



CITY OF PLAINFIELD

OFFICE OF THE CITY ADMINISTRATOR
CITY HALL ANNEX
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PLAINFIELD, NEW JERSEY 07060
(908) 226-2570 - FAX (908) 226-2578



Marc D. Dashield
City Administrator

Inter-Office Memorandum

TO: City Council Members

FROM: Marc D. Dashield, City Administrator

DATE: November 27, 2007

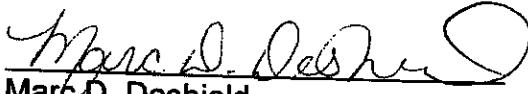
SUBJECT: **Resolution authorizing an Interlocal Service Agreement between the City of Plainfield and the Plainfield Board of Education for the purpose of furnishing Information Technology Services for an amount not to exceed \$120,000 for the period covering December 1, 2007 through June 30, 2008**

I am requesting that the subject item be placed on the Council's agenda for review and discussion and approval at the Wednesday, December 5, 2007 City Council Meeting.

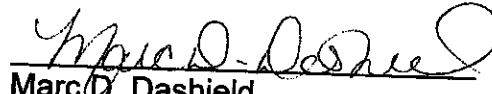
Attached is a Resolution and requesting approval to enter into and execute an agreement between the City of Plainfield and the Plainfield School District pursuant to N.J.S.A. 26:3A-2-1 et seq. and N.J.S.A 40:8A-1 et. Seq. for the furnishing of Information Technology Services.

It is in the best interest of the City of Plainfield to share existing information technology personnel from the Plainfield Board of Education to complete the City's Information Technology Infrastructure to reduce the cost of the said implementation.

**I HAVE REVIEWED THE
ACCOMPANYING RESOLUTION
AND ATTEST TO ITS ACCURACY**


Marc D. Dashield
City Administrator

**APPROVED FOR PLACEMENT
ON COUNCIL AGENDA**


Marc D. Dashield
City Administrator

Attachments

**Resolution authorizing an Interlocal Service Agreement
between the City of Plainfield and the Plainfield Board of
Education for the purpose of furnishing Information
Technology Services for an amount not to exceed \$120,000 for
the period covering December 1, 2007 through June 30, 2008**

WHEREAS, N.J.S.A. 40:8A-1 et. seq., the Interlocal Services Act, authorizes any local unit to enter into a contract with another local unit for the joint provision within their several jurisdictions of any services which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the City of Plainfield is desirous to enter into an inter-local agreement with the Plainfield Board of Education wherein the School District shall provide information technology services and personnel to complete the City of Plainfield's information technology infrastructure; and

WHEREAS, the Plainfield Board of Education has established a fully staffed information technology office for the purpose of maintenance and management of information technology for the school district; and

WHEREAS, it is in the best interest of the City of Plainfield to share existing information technology personnel from the Plainfield Board of Education to reduce the personnel cost that would be associated with the establishment of a fully staffed information technology office; and

WHEREAS, the City of Plainfield shall pay the Plainfield School District the amount of \$101,857.00 for the completion of deliverables outlined in the attached agreement. The City of Plainfield also agrees to pay other expenses as outlined in the proposal for a total cost not to exceed \$120,000.00;

NOW, THEREFORE BE IT RESOLVED by the City of Plainfield, County of Union, State of New Jersey that it hereby authorizes the Mayor enter into and execute an agreement between the City of Plainfield and the Plainfield School District pursuant to N.J.S.A. 26:3A-2-1 et seq. and N.J.S.A. 40:8A-1 et. Seq. for the furnishing of Information Technology Services.

Adopted by the City Council

December 5, 2007

Laddie Wyatt, Municipal Clerk

Approved as to Form

Daniel Williamson
Corporation Counsel

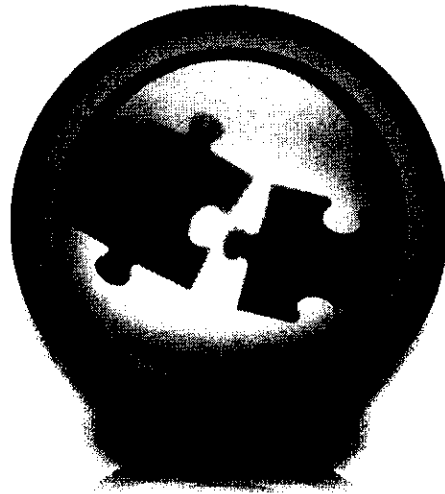
CERTIFICATION AS TO AVAILABILITY OF FUNDS

I, Sandra Cummings, Acting Chief Finance Officer of the City of Plainfield do hereby attest that as of the date of this certification funds are available from the City of Plainfield's Information Technology Budget Account numbers 8-01-20-130-003-101 in the amount of \$100,000.00 and 8-01-20-130-003-232 in the amount of \$20,000.00 , for an Interlocal Service Agreement between the City of Plainfield and the Board of Education, for the purpose of furnishing Information Technology Services for an amount not to exceed \$120,000.00 for the period of Dec 1, 2007 through June 30, 2008.

Date: 11/28/07

Certified Sandra Cummings

**Plainfield Board of Education
City of Plainfield
2007/08
Shared Technical Services Proposal**



A shared service agreement is a contract for service that should reflect all of the usual terms, conditions and protections that our community would want from any other supplier of goods or services...

Action Items

- We are suggesting a “Pilot” Partnership agreement between both entities
- The pilot period will be for this current year to be re-evaluated in May of 2008 and ending on 6/30/08 A new agreement will be discussed at that time
- This plan should be implemented in phases starting with the Information Technology administration first, followed by other services to be suggested by the administrator in charge
- Monthly meetings should be conducted between all share holders, during this time, to evaluate the projects functionality and benefit
- The city will employ at least one full time technical staff member for day to day operations as well as coverage in the event that no Plainfield Board of Education technician is available during a crisis
- All technical staff will operate under the guidance of the Information Technology Director of the Plainfield Board of Education
- The district Director shall act as director for both entities during this time reporting to the City Administrator or his designee on the day to day operation of the city’s needs as appropriate
- In the event of a conflict, the needs of the School District shall take priority of service
- All equipment purchased by either party is to remain in use at that party’s location, however equipment may be configured or repaired in either location
- The Information Technology Director shall provide advice on all Information Technology purchases by the city during this agreement
- During the time of this agreement no entity may hire any employee currently employed by the other party for the purpose of technology for a period of 30 days from contract ending date without authorization.

Plainfield Board of Education Technical Offerings Schedule

Phase 1

December 1, 2007

- Assessment of the City of Plainfield's current technology infrastructure and establish a plan to improve and support the infrastructure
 - Advise and assist in the Network Design

Phase 2

January 15, 2008

- Provide Helpdesk Support - provide telephone support; web access support; track all work orders from an automated tracking system
 - Identify server roles and responsibilities
 - Offer Website development & Web hosting
 - Provide Network Maintenance & Support
 - Create user accounts for all city employees

Phase 3

February 15, 2008

- Provide On-Site technical support
 - Provide Anti-Virus Protection
- Install updates and service packs to all servers and workstations
 - Advise on an inventory control system

Phase 4

April 1, 2008

- Advise and assist in the development of a Disaster Recovery Plan
 - Assist in the creation of a Procedure Manual
 - Assist in the development of an Acceptable Use Policy

Technical Shared Offerings

Plainfield Board of Education

- Information Technology Administrative Services (Assessment, Project Development, Implementation)
- Information Technology Technical Support
- Call Center Usage (see Phase 2)
- Assist in Network Design & Maintenance
- Web Design
- Hosting Services (web & email)
- Disaster Recovery – Location / offsite back up location
- Advise in Vendor Relations / Contract Negotiations
- Training in basic applications (Outlook & Microsoft Office User Specialist)
- Information Technology Quality Assurance in the evaluation of all current systems in use as well as future acquisitions

City of Plainfield

- Television Studio
- Possible state grant funding for shared services only available to Municipal Government, but shared with school district
- Shared use of channel 74
- Disaster Recovery / remote back up location / offsite data storage
- Sharing in cost of salaries

Plainfield Board of Education At a Glance

- Plainfield Board Of Education Information Technology department currently employs 19 full time and 4 part time staff members
- 2 Administrative Positions
- 1 Clerical Position
- 3000 + Computers (PC/MAC)
- 80 Servers
- Wide Area Network-Switch Ethernet Service network
 - 10 megabyte connection from the 14 locations to Network Operations Center building
 - 30 megabyte connection from operations center to internet
 - 1 gigabyte to Central Office
- Local Area Network- 100 megabyte at each location
- Voice over Internet Protocol phone system with survivability
- Wireless Fidelity at all locations
- Call Center / Helpdesk
- Network Operations Center
- Website Hosting / Development
- Email Hosting
- Black Berry Enterprise Services

The City of Plainfield At a Glance

- Information Technology Consultants
- 200 Computers
- 10 Servers
- Multiple Individual Digital Subscriber Line (DSL)Circuits by location/office
- Centrex Phone System
- Schedule of Projects 07/08 fiscal year
 - Construction of Network Operations Center
 - Wide Area Network (Connection to all sites)
 - Local Area Network at all locations
 - Voice over Internet Protocol

Areas of Service

Services under this agreement will be offered to the following offices or departments and their subsidiaries as follows:

- Mayor's Office
- Corporation Council's Office
- City Administrator's Office
- Admin and Finance Department
- Economic Development Department
- Public Works & Urban Development Department
- Public Affairs and Safety Department
- Fire Department
- Police Department
- City Clerk's Office
- Community Development Department

Plainfield Proposed Shared Services - Cost Breakdown

Suggested Staffing	Individual Monthly Salary	Quantity	Group Monthly Salary	Total Monthly Salary by Area
PC Support				
PT Computer Technician	\$1,591.00	4	\$6,364.00	
FT Desktop Support Technician	\$5,496.00	1	\$5,496.00	
Network Support				\$11,860.00
FT Network Engineer	\$6,634.00	2	\$13,268.00	
Telecommunications				\$13,268.00
FT Telco Technician	\$6,242.00	1	\$6,242.00	
Call Center				\$6,242.00
FT Helpdesk Technician	\$4,097.00	1	\$4,097.00	
Web Design				\$4,097.00
FT Webmaster	\$4,097.00	1	\$4,097.00	
Administration				\$4,097.00
FT Administrator	\$9,890.00	1	\$9,890.00	
				\$9,890.00

**** Overtime and Holidays****
 On days that the Plainfield Board of Education is closed for inclement weather or holidays not in alignment with the city's calendar, the city will reimburse the district at the overtime rate as follows:

Major Holidays (4) -double time
 Thanksgiving, Christmas, New Years, and Easter

Holidays (8) - time and a half
 Dr. Martin Luther King Birthday, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, and Columbus Day

Snow Days – time and a half

"Thanksgiving Recess" (2 days Major Holiday) double time rate
"Christmas Recess" (7 days Major Holiday) double time rate

City Monthly Cost @ 25% of Overall Cost Proposed Total for the term of this agreement
 ** (does not include OT & Holidays)**

\$101,857.00

Total BOE Monthly Salary \$49,454.00
 Monthly FT benefits cost @ \$15,000 annually x 7 \$8,750.00
Total BOE Monthly Cost (including benefits) \$58,204.00

\$14,551.00