**IN FORCE NETWORK**

**PLEDGE OF COOPERATION, NETWORK LICENSE and DATA SHARING AGREEMENT**

The IN Force Network is a collaborative effort between the Wisconsin Economic Development Corporation and Wisconsin Economic Development Organizations. We also collaborate with the Wisconsin Workforce Development Association, and Skills Wisconsin initiative. It is the Salesforce Customer Relationship management (CRM) system customized to the specific needs of Wisconsin’s economic development partners. The goals are to:

Create a system ensuring economic development professionals view business as the customer and to collaborate in a systemic way across the economic development system and with workforce development colleagues to enhance partnerships and better serve businesses through improved outreach and coordinated client management.

**COLLABORATION, LICENSE**

The success of the IN Force Network (IFN) depends on participating organizations’ commitment to working collaboratively and actively participating. It is expected that participating organizations will:

1. ~~Pay an annual fee of no more than $500 for each of the participating organization’s In Force Network users.~~ ***(Fee is currently indeterminately waived. Should the decision be made to begin charging for the system users will have input and ample notification and the licenses will be no more than $500 annually per licensed user. July 1 each year will be the annual payment renewal cycle for licenses.***
2. Participate in in-person training on the IFN and participate in online training and ongoing technical assistance on the use of the Salesforce.com platform.
3. Use the IN Force Network and data to provide services to businesses, create business profiles and support business retention.
4. Work collaboratively with other organizations to coordinate outreach to businesses, share information, and communicate effectively.

**PLEDGE, DATA SHARING AND SECURITY AGREEMENT**

WEDC participates in the IN Force Network (IFN) in two capacities. First, as administrator of the Network and, second, as a member of the Network that sends and receives information with IFN Partner EDOs and Skills Wisconsin (Partners).

Data cannot be exported or shared in any way that is not related to the professional position a licensed partner currently holds. Prohibited examples include but are not limited to:

1. Selling any data other than data belonging to your organization for any purpose.
2. Exporting data other than data belonging your organization to provide to a third party who is not an IFN Partner.
3. Sharing data about a business outside the scope of one’s professional duties.
4. Not maintaining confidentiality about the data where required, including on pending projects.

**ADMINISTRATION OF NETWORK**

WEDC’s primary function as the network administrator is to make available discounted bulk rate electronic storage space in Salesforce and ensure the network remains operational.

Each licensed organization storing data on the Network is the custodian of its information. WEDC is not the custodian of the information entered, uploaded, or stored by Partners unless it is shared with WEDC. If not shared WEDC cannot access that data.

It is each Partner’s responsibility, as the custodian of your data, to comply with any rules, regulations, and laws that govern your own data. Should WEDC receive an open records request for your data, it will be your responsibility to appropriately respond according to the rules, regulations and laws that govern your organization. The only data WEDC will release will be the information belonging to WEDC or that has been shared with WEDC.

Partners should consult their own legal counsel on how their organization is to respond to a request for records belonging to that organization.

**INFORMATION SHARING**

WEDC is subject to Wisconsin’s public records laws and may receive public records requests for information related to projects on the IFN. Information shared on the IFN will be reviewed and treated with the same legal standards and level of care as information WEDC receives directly from a business, state agency, economic development entity, or any other source. WEDC will respond to open records requests on its information and the information to which it has access. As explained, it will be the responsibility of the partner organization to respond to requests for records and information related to data maintained by the individual organization.

Economic development partners commit to work collaboratively to better serve Wisconsin businessesby helping to develop and commit to local protocols such as, but not limited to:

* 1. Coordinated outreach to businesses to avoid contact overload for businesses and that also respects well-developed or currently active relationships.
	2. Securely sharing non-confidential information on current activity in order to help businesses.
	3. Establishing permissions protocols where some data is accessible to licensed holders; however, some data will not be shared at the request of a business, economic or workforce development partner or to protect business negotiations or job seeker privacy. (e.g., BRE data, IFN partner opportunities; unless you chose to add others to that opportunity team).
	4. Processes for communicating new information, i.e. through Chatter, Chatter groups, emails, etc.
	5. Demonstrating respect for your statewide partner agency colleague’s efforts and established relationships by not using data to further your own program performance needs at the expense of team trust and collaboration goals.

Should the IFN no longer be utilized after your entering data into it, WEDC will export your data out in either Excel or CSV format so you are able to enter it into a different system should you so choose.

For additional information about the IFN or answers to frequently asked questions go to http://inwisconsin.com/inside-wedc/in-force/.

The undersigned participating individual representing their respective organization agrees to work in cooperation with the Wisconsin Economic Development Corporation, to participate in the IN Force Network.

Organization Name: Click here to enter text.

Printed Name of Individual Signing: Click here to enter text.

Title of Individual Signing: Click here to enter text.

Email: Click here to enter text.

Signature: ­

Date: Click here to enter a date.

Please sign, scan and email this form to: sharon.berge@wedc.org

Upon receipt of the completed and signed form you will be provided your log in information. *WELCOME!*