

**COLLABORATIVE ACTIVITIES**

**(Puget Sound Fire/Enumclaw Fire)**

**EFFECTIVE DATE (January 1, 2022)**

**EXHIBIT A**

**Technology Management Services.**

- 1. PSF shall provide the District with the following services:**
  - 1.1. Administrative**
    - 1.1.1. Budget planning**
    - 1.1.2. Hardware and software contract management**
    - 1.1.3. Equipment life-cycle management for core components**
      - 1.1.3.1. Workstation life-cycle negotiable by partner agency**
    - 1.1.4. Inventory management**
    - 1.1.5. Coordination with 911 dispatch agency**
  - 1.2. Base Network Infrastructure**
    - 1.2.1. Physical network connections to PSF network**
    - 1.2.2. Authentication (Active Directory, file access, etc.)**
    - 1.2.3. File services (based on space used)**
      - 1.2.3.1. File archiving**
    - 1.2.4. Print services**
  - 1.3. Professional Support Services**
    - 1.3.1. IT service desk and ticketing system**
    - 1.3.2. Network support and maintenance**
    - 1.3.3. Application and database support and maintenance**
      - 1.3.3.1. List all applications in place at the time of the agreement**
      - 1.3.3.2. List all applications that will come into play during the duration of an agreement**
      - 1.3.3.3. Provide for annual adjustment to the application support list and thus cost of support**
  - 1.4. Office 365**
    - 1.4.1. Licensing Options**
      - 1.4.1.1. Email only or**
      - 1.4.1.2. Email and Office products**
    - 1.4.2. Barracuda**
  - 1.5. End User Hardware and Peripherals**
    - 1.5.1. Workstation support and maintenance**
    - 1.5.2. Mobile laptop/notebook support and maintenance**
    - 1.5.3. Printer support and maintenance**
    - 1.5.4. Antivirus protection**
  - 1.6. Ordering and Billing**

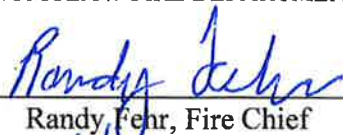
- 1.6.1. PSF orders/installs, partner agency is directly billed
- 2. **Services Excluded**
  - 2.1. Administrative
    - 2.1.1. Public records requests
    - 2.1.2. Emergency after-hours support
  - 2.2. Significant Projects
    - 2.2.1. The addition of new infrastructure components
    - 2.2.2. The addition of new applications or significant upgrade of existing application
  - 2.3. Unexpected Expenses
    - 2.3.1. The purchase of any additional hardware and/or software as the result of partner organization growth
  - 2.4. Extraordinary Circumstances
    - 2.4.1. Those services needed due to fire, flood, earthquake, flood, tsunami, and acts of God.
- 3. **Access**
  - 3.1. District will provide PSF access to all facilities as needed to provide services under this agreement.
  - 3.2. Any identification/keys/codes needed for access to District facilities will be provided by the partner agency at no cost to PSF
- 4. **Fees and Rates**
  - 4.1. Base Fee. The annual base fee for the services identified in Section 1 shall be \$36,374.24 The District shall pay 1/12<sup>th</sup> of the fee monthly.
  - 4.2. Labor. The hourly rate for labor shall be 80 dollars per hour. This rate will be applied to mutually agreed to services performed outside of the scope of Section 1 above.
  - 4.3. Mileage Fee. The District shall reimburse PRSFA for mileage resulting from site visits to District facilities at the current IRS mileage rate.
  - 4.4. Although the PSF has provided the District guidance on services excluded from this agreement in Section 2 it should be understood that the PSF will consider requests from the District to perform services listed in Section 2 on a case by case basis. Such additional services agreed to by both parties will be billed on a time and materials basis.
- 5. **Term.** This Collaborative Activities Exhibit A shall be effective on execution by both parties and shall continue until December 31, 2022.

PUGET SOUND REGIONAL FIRE AUTHORITY

By:   
 Matthew Morris, Fire Chief

Dated: September 27, 2021

ENUMCLAW FIRE DEPARTMENT

By:   
 Randy Fehr, Fire Chief

Dated: 10/4/21