

**AGREEMENT FOR HUMAN RESOURCES AND INFORMATION AND
TELECOMMUNICATIONS SUPPORT BETWEEN THE COMMISSION ON
INDIGENT LEGAL SERVICES, OFFICE OF INDIGENT LEGAL SERVICES AND
THE SOUTH DAKOTA BUREAUS OF HUMAN RESOURCES AND
ADMINISTRATION AND INFORMATION AND TELECOMMUNICATIONS**

The South Dakota Commission on Indigent Legal Services, Office of Indigent Legal Services, herein referred to as ILS, and the Bureau of Human Resources and Administration (“BHRA”) and the Bureau of Information and Telecommunications (“BIT”), herein referred to as the Bureaus, enter into the following Agreement for Human Resources and Information and Telecommunications Support (“Agreement”):

I. DURATION

This Agreement is effective from April 1, 2024, and continues to be in effect until either party rescinds its approval.

II. ORGANIZATION

This Agreement creates no separate legal or administrative entity.

III. PURPOSE

The purpose of this Agreement is to delegate and delineate the human resources (HR) and information and telecommunications (IT) functions and responsibilities performed by the Bureaus pertaining to ILS employees.

IV. FINANCING AND BUDGETS

ILS agrees to pay established bureau rates to the Bureaus for the services provided to ILS. Rates must be provided to ILS for review. Any non-rate expense must be approved by ILS before work is performed.

V. SERVICES

The Bureaus shall provide all HR and IT functions and services to ILS employees that the Bureaus provide to employees of the executive branch under the purview of the Governor. HR services and functions include, but are not limited to, guidance on personnel issues, payroll processing, employee onboarding, classification and compensation administration, organization development services, and talent acquisition. IT services and functions include but are not limited to: domain level accounts and resources; providing technical support during business hours and 24/7 on-call support; supporting hardware including endpoints, printers, and related peripherals; network/internet connectivity at all state offices and locations including wired and

wireless options, providing collaboration tools, managing email and document services, phone systems; application support, software development, website development, and GIS services; and cybersecurity services including end user education/awareness, data security, and monitoring. BIT will partner with ILS on the identification and implementation of needed technology to establish the commission and related systems.

VI. POLICIES AND PROCEDURES

ILS agrees to follow and comply with applicable HR and technology, security and privacy policies, standards and procedures established by the Bureaus.

For the Commission on
Indigent Legal Services

For the South Dakota
Bureau of Human Resources and
Administration

Chair

Date

Commissioner

Date

For the South Dakota Bureau of
Information and Telecommunications

Commissioner

Date