

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE INDIANA DEPARTMENT OF HOMELAND SECURITY  
AND  
THE INDIANA PROFESSIONAL LICENSING AGENCY**

**Contract #00000000000000000000100925**

This Memorandum of Understanding ("MOU") is entered into by and between the Indiana Department of Homeland Security ("IDHS") and the Indiana Professional Licensing Agency ("IPLA"), hereinafter referred to as a "Party" or "Parties". In consideration of the mutual understandings and covenants set forth herein, the Parties agree as follows:

**WHEREAS**, IDHS has established a need for information technology support services; and

**WHEREAS**, IPLA has in place a full Information Technology (IT) licensing support staff and a complete licensing system consisting of three integrated pieces: 1) MyLicense Office (MLO) that handles all back office licensing functions, 2) eGov – the internet module that allows applicants and licensees to renew licenses and apply for licensure and 3) eVerification which is the web module that allows the public to verify license status and information; and

**WHEREAS**, the software licenses for MyLicense Office, eGov and eVerification allow IPLA and IDHS to share the products and licensing maintenance to assist IDHS's Radiation Section with keeping track of radioactive users and materials throughout the State of Indiana; and

**WHEREAS**, a working relationship between IDHS and IPLA will allow IDHS to take advantage of the resources and skill sets already in place, leveraging State assets such as Information Technology ("IT") staff, software and hardware for IDHS to process its radioactive materials registrations for facilities that possess radioactive materials; and

**WHEREAS**, this relationship will save IDHS the expense of purchasing its own system, eliminate development and infrastructure expenses, eliminate the need to maintain its own IT licensing support staff, and share on-going operational expenses; and

**WHEREAS**, IPLA and IDHS wish to enter into this Memorandum that will provide for such an on-going relationship;

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree as follows:

**I. PURPOSE**

The purpose of this Memorandum is to define the conditions and terms for an agreement between IDHS and IPLA for the on-going administration of the State enterprise licensing systems.

**II. PROVISIONS**

- a. IPLA, as administrator, will provide full use of the enterprise licensing system products known as MyLicense Office (back office MLO Web Application), eGov (Licensee Web Application) and eVerification (public verification web application) and access to functionality as covered in software and maintenance agreements between IPLA and the licensing software vendor – System Automation. In general, the ongoing relationship with the software vendor will be managed by IPLA. The software vendor bills IPLA directly for maintenance costs.

- b. IPLA will provide IT Staff support as needed to maintain the system on-going, oversee the table maintenance and setup in the enterprise database, help with other related setup, assist with developing print templates and forms as needed, prepare for web and manual renewals as needed, update eGov web pages and provide other assistance and trouble-shooting when the need arises. IPLA will retain overall administrative control over the licensing system and will coordinate with all users when system maintenance is required.
- c. IPLA will coordinate with the licensing software vendor and the Indiana Office of Technology ("IOT") for version upgrades and infrastructure support and will be the contact for helpdesk issues with those parties as needed.
- d. IPLA and IOT will provide licensing infrastructure (hosted on IOT servers) including the application servers, database servers, networks, multi-site high availability ("MHA") disaster recovery, IOT database administrators, network administrators, and full infrastructure support. All infrastructure costs for the licensing systems are billed by IOT to IPLA.
- e. IPLA will provide routine MLO printing support, including forms setup, enterprise custom forms, paper, envelopes, per print image charges and postage. Printing support includes licenses, renewal and other notices that are generated through daily operation of the licensing system.
- f. IPLA will process and balance any web-based renewals in MLO. IPLA accounting staff will disburse the online "Report of Collections" payments to IDHS accounts using the Encompass Financial System each business day.
- g. IPLA will manage MLO accounts, setting up new users and deactivating accounts as needed per state security guidelines.
- h. Subject to the feasibility of the request and IPLA staff availability, IPLA will create and set up new system reports as needed that can be accessed by IDHS through the licensing system. The software used, Crystal Reports and software license, is not required to be obtained by IDHS.
- i. IPLA, in cooperation with IOT, will ensure appropriate security, data storage, and backup standards are implemented. IPLA also ensures against data loss via implementation of MHA disaster recovery to make sure all licensing functions can be recovered as fast as possible in the event of a disaster or outage.
- j. Any issues that arise not specifically addressed will be jointly reviewed and agreed upon between IPLA and IDHS.

### III. CONSIDERATION

- a. Payment: IDHS will reimburse IPLA for costs associated with IDHS's use of IPLA's IT support staff, enterprise licensing applications and databases, enterprise infrastructure equipment and support, software maintenance, printing services, and the services listed in Section II. The rate of monthly consideration is \$1,000.00. The amount reflects IDHS's share of costs based on the number of licenses, license types, complexity, prior printing history, web services, disaster recovery, and support needs and will be reviewed biannually.

IPLA will process an Interunit General Ledger entry in the Encompass Financial System for reimbursement in accordance with State Accounting Guidelines. The entry will include the appropriate fund numbers and budget year.

Upon receipt and review of the inter-agency journal entry, IDHS will approve the transaction and agrees to transfer funds to a fund designated by IPLA. The Indiana State Comptroller will transfer funds from IDHS to IPLA as designated in the approved journal entry. The Controller or financial representative from both agencies will be the points of contact for any payment issues that arise.

IPLA will have ninety (90) days beyond the expiration of this Memorandum to submit a final interagency journal entry for payment against this Memorandum. Any request for payment received thereafter will not be reimbursed by IDHS.

- b. Special Requests. IDHS is responsible for any out-of-scope IPLA IT staff time at a rate of \$110.00 per hour for special requests and associated IOT charges that are exclusively for IDHS's benefit including, but not limited to, special projects that may arise. The parties will agree in advance to any costs associated with the fulfillment of any special requests and all requests of this type must first be approved by the IDHS employee listed in Paragraph IX or another authorized IDHS staff within the radiation program.

#### **IV. TERM**

This MOU shall become effective July 1, 2026, and shall remain in effect through June 30, 2028. Terms for renewal will be reviewed and agreed upon by the parties prior to expiration. Subsequent renewals of this Memorandum could provide for an increase or decrease in the cost of services.

#### **V. MODIFICATION, TERMINATION OR SUSPENSION**

- a. This Memorandum may be terminated or suspended by either party if the other party has failed to comply with the terms of this Memorandum, or for any reason if such termination is in the best interest of the terminating agency, upon thirty (30) days written notice. The notice of termination or suspension shall state the reasons for termination or suspension. Regardless of the reason for termination or suspension, the parties will be compensated for services properly rendered prior to termination or suspension of this Memorandum. The written notice of termination must be sent through SCM and signed by the State Budget Agency.

If IDHS terminates the Memorandum, then IDHS will be responsible for data archiving or conversion required to remove data from the system, with IPLA's cooperation to ensure data preservation and integrity requirements. Whereas, if IPLA terminates the Memorandum, then IPLA will be responsible for data archiving or conversion required to remove the data from the system ensuring data preservation and integrity requirements are met and provide this data in a timely manner.

- b. The parties may modify or renew this Memorandum consistent with applicable law and respective agency policy.
- c. Modification to this Memorandum may be made at any time but shall be made only upon mutual written agreement of the parties.

#### **VI. FUNDING CANCELLATION**

When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support the continuation of performance of this Memorandum, then the Memorandum shall be cancelled. A determination by the State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

#### **VII. FUNDING/ACCOUNTING TREATMENT**

Funds shall be transferred to IPLA via General Ledger journals. All unused funds for each fiscal year will be deallocated and returned to IDHS in the manner in which the funds were transferred.

- a. Source of funding: Main operating funds

#### **VIII. SEVERABILITY**

If any provision of this Memorandum is found unenforceable, the remaining provisions shall continue in full force and effect.

#### **IX. NOTICE TO PARTIES**

Whenever any notice, statement, or other communication is required under this Memorandum, it shall be provided to the following agency contact:

Notices to IPLA and IPLA Billing Questions shall be sent to:

Erik England  
Chief Financial Officer  
402 West Washington Street, Room W-072  
Indianapolis, IN 46204  
Phone: 317-234-1983  
Email: [erengland@pla.in.gov](mailto:erengland@pla.in.gov)

Notices to IDHS and IDHS Billing Questions shall be sent to:

Courtney Eckstein  
Radiation Program Manager  
302 West Washington Street, Room E-208  
Indianapolis, IN 46204  
Phone: 317-464-7043  
Email: [ceckstein@dhs.in.gov](mailto:ceckstein@dhs.in.gov)

**In Witness Whereof**, each Party, through their duly authorized representatives, enters into this MOU. The Parties, having read and understood the foregoing terms of this MOU, do by their respective signatures dated below agree to the terms thereof.

Indiana Professional Licensing Agency

Signed by:  
By: *Lindsay Hyer*  
63DE2C93B365481...

Title: Executive Director, PLA

Date: 4/20/2026 | 11:22 EDT

Indiana Department of Homeland Security

Signed by:  
By: *Sean Wooding*  
B99AF500B5A247A...

Title: General Counsel

Date: 4/20/2026 | 12:35 EDT

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| Electronically Approved by:<br>State Budget Agency<br><br>By: (for)<br>Chad Ranney, State Budget Director |  |