

MEMORANDUM OF UNDERSTANDING

PARTIES

- Maryland Association of Counties
- County Commissioners of Caroline County, Maryland

BACKGROUND

The Maryland Association of Counties (MACo) is entering into a contract with TechNet Joint Venture (TechNet), a salary survey software provider. This contract will allow Maryland's county governments and Baltimore City to enter data into the TechNet system, and retrieve specified salary reports from the system.

MACo is the Maryland Association of Counties of 169 Conduit Street, Annapolis MD, 21401. MACo is a non-profit and non-partisan organization that serves Maryland's counties. MACo's members determine internal Association policy through an elected Board of Directors.

TechNet is TechNet Joint Venture of P.O. Box 947, Sandy City, Utah, 84091. The TechNet Joint Venture includes two firms, Technology Net, LLC (TechNet) and Enterprise Technology Solutions (ETS).

MACo's membership consists of county elected officials and representatives from Maryland's 23 counties and Baltimore City. Fourteen organizations representing professional county government staffs are affiliated with MACo, including the Maryland Association of Human Resources Officers.

Pursuant to MACo's contract with TechNet (full contract enclosed), TechNet will:

- Provide access to and continuous support for the Compensation Survey System for use by MACo and its subscribing members through unlimited login authorizations. Functions of the Compensation Survey System include, creating a unique selection of county comparators, downloading salary and benefit information for the full range of county positions identified by MACo, and enabling access to various comprehensive salary and benefit reports calculated by the Compensation Survey System.
- Provide support directly to county users for annual data updates, including across-the-board increases and new effective dates as needed.
- Provide assistance directly to county users to convert payroll spreadsheets for download into the Compensation Survey System.
- Set up any and all subscribers and their designated users.

- Provide unlimited participant assistance on-call, initial individual participant training as requested, and annual group web-based training as needed.
- Provide a private label for the system with the MACo logo displayed prominently on the home page.
- Save and maintain all salary data entered into its system for the duration of MACo's contract with TechNet.
- Upon termination of this contract by MACo, TechNet, or any County or Baltimore City, remove all shared data entered into its system by that single County or Baltimore City, or, in the case of termination by MACo, all information entered by all counties.

ADMINISTRATIVE RESPONSIBILITIES UNDER THIS MOU

MACo will:

- Update TechNet on an ongoing basis with information for the MACo employees that should be designated users of the TechNet system to be issued login access credentials and make TechNet aware of any MACo employees that should have their access terminated.
- Develop template of benchmark positions to be included in MACo's member surveys and coordinate deployment of initial survey.

Caroline County will:

- Update TechNet on an ongoing basis with any changes to Caroline County employees that should be designated users of the TechNet system to be issued login access credentials and make TechNet aware of any Caroline County employees that should have their access terminated.
- Annually update salary, health benefits, and pension information indicated as required to reflect all changes or to report "no changes."
- Ensure the proprietary nature of all data in the Compensation Survey System by preventing unauthorized use of the Compensation Survey System or the information, including:
 - Not sharing logins to the Compensation Survey System with any person than the user, even within your county.
 - Not sharing the information from the Compensation Survey System with any person outside your county who is not an authorized Compensation Survey System client, unless as required by the Maryland Public Information Act.
 - Not selling the information from the Compensation Survey System.
 - Not intentionally falsifying information within the system for any reason.
 - Not performing any other action that intentionally and maliciously reduces, in any way, the value, reliability, or accuracy of the Compensation Survey System or the information contained therein.

ADMINISTRATIVE POINTS OF CONTACT

- MACo’s Research Director, (currently Robin Clark Eilenberg), will be MACo’s point of contact for MACo’s duties under this MOU.
- Caroline County Director of Human Resources, (currently Sherry Bratton), will be the point of contact for Caroline County with regard to the salary survey.

DATA SHARING DISCLOSURE

Any information provided by Caroline County to TechNet will be available to any other user of the TechNet database, including all of TechNet’s other clients. Caroline County will not have notice regarding access of their salary information by other entities. MACo will annually download a salary report and post the report publicly on its website and social media outlets. MACo may also download information from the TechNet database at other times during the year and use that information for MACo’s public advocacy, outreach, and education.

FINANCIAL RESPONSIBILITIES UNDER THIS MOU

TechNet has agreed to offer MACo a 20% annual fee discount, reflected in the schedule below, in exchange for MACo serving as the survey group sponsoring entity and the single invoice processor.

MACo agrees to annually invoice Caroline County and serve as the single point of billing for all Maryland Counties’ annual subscription fees.

MACo agrees to pay to TechNet an annual subscription fee per all subscribing Maryland counties and Baltimore City based on the schedule below.

Full Time Employees	Fee
101-200	\$360 annual fee
201-350	\$440 annual fee
351-500	\$520 annual fee
Over 500	\$600 annual fee

Caroline County will pay its annual fee, according to the above schedule, by June 1 of the prior fiscal year.

Billing Contact:

Margaret Roe

Title: Director, Department of Finance

Address:

109 Market Street
Room 132
Denton, Maryland 21629

Phone: 410-479-4118

Email: mroe@carolinemd.org

Fax: 410-479-4060

The agreements embodied in this memorandum will take effect on June 30, 2019 and automatically renew each year, unless MACo or Caroline County terminates in writing this agreement 90 days prior to the commencement of a new agreement year in writing.

Larry Porter
President
County Commissioners of Caroline County

Date

Michael Sanderson
Executive Director
Maryland Association of Counties

Date