

ATTACHMENT C STATEMENT OF WORK

I. Responsibilities of the Parties

- A. Local Government shall use the Texas Electronic Registration Remote System (“Tx EVER”) to search DSHS databases, locate data, and issue Certifications of Birth (“Birth Certificates”) only to authorized individuals or entities requesting such data. The Birth Certificates shall be provided to authorized individuals or entities in a format formally approved by DSHS. Local Government shall implement appropriate measures to ensure its use of Tx EVER is not abused or misused by its personnel.
- B. DSHS will allow Local Government to access Tx EVER during the hours of 7:00 a.m. to 6:00 p.m. Central Time, Monday through Friday, except national holidays as identified in *Tex. Gov’t Code* Section 662.003(a). In the event of an emergency or computer application error, DSHS may temporarily suspend Tx EVER access without advance notice.
- C. Local Government shall acquire and retain at its own expense, the necessary data processing equipment, communications, hardware or software, and paper products in accordance with the requirements set out in *Tex. Admin. Code* Title 25, Section 181.28 and as specified by DSHS. If necessary, DSHS will provide technical assistance to Local Government to enable Local Government’s computer equipment to connect to Tx EVER.
- D. Local Government acknowledges that Tx EVER records may not be located or contain errors resulting from the following unintentional occurrences:
 - 1. Key-entry errors in spelling.
 - 2. Failure on the part of DSHS to update a file for an amendment or paternity determination; or
 - 3. The event year does not exist in Tx EVER.
- E. Local Government shall provide DSHS with monthly written notification of errors or suspected errors discovered by Local Government in Tx EVER.
- F. Local Government shall use Tx EVER in conformance with *Tex. Health and Safety Code* Chapters 191, 192, and 195, as well as *Tex. Admin. Code* Title 25, Part 1, Chapter 181, and in the format formally approved by DSHS.

II. Fees, Invoicing, and Payment

- A. **Fees.** Local Government shall pay DSHS **\$1.83** for each birth certificate issued to Local Government from Tx EVER. Local Government agrees to charge the same base search fee for a birth certificate as DSHS charges to Local Government. Additional fees may only be charged as authorized by *Tex. Health and Safety Code* Chapter 191 and *Tex. Admin. Code* Title 25, Part 1, Chapter 181.

DSHS acknowledges that Local Government’s payment obligations to DSHS are payable only from funds appropriated for the then current Local Government’s fiscal year and available for the purpose of the Contract. Local Government shall provide DSHS with prompt notice of failure of Local Government to receive adequate appropriations or otherwise sufficient revenue to satisfy its obligations under the Contract.

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- B. Invoicing.** DSHS will send itemized invoices to Local Government on the 1st of every month for all birth certificates provided to Local Government by DSHS in the prior month. Invoicing will be sent through the U.S. Postal Service to Local Government at:

Name: Tarrant County
County Clerk
Office address: 100 W. Weatherford St
Fort Worth, TX 76196

Local Government shall direct any invoicing inquiries to DSHS either by phone at 512-776-2953 or email to vssbusinessservices@dshs.texas.gov.

- C. Payment.** Local Government shall remit payment in full to DSHS within thirty (30) days of its receipt of a DSHS invoice. Payment shall be remitted via mail or electronic fund transfer. Payment by Local Government shall be considered complete on the date received by DSHS.

Local Government shall send payments to DSHS at:

Texas Department of State Health Services Cash Receipts Branch
MC-2096
P.O. Box 149347
Austin, TX 78714-9347

or

JPMorgan Chase
Bank Acct # 0135371118
Bank Rt # 021409169
TIN # 320113643