

**UNIVERSITY OF NORTH TEXAS SYSTEM  
INTRA-SYSTEM COOPERATION AGREEMENT**

BY AND BETWEEN  
UNIVERSITY OF NORTH TEXAS SYSTEM  
AND  
UNIVERSITY OF NORTH TEXAS  
FOR  
[LEARNING MANAGEMENT SYSTEM ADMINISTRATION]

This University of North Texas System Intra-System Cooperation Agreement is made and entered into by University of North Texas System (“Receiving Component”) and by University of North Texas (“Performing Component”) to facilitate and promote the mission of the University of North Texas System and its Component Institutions.

1. Services by Performing Component:

Oversee and manage the merger of UNT World Bridge (Learning Management System) courses and data into the UNT Bridge.

Serve as the administrator for Bridge and engage with the vendor as needed.

Manage the campus virtual helpdesk and respond to inquiries within 72 hours during traditional business hours.

Partner with leaders to manage, launch, and assist with building courses.

Manage third party training delivered via Bridge.

Conduct monthly or bi-monthly training for Authors and Managers.

Partner with the contact person to monitor Learning Technologies, Inc (formerly LinkedIn Learn) integrations.

Respond to access requests and determine the level of appropriate access for individuals within 72 hours during traditional business hours.

**Data Management and Course content Transfer from UWL to UNT Bridge**

***UNT Administrative Services will:***

Partner with HR and Information Technology Shared Service (ITSS) Data Analytics and Reporting Team (DART) to load official employee job records daily from the Enterprise Information System (EIS).

Incorporate the pre-ePAR new employee onboarding process formerly in UWL into UNT Bridge to meet the daily training needs of all new employees of UNT, UNT Dallas, and UNT System Administration.

Import all active and terminated employee training records received from the UWL LMS Administrator into UNT Bridge. Completion and “go live” August 2, 2021.

Maintain all course information and employee training completion records in UNT Bridge.

Import all UNT System Administration required training and assign enrollments as recommended in the “Training Approval Process” document.

Import all UNT System Administration submitted optional live training and online courses and publish for enrollment as appropriate (Completion date: August 2, 2021).

### **Authorship**

#### ***UNT Administrative Services will:***

Train all current and future UNT System Administration course authoring staff to use UNT Bridge as an authoring tool.

#### ***UNT System Administration authors will:***

Complete training delivered by Administrative Services and request publishing of online courses or live training sessions via webform on the UNT Business Operations Training website. Authors will adhere to all required deadlines for publishing (varies per course: TBD) unless both parties have agreed upon accommodations.

Follow all recommended accessibility requirements.

### **Learner Support**

#### ***UNT Administrative Services will:***

Manage the campus virtual helpdesk and respond to inquiries within 72 hours during traditional business hours.

Transfer questions from employees regarding content to the appropriate UNT System Administration SME area within 72 hours.

### **Reporting and Security Access**

Provide scheduled training reports on a required schedule as needed to UNT System Administration offices, Talent Acquisition staff of UNT System HR at UNT, UNT Dallas, and UNT System Administration on “go-live” on August 2, 2021.

Respond to all Office of General Counsel deadlines and training record requests as needed.

Assist HR Records team with the acquisition of training records.

Provide critical data to UNT System and UNT Dallas leadership including annual security training enrollment and other ITSS staff members.

Provide author role to UNT System Administration employees, and UNT Dallas employees who have completed author training.

2. Reimbursement by Receiving Component:

Receiving Component will reimburse Performing Component for Services performed. Payments will be made for actual Services performed as follows:

UNT System will compensate UNT to cover a portion of UNT full-time staff salaries including fringe benefits. For FY22, this dollar amount is \$28,600.00 which is based on a prorated share of the LMS Bridge licenses.

UNT and UNT System agree to reassess this dollar amount for FY23 and ensure a new, agreed upon Intra-System Agreement will be in place before September 1, 2022. UNT agrees to not increase any costs without consent of the governance structure.

3. Term of Agreement:

This Agreement will begin on September 1, 2021 , and will terminate on August 31, 2022 , unless terminated earlier by either party by providing 30 days prior written notice.

4. Funding-Out Provision:

This Agreement may be terminated in whole or in any part at any time if Receiving Component does not receive necessary funding for the Services.

5. Certifications:

The parties do hereby certify that: (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected Component Institutions of the University of North Texas System and of higher education in the State of Texas; and (2) the proposed arrangements serve the interest of efficient and economical administration of the University of North Texas System.

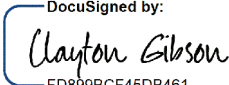
6. Notices:

Any notice required herein shall be delivered to:

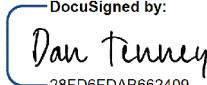
University of North Texas  
1155 Union Circle  
Denton, TX 76203  
Attention: Clayton Gibson  
Fax: 940-565-4779  
E-Mail: Clayton.Gibson@unt.edu

University of North Texas System  
1901 Main St.  
Dallas, TX 75201  
Attention: Dan Tenney  
Fax: [Fax#]  
E-Mail: Dan.Tenney@untsystem.edu

**UNIVERSITY OF NORTH TEXAS**

By:   
Name: Clayton Gibson  
Title: VP, Finance & Administration, CFO  
Date: 9/15/2021

**UNIVERSITY OF NORTH TEXAS  
SYSTEM**

By:   
Name: Dan Tenney  
Title: Vice Chancellor of Finance and CFO  
Date: 9/15/2021

UNTS Contract # 2022-1846

**AMENDMENT # 1  
TO THE UNIVERSITY OF NORTH TEXAS SYSTEM  
INTRA-SYSTEM COOPERATION AGREEMENT**

BY AND BETWEEN  
UNIVERSITY OF NORTH TEXAS SYSTEM  
AND  
UNIVERSITY OF NORTH TEXAS  
FOR  
[LEARNING MANAGEMENT SYSTEM ADMINISTRATION]

This first Amendment to the University of North Texas System Intra-System Cooperation Agreement is made and entered into by University of North Texas System (“Receiving Component”) and by University of North Texas (“Performing Component”) to facilitate and promote the mission of the University of North Texas System and its Component Institutions.

Sections 2 and 3 of the Intra-System Cooperation Agreement are deleted and replaced to read as follows:

2. Reimbursement by Receiving Component:

Receiving Component will reimburse Performing Component for Services performed. Payments will be made for actual Services performed as follows:

UNT System will compensate UNT to cover a portion of UNT full-time staff salaries including fringe benefits. Beginning 09/01/2021 until 08/31/2025, this dollar amount is \$28,600.00 per year which is based on a prorated share of the LMS Bridge licenses.

UNT and UNT System agree to reassess this dollar amount after FY25 if at the time of renewal and ensure a new, agreed upon Intra-System Agreement will be in place before September 1, 2025. UNT agrees to not increase any costs without consent of the governance structure.

3. Term of Agreement:

This Agreement will begin on September 1, 2021 and will terminate on August 31, 2025, unless terminated earlier by either party by providing 30 days prior written notice.


Notices:

Any notice required herein shall be delivered to:

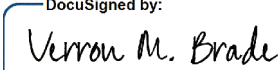
University of North Texas  
1155 Union Circle  
Denton, TX 76203  
Attention: Clayton Gibson  
Fax: 940-565-4779  
E-Mail: [Clayton.Gibson@unt.edu](mailto:Clayton.Gibson@unt.edu)

University of North Texas System  
1901 Main St.  
Dallas, TX 75201  
Attention: Ron Brade  
Fax:  
E-Mail: [Ron.Brade@untsystem.edu](mailto:Ron.Brade@untsystem.edu)

**UNIVERSITY OF NORTH TEXAS**

By:   
Name: Clayton Gibson  
Title: VP, Finance & Administration, CFO  
Date: 6/10/2022

**UNIVERSITY OF NORTH TEXAS SYSTEM**

By:   
Name: Ron Brade  
Title: Associate Vice Chancellor  
Date: 6/10/2022

UNTS Contract # 2022-1846