



Effective June 27, 2023. These Service Descriptions supersede and replace all prior versions.

Schedule of Services

MANAGED SERVICES

The Services to be performed for Client by Provider are set forth in the Order. Additional Services may be added only by entering into a new Order including those Services.

Server Monitoring and Management – Provider will perform server monitoring and management including, alert monitoring and management of servers, periodic reporting and performance tuning, and prioritization of alerts to identify high-priority incidents. Provider will also perform remote remediation services as needed, and backup software monitoring and management. The Service Fee does not include major hardware / software upgrades or replacements or new server installations.

Desktop Monitoring and Management – Provider will perform desktop monitoring and management including, alert monitoring & management of desktops, prioritization of alerts to identify high-priority incidents, remote remediation services as needed, quarterly configuration backups, quarterly firmware updates as required by manufacturer, and quarterly reporting and performance tuning. The Service Fee does not include hardware replacement or new hardware installations.

Help Desk Services – Provider will provide help desk support via client portal, e-mail, and phone. Provider has the ability to remotely control desktops to support employees. Unless otherwise included in an order, all help desk services will include unlimited remote support as required.

On-site Support - Upon request and subject to the limitations identified in the Order, for Services that are within the scope of this Service Attachment, Provider will also deliver support Services on-site at your location during normal business hours. For on-site support that is not included in the Order, Client, Client will pay Provider's then-prevailing hourly rate.

Core Security Services – Provider will include in its services monthly Microsoft patch management, antivirus software and management, and remote software installations. Core Security Services also includes new / terminated employee setup and configuration.

Problem Management Services - Provider will undertake problem management as soon as the Provider's monitoring staff becomes aware of an incident. All incidents, with status or resolution, will be documented by posting updates to the Problem (Incident) Ticket Tracking System assigned to Client ("Problem Tickets").

DATA BACKUP AND DISASTER RECOVERY SERVICE

The Services to be performed for Client by Provider are set forth in the Order. Additional Services may be added only by entering into a separate Order including those Services.

Local Backups - Using customer provider hardware and software (backup software), backups will be performed on the basis specified in the Order. Client owns the hardware and software agents (backup software) used to perform the backups. If Client subscribes to periodic Server Maintenance, Provider will review the backups during Maintenance and notify Client of backup failures. Client will notify the Provider of any failures, and upon request, perform simple on-site tasks (e.g., powering down and rebooting hardware).

Remote Backups - Provider, through its Third-Party Service Providers will make its best effort to ensure the protection and recovery of Client's information. Data files are backed up via a third-party client-side desktop/server software application (the "Application"), encrypted, and then sent to a storage server at third-party vendor's data center facility. There is no local copy of the backed-up data. Data files can be restored from the cloud but the server itself cannot be recovered or "booted" in the cloud. Therefore, this service is not considered a disaster recovery solution. All data is backed up via a third-party client-side desktop/server software application (the "Application"). Provider will monitor the backups daily, notify Client of any failures, and work with third-party to resolve backup failures.

Cloud Backup - Provider, through its Third-Party Service Providers will make its best effort to ensure the protection and recovery of Client's information. Data is backed up via a third-party client-side desktop/server application, encrypted, stored locally on a Provider-owned storage device ("Provider Owned Storage"), and then sent to a third-party owned storage server at the Third-Party Services Provider's data center facility. Provider will monitor the status of all scheduled backup jobs, notify Client of Provider-owned storage failures and corrective actions. Provider will also provide remote administrative services of Data Backup Service as requested by Client. Offsite Backup copies will have one-year retention unless specified in Order. Upon termination of these Services, Provider will request return of the backup hardware and remove the Application from Client systems.

Disaster Recovery

Provider will work with Client to develop a comprehensive disaster-recovery plan that incorporates the Services to be delivered under this Service Attachment.

If Client experiences an event precipitating a major, multi-user loss of data, Client may notify Provider that a data loss event has occurred.

FILE BACKUP AND RECOVERY

Provider will create, monitor, and modify up to the number of file backup jobs listed in the Order. Provider will also notify Client by email of backup drive failures and corrective actions.

Upon request, Provider will remotely restore files, subject to the number of operations listed in the Order

VOIP AND COLLABORATION SERVICES

Provider will deliver the Voice over Internet Protocol (“VoIP”) and associated telephony and collaboration services specified and selected by you on the Order or Proposal. Additional Services may be added only by entering into a new Order including those Services.

The VoIP Services may be provided or delivered by Provider through the use of third-party vendors listed on the Order or Proposal. Use of the VoIP Services are subject to any applicable third-party vendor agreements. Client acknowledges and agrees to be bound by those third-party vendor agreements. Provider shall not be responsible for any third-party vendor service failures when accessing or using the Services. Client agrees to be bound by any applicable third-party vendor’s agreements regarding terms and conditions or end user licensing, and Client understands that any applicable agreement regarding terms and conditions or end user licensing is subject to change by any third-party vendor without notice.

Network cabling, conduit, electrical, rack space, and any other required construction or trenching are additional charges are not included with the Service.

**Provider does not provide internet connection. Client is responsible for providing internet connection to use the Service.

**THESE DESCRIPTIONS ARE SUBJECT TO CHANGE ANY
TIME WITHOUT NOTICE.**