Services, Division of Purchasing and General

Services and the Network will establish baseline cost for the processing of registration payments both prior to making the enhanced service available and after the service is made available to estimate the cost savings of offering this service.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officials or officers.

Department of Administrative Services, Division of Purchasing and General Services

By _____ Date _____

The Network

By _____ Date _____
Richard L Brown, General Manager

The Board

By _____ Date _____
Alan Sherwood, Chair