

1 ELA Participation Policies

1.1 Organization definition

ESRI licensing will be distributed to individual organizations. An organization is defined as a business unit of a BIA Region, BIA Agency, or Tribe. For example, the Natural Resource Department of the Southwest Region is an organization, but the Southwest Region as a whole is not.

1.2 Acceptance into the ELA program

- Each organization is required to apply for acceptance into the ELA program.
- The ELA Operations Manager will make the determination of an organization acceptance.
- The ELA Reconciliation Consultant will determine the proper software and license quantity for each organization by performing a needs assessment working in conjunction with the customer.

1.3 Maintaining Active Status

The ELA program will designate each organization as either active or inactive. Active organizations maintain the privileges of using the OTSGS resources (help desk, software upgrades and patches, software extensions). On the other hand, inactive organizations will not be allowed access to these resources. However, inactive organizations will be allowed to revert back to active status by reapplying to the ELA program.

The following criteria must be maintained by an organization in order to maintain an active status:

- Have completed the application process and been accepted into the ELA program
- Complete the user reconciliation audit twice per year. This will be conducted in conjunction with the ELA Reconciliation Consultant (ERC).
- Satisfy one of the two following criteria:
 - Keep their installed software version at the latest major software release from ESRI minus one. This means that if the latest release from ESRI is version 10, the organization must have installed version 9.3 at a minimum to maintain an active status. This also means that each organization should upgrade to the latest major release so as to maintain an active status once ESRI releases a newer version.
 - OR
 - Obtain a waiver to allow the use of older versions of ESRI software. This is done by submitting a written justification for retaining the older software version. This justification must be approved by the ELA's functional manager and kept on record at the OTSGS.

1.4 User Reconciliation Audit

A User Reconciliation Audit (URA) is the accounting arm of the BIA-ELA program. The purpose of the URA is to make an accounting of the users of the ESRI software that is distributed under the ELA program along with validating the licenses of each organization. The URA will be used to recommend adjustments to an organization's license count.

The URA will be conducted by the ERC in conjunction with the organization's primary point of contact (POC). The ERC will contact the primary POC of each organization at a minimum of once per year to conduct the URA.