



Princeton

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TO: Robert Brushci
Kathy Monzo

FROM: Robert McQueen, CIO

DATE: December 12, 2013

SUBJ: Shared Services Agreement – Data Continuity – Shared Data Center Space
– Franklin Township

I am recommending that Princeton enter into a Shared Services Agreement with Franklin Township for Data Continuity – Shared Data Center Space. This will allow Princeton to house our data at a secure facility off-site with no reoccurring costs. This is part of our IT Disaster Recovery Plan.

The purpose of this agreement is to allow each entity better data recovery and continuity and allow for very low cost disaster preparedness.

In order to accomplish this Franklin Township, NJ and Princeton will provide each other for no cost the following:

1. Up to four Units of rack space
2. Appropriate cooling and power for devices to be placed into the rack.
3. Network connections and static IP Addresses for those devices and a single static public IP address for device.
4. An internet connection for each device.
5. Bandwidth for the transmission of data between Towns
6. Assist each other with the configuration of each network to support the initiatives.

It is understood that both parties will keep all large data transfers to after-hours 8:00 PM to 6:00 AM. All connections into and out of the devices shall be limited to management traffic only outside of those hours. No replication of data shall occur outside of the after-hours time window. It is further understood should either entity require additional modifications the Office of Information Technology Chief Information Offices may, by mutual agreement, modify the specific technical needs of this agreement. Furthermore it

is understood 30 days' notice will be given to the other party should any major changes occur in either environment that may affect the other parties equipment.

**RESOLUTION AUTHORIZING SHARED SERVICES TOWNSHIP OF
FRANKLIN DATA CONTINUITY - SHARED DATA CENTER SPACE BY
PRINCETON**

WHEREAS, Princeton wishes to enter into an agreement for Shared Services Township of Franklin Data Continuity - Shared Data Center Space and;

WHEREAS, the Chief Information Officer has recommended entering into a shared services agreement with Franklin Township for the purposes of sharing data center space to complete a portion of the Town's IT Disaster Recovery Plan to allow Princeton to house our data at a secure facility off-site with no reoccurring costs and;

WHEREAS, Franklin Township has adopted a companion resolution (13-541) at their November 26th, 2013 Council meeting;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton, New Jersey authorizing the Administrator to execute the Shared Service agreement with Franklin Township for the purposes of sharing data center space to complete a portion of the Town's IT Disaster Recovery Plan to allow Princeton to house our data at a secure facility off-site with no reoccurring costs.

I, Linda S. McDermott, Clerk of Princeton, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton at its meeting held December 27, 2013.

Linda S. McDermott, Clerk

13-335