

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

PROVIDER: Pennsville Board of Education COUNTY: Salem

RECIPIENT: Township of Pennsville COUNTY: Salem

BRIEF DESCRIPTION OF SERVICE:

Information Technology Services

EFFECTIVE DATE: 07/01/2016

EXPIRATION DATE: 06/30/2017

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.

**UNIFORM SHARED SERVICES AND CONSOLIDATION AGREEMENT**  
***Information Technology Services***

**THIS AGREEMENT** dated this 31st day of May, 2016, between the Pennsville Board of Education, County of Salem, State of New Jersey, with offices located at 30 Church Street, Pennsville, New Jersey 08070 (hereinafter referred to as "Board of Ed"), and the Township of Pennsville, County of Salem, State of New Jersey, with offices located at 90 North Broadway, Pennsville, NJ 08070 (hereinafter referred to as "Township").

**WITNESSETH**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., authorizes public entities to enter into a contract with each other to subcontract any service which the parties to an agreement are empowered to render within its own jurisdiction; and

**WHEREAS**, the Board of Ed and Township both need to comply and adhere to applicable State laws and regulations with regards to the purchasing and procurement of goods and services for their respective organizations ("Information Technology Services"); and

**WHEREAS**, both the Board of Ed and Township are of the opinion that Information Technology Services can be more efficiently and economically provided to their organizations through a joint agreement for the subcontracting of such services; and

**WHEREAS**, both the Board of Ed and Township have, by public resolution, authorized the entering into of a Shared Services Agreement for the Sharing of the Purchasing Services and specifically, the Information Technology Services; and

**WHEREAS**, the parties are desirous of entering into a Shared Services Agreement that would authorize the subcontracting of these Purchasing Services by the Board of Ed to the Township;

**NOW THEREFORE BE IT RESOLVED**, that based on the foregoing promises and in consideration of the mutual promises and covenants of the parties as set forth below, both the Board of Ed and Township hereby agree as follows:

1. The above are repeated and incorporated as a material part of this Agreement.

2. General Requirements of Services to be Performed

Information Technology Services:

The Board of Ed hereby agrees to provide its Information Technology Department to the Township for the purpose of providing Information Technology Services to the Township as well as all duties and responsibilities required to maintain the Township's computer software and hardware systems which will begin on July 1, 2016 and end on June 30, 2017.

### 3. Standards and Scope of Performance

The Board of Ed agrees to provide the Township with the physical presence of Information Technology personnel at the Township during business hours on an as-needed basis throughout the duration of this Agreement. The selection of the exact date(s) and time(s) provided shall be left to the discretion of Board of Ed Information Technology Department.

Furthermore, the Parties understand and agree that the scope of performance will be subject to emergent and unforeseen circumstances in each of the two public entities and the Parties will cooperate to ensure that the needs of both public entities are met should these situations arise.

### 4. Hold Harmless

The Township agrees to hold the Board of Ed harmless for any and all actions engaged in by their employees while providing Information Technology Services at the Township. It is the express understanding of the Parties that this provision eliminates any and all claims that might be asserted for any reason whatsoever against The Board of Ed, as a result of the actions of its employees, when providing Information Technology Services at the Township.

### 5. Payment for Services

As noted above, the Board of Ed and Township are entering into a Shared Services Agreement for the sharing of the Information Technology Services from July 1, 2016 through June 30, 2017 as set forth in this Agreement. The Township agrees to pay the Board of Ed a fixed fee of \$7,812.00 for the sharing of those services. In that regard, beginning on July 1, 2016 and ending on June 30, 2017 (or an earlier date if this Agreement is terminated by either party in accordance with the termination provisions contained herein), the Township shall issue a check made payable to the Board of Ed as follows:

<u>Date</u>	<u>Payment Amount</u>
07/15/16	\$651.00
08/15/16	\$651.00
09/15/16	\$651.00
10/15/16	\$651.00
11/15/16	\$651.00
12/15/16	\$651.00
01/15/17	\$651.00
02/15/17	\$651.00
03/15/17	\$651.00
04/15/17	\$651.00
05/15/17	\$651.00
06/15/17	\$651.00

However, in the event one or both Parties elect to terminate the shared Information Technology Services in a manner consistent with the provisions of this Agreement, the Parties agree that the fixed fee of \$7,812 for the sharing of Information Technology Services shall be reduced in a pro-rata basis based upon the date that such termination becomes effective.

