Procedure Sale of Information Technology and Geographic Information System Products	**Last Update:** October 16, 2007

References: County Policy Manual- Sale of Information Technology and Geographic Information System Products

Purpose: To set procedures and fees for the sale of information technology and geographic information system products that are produced through the manipulation of data for the benefit of the Customer.

A. Products and Services

1. The Information Technology Services (ITS) Division may sell products and services that are in the following general categories:

    a. County Databases – Certain of these records are stored in electronic form in databases on County servers, and where appropriate, the Custodians of such databases may set a price in accordance with this Procedure, and make the entire database or a subset thereof available for sale to Customers.

    b. Value Added Products – Sometimes, data is manipulated by County staff in order to create special reports or views of data for internal use. Certain of these products may be useful to Customers, and in these cases, the Custodian of the data may set a price in accordance with this Policy, and provide the product for sale to Customers desiring to purchase the product.

    c. Custom Made Products – Although a Customer may purchase various County databases in their entirety, it may be that a Customer may wish for Jefferson County to manipulate the data in certain ways in order to create a custom product. If a Customer requests, at its discretion Jefferson County may provide the services to create these products.

    d. Subscription Products – The Custodian of certain products that change from time to time may make on-going updates available to Customers on a subscription basis. Subscription service is intended to provide Customers with all copies of a product or products and with updates to the product family to which they subscribe.

B. Agreements

1. Customers shall execute a license agreement with the County.

2. The agreement, in a form approved by the County Attorney's Office, shall indicate:

    a. the limitations of, and restrictions on, use of such products/services.

    b. the length of time for developing and delivering requested products and services.

    c. that there are no warranties or guarantees as to the completeness, accuracy, correctness, merchantability, or fitness of any data, information, or product.

    d. that all rights are reserved to the County except as otherwise provided in the agreement.

e. that the County is not responsible for damages or losses, including without limitation, incidental, consequential or special damages, arising out of the use of or reliance upon any data, information or products that may be furnished any Customer.

f. that the data, information, or product provided will be used and relied upon only at the risk of the user.

C. Fees

1. The Director of Finance and Information Technology shall determine appropriate fees for the products and services to be sold. The ITS Director, or designee, shall administer the collection of the fees.

2. All charges are due and payable and shall be collected at the time the order for products and services is taken, except as otherwise established by written contract.

3. County Databases: The price for an entire database or subset thereof shall include the cost for any necessary extraction of the database, plus the cost of the IT-Operations for any necessary activities needed to create the media, plus the price for shipping and handling of the product. Fees for County Databases may be reduced by up to 80% if the product is requested by other government entities or accredited schools that are located within the boundaries of Jefferson County, Colorado. The prices for extraction, media creation, shipping, and handling will not be reduced.

4. Value Added Products: The price for any value added products shall include the price set by IT-Development for any necessary extraction of the data, plus the price of the IT-Operations for any necessary activities needed to create the media, plus the price for shipping and handling of the product.

   Fees for Value Added Products may be reduced by up to 80% if the product is requested by other government entities or accredited schools that are located within the boundaries of Jefferson County, Colorado. The prices for extraction, media creation, shipping, and handling will not be reduced.

5. Custom Made Products: The price for Custom Made Products shall include both the price of the data and the labor required to manipulate the data to meet the needs of the Customer, plus the price set by IT-Development for any necessary extraction of the data, plus the price of the IT-Operations for any necessary activities needed to create the media, plus the price for shipping and handling of the product.
   The price for Custom Made Products may not be reduced. The price charged must be the same for all Customers.

6. Subscription Products: The price for any subscription products shall include the price set by IT-Development for any necessary extraction of the data, plus the price of the IT-Operations for any necessary activities needed to create the media, plus the price for shipping and handling of the product.
   The price for Subscription Products may not be reduced. The price charged must be the same for all Customers.

7. Free Products: At the discretion of the ITS, and as technical resources are available, certain databases, value added products, and data sets may be made freely available on the Internet. Such products will be subject to terms similar to those which apply to products which are sold.