

COLLINGSWOOD PUBLIC SCHOOLS

INFORMATION TECHNOLOGY SERVICES AGREEMENT

July 1, 2025 to June 30, 2026

Agreement made this day of ____th day of _____ 2025, by and between the Collingswood Public Schools Board of Education (hereinafter referred to as "Collingswood") and the Oaklyn Board of Education (hereinafter referred to as "Oaklyn")

WHEREAS, Oaklyn desires to engage Collingswood to provide Information Technology (IT) Services and Webmaster services;

WHEREAS, Collingswood is willing to provide Oaklyn with Information Technology (IT) Services;

NOW THEREFORE BE IT RESOLVED that the parties, intending to be legally bound, hereby agree as follows:

General Requirements

- A. Collingswood shall provide Information Technology (IT) Services to Oaklyn from July 1, 2025 through June 30, 2026.
- B. The areas of responsibility under this agreement shall include: Network Support; Desktop Support; Purchasing consultation; CCTV; door access control; Joint purchasing where appropriate; Routine telephone system maintenance; e-mail filtering, webmaster and data support.
- C. The assigned technician will have access to a Level III Network Administrator for consultation and remote services.
- D. The assigned Technician will consult with both administrators and a Level III Network Technician to develop a purchasing plan for Oaklyn. Joint purchasing will take place through Collingswood with all hardware costs assumed by Oaklyn.

Performance Responsibilities

- A. The Level II Technician will be on-site in the Oaklyn Public School District 2 days per week.
- B. The Level II Technician will have access to a Level III Network Administrator for consultation and remote services.
- C. The Level II Technician will provide training to administrators and staff, as needed, with the following:
 - a. New hardware
 - b. Software applications
 - c. IT Direct support

Proposal Includes

The base proposal includes costs for salaries, benefits, and supervision for the Collingswood Staff serving the Oaklyn Public Schools, as outlined above.

Optional Proposals Include:

- Additional hours for Level II technician to be billed at \$49/hour. Hours will be billed monthly when/if incurred.
- Advanced telephone system maintenance and support will be charged at \$49/hour*;
- Additional IT support and planning requiring on-site Level III network administrator will be charged at \$51/hr*;

* Regular Business Hours

Supplies:

Supplies to properly maintain the IT infrastructure of the Oaklyn Public Schools will be the responsibility of Oaklyn. No supplies are included in the cost of this proposal. The Collingswood Public Schools will request that a supply line in the budget be designated for routine IT repairs.

Extraordinary IT Maintenance and Repair:

Collingswood Supervisor of Buildings, Grounds, and Technology will assign technicians to make repairs as needed. Repairs and related needs will be communicated to the Business Administrator or Superintendent for Oaklyn by the Business Administrator of Collingswood prior to any type of extraordinary assignment.

IT Maintenance Monitoring:

The Oaklyn Public Schools will require that all staff use an online maintenance tracking program (Zendesk) to request repairs, installations, set-up, etc. All repairs and associated costs will be tracked and monitored.

The Collingswood Board of Education has review and oversight responsibility for its employees providing the Information Technology Services as outlined in this Agreement. The Collingswood Board of Education evaluates the employee and maintains control and responsibility over their work while performing those duties.

The Oaklyn School District shall be responsible for providing all pertinent information to the assigned technician in a timely manner to efficiently carry out the provisions of the Agreement. In the event that does not occur, the Oaklyn School District shall be responsible for any damages and penalties otherwise caused thereby.

The total fee for base services shall be: \$74,998

Fees for optional services include:

Additional hours for

Level II technician
Will be charged at \$49/hour;

Advanced telephone system maintenance
and support will be charged at \$49/hour*;

Additional IT support and planning
requiring on-site Level III network
administrator will be charged at \$51/hr*;

* Regular Business Hours

Base payment from the Oaklyn Board of Education for these services will be made monthly (\$6,249.83), with payments distributed evenly throughout the fiscal year commencing July 1, 2025. Optional services will be billed monthly, with details.

Prior to the expiration of this agreement, The Business Administrator of Collingswood will review hours Technicians worked in Oaklyn to ensure contacted hours are sufficient to meet the needs of both parties.

This Agreement shall be renewable for an additional year.

This Agreement constitutes the entire understanding of the parties with respect to the matters contemplated and dealt with hereby. Any modifications or changes hereto shall be in writing and signed by both parties.

The parties agree that either may terminate this Agreement upon ninety (90) days written notice served upon the other. No cause shall be required for either party to terminate this Agreement. Should any dispute arise regarding the termination of this Agreement, it shall be submitted to the County Superintendent of Schools for resolution. His or her decision regarding any such dispute shall be final.

During the period of the shared services agreement as set forth above, and for a year thereafter, Oaklyn shall not, on Oaklyn's own behalf or on behalf of another, directly or indirectly, hire Collingswood technician, contract with Collingswood technician, solicit Collingswood technician, or encourage Collingswood technician to leave the employ of the Collingswood Board of Education. If Oaklyn does hire, contract with, solicit or encourage Collingswood technician to leave Collingswood Board of Education in violation of this agreement, then Oaklyn shall pay Collingswood Board of Education an amount equivalent to the value of the employees contracted salary provided under this contract.

Collingswood will provide Oaklyn an insurance certificate as proof of the following coverage's;

Commercial General Liability	not less than \$1,000,000
Motor Vehicle Liability	not less than \$5,000,000
Workers Compensation	statutory
Additional insured	Oaklyn will be added as an additional insured

Neither party shall have any further financial responsibility to the other arising out of this Agreement other than the payments called for in the body of this Agreement.

To the extent permitted by law, each party will indemnify, defend, and hold harmless the other party, including its employees and agents, from and against any and all third party claims or liabilities arising from the negligence or wrongful act of the indemnifying party, its employees, or agents in carrying out its duties.

This Agreement shall be governed by and constructed in accordance with the applicable laws of the State of New Jersey.

In Witness Whereof, and intending to be legally bound, the parties hereto set their hand and seal

OAKLYN BOARD OF
EDUCATION


Board President


Witness

1/21/2025
Date of Board Adoption

COLLINGSWOOD BOARD OF
EDUCATION


Board President


Witness

1/27/2025
Date of Board Adoption