

**DIVISION OF LOCAL GOVERNMENT SERVICES**  
**SHARED SERVICES AGREEMENT**  
**COVER SHEET**

PROVIDER: Millville Board of Education COUNTY: Cumberland

RECIPIENT: City of Millville COUNTY: Cumberland

**BRIEF DESCRIPTION OF SERVICE:**

Funding and support of Information Technology Services

EFFECTIVE DATE: January 1, 2016

EXPIRATION DATE: December 31, 2016

Please submit this cover sheet with shared service agreement either via email to [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us) or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.

# CITY OF MILLVILLE

## COMMISSIONERS

MICHAEL SANTIAGO, MAYOR  
Director of Public Safety

Director of Revenue & Finance  
LYNNE PORRECA COMPARI  
Director of Public Affairs

DAVID W. ENNIS  
Director of Public Works

JOSEPH SOOY  
Director of Parks & Public  
Property



"A MAIN STREET NEW JERSEY COMMUNITY"

12 SOUTH HIGH STREET  
P.O. BOX 609  
MILLVILLE, NEW JERSEY 08332

TELEPHONE: (856) 825-7000  
FAX: (856) 825-3686  
www.millvillenj.gov

## OFFICERS

SUSAN G. ROBOSTELLO  
City Clerk/Administrator

MARCELLA SHEPARD  
Chief Financial Officer

SHERRI J. BALL  
Tax Collector

BRIAN P. ROSENBERGER  
Tax Assessor

February 18, 2016

Millville Board of Education  
Mr. Bryce Kell, Business Administrator  
110 N. Third Street  
Millville, NJ 08332

Dear Mr. Kell:

Enclosed please find two (2) duly executed Shared Service Agreements and one (1) certified copy of Resolution No. R77-2016, which was approved by the Board of Commissioners at a meeting held on February 16, 2016 described as follows:

Resolution No. R77-2016

Resolution authorizing the City of Millville to enter into a Shared Services Agreement with the Millville Board of Education for the funding and support of Information Technology Services for the period covering January 1, 2016 and ending December 31, 2016 in the amount of \$36,500.00.

Upon acquisition of the appropriate signatures, please forward one duly executed Agreement to the City Clerk's Office at your earliest convenience.

Thank you for expanding the services to be shared for 2016 to include server hosting and IT Governance and Service Management.

Very truly yours,



Susan G. Robostello, RMC  
City Clerk/Administrator

SGR/lrb  
Enclosure

c: Marcella Shepard, CFO  
Charles Flickinger, MBOE President  
Dan Wright, Chief Information Officer  
Dr. David Gentile, Superintendent  
Tamara Taylor, Sr. Computer Svcs Tech  
Jonathan Bates, Sr. Computer Svcs Tech  
Brian Rosenberger, Tax Assessor  
Mike McDowell, Executive Assistant  
[egg@dca.state.nj.us](mailto:egg@dca.state.nj.us)

RESOLUTION NO. R77-2016

WHEREAS, the Shared Services and Consolidation Act, NJSA 40A:65-1 through 40A:65-35 authorizes local units of government to enter into contracts for the joint provision of any service which any party to the Agreement is empowered to render within its own jurisdiction; and

WHEREAS, the City of Millville desires to enter into a Shared Service Agreement with the Millville Board of Education for the funding and support of Information Technology Services for the calendar year ending December 31, 2016; and

WHEREAS, a copy of this agreement is on file in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE:

1. That the Shared Service Agreement is hereby approved.
2. That the Mayor and City Clerk are hereby authorized to execute same.
3. This agreement shall be filed, for informational purposes with the Division of Local Government Services in the Department of Community Affairs pursuant to rules and regulations promulgated by the director.

Moved By: Ennis

Seconded By: Sooy

VOTING

Michael Santiago

Lynne Porreca Compari

David W. Ennis

Joseph Sooy

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
X			
X			
X			
X			

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held February 16, 2016.

  
Susan G. Robostello, City Clerk

**City of Millville and Millville Board of Education  
Information Technology**

**Shared Services Agreement**

**Article 1. Purpose**

The City of Millville and the Millville Board of Education desire to enter a contract for the funding and support of Information Technology services for the term beginning January 1, 2016 and ending December 31, 2016.

**Article 2. Nature of Services**

- a) The City of Millville and the Millville Board of Education will jointly share technology services that will include the routine break and fix type work orders thru the help desk. The cost is based on an estimate of the time required to provide the services to the City of Millville.
- b) The City of Millville and the Millville Board of Education will jointly provide the necessary resources required to operate an Information Technology Service Desk. The Information Technology Service Desk will receive requests for service and dispatch the appropriate resources.
- c) The Millville Board of Education will provide server hosting in the Millville Board of Education Data Center for all current City of Millville servers except any server belonging to Police operations. All Police servers will remain in a separate and secure Data Center at the City of Millville. The Millville Board of Education will provide regular backup services to the City of Millville servers.
- d) The City of Millville and the Millville Board of Education will share the cost of all commonly used licenses, maintenance agreements, services, training and other miscellaneous items on a pro -rata basis determined by the licensing factor. The licensing factor is commonly the number of user accounts, computer accounts or some combination of the two. Microsoft licenses will be provided separately due to the Microsoft School Agreement contract.

**Article 3. IT Governance and IT Service Management**

- a) IT Governance will be implemented by adopting the Information Systems Audit and Control Association's framework known as "Control Objectives for Information and Related Technology" or COBIT. The Millville Board of Education management team includes one or more members that are COBIT Certified and will provide consulting to the City of Millville in their adoption of COBIT.
- b) IT Service Management efforts will be guided by the "Information Technology Infrastructure Library" or ITIL framework. All technical or management staff members of the Millville Board of Education Office of Information Technology are certified in ITIL at the Foundation level or above.

**Article 4. Consideration and Duration**

The City of Millville agrees to pay the Millville Board of Education \$18,500.00 for General Support, \$15,000.00 for Server Hosting and \$3,000.00 for IT Governance for a total sum of \$36,500.00. This agreement shall be for the term beginning January 1, 2016 and ending on December 31, 2016. The City of Millville and the Millville Board of Education desire to deliver information Technology Services in an economical, efficient and

effective manner that will provide value to the operating departments of each partner and ultimately to the citizens and students of the City of Millville and the Millville Board of Education, respectively. In order to achieve this, all services provided by the Shared Office of Information Technology will be delivered in accordance with internationally accepted frameworks for IT Governance and IT Service Management. IT Governance will be practiced according to the Control.

City of Millville:  Date: 7/16/16  
Mayor

Attest:  Date: 2/16/16  
City Clerk

Millville Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_  
President

Attest: \_\_\_\_\_ Date: \_\_\_\_\_