



Service Level Description

BOCES Support and Coordination

HOSTED EMAIL AND MICROSOFT EXCHANGE

OVERVIEW

This document represents a Service Level Description (SLD) between subscribing Local Educational Agencies (LEA) as the subscriber, and the Northeastern Regional Information Center (NERIC) as the provider for the provision of the **Hosted Email and Microsoft Exchange** service. The document outlines the parameters of the service as it is mutually understood.

SERVICE DESCRIPTION

NERIC's comprehensive **Hosted Email and Microsoft Exchange** service helps school districts manage their email needs in a secure, effective and cost-efficient way. This service helps districts cut costs and lessens the administrative responsibilities associated with maintaining a district-based email solution.

By utilizing NERIC to provide hosted email services, districts no longer need to maintain the hardware and software currently in place within the district. The hosted email servers at NERIC allow district users to access their email on any in-district computer desktop or via Web access from any Internet-accessible workstation. In addition, NERIC's hosted solution provides email archiving, anti-SPAM protection and performs daily backups to ensure data is secure.

Billing Code

CoSer: 604-7710

Service Code: 604.190

Pricing

Pricing for the **Hosted Email and Microsoft Exchange** service is based on NERIC's 2016-2017 service costs and is subject to adjustment based on additions or removals.

GOALS & OBJECTIVES

The goal of this document is to ensure that the proper elements and commitments are in place to provide consistent service support and delivery to the subscribers of this service. The objective of this Service Level Description is to clearly articulate the roles and responsibilities of the NERIC as a service provider and the LEA as a service subscriber.



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CONTACT INFORMATION

Stephen Yankowski, managing program coordinator II, Network Services WAN/Server Infrastructure, (518) 862-5373 or stephen.yankowski@neric.org



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SERVICE DETAILS

SERVICE SCOPE

NERIC's comprehensive **Hosted Email and Microsoft Exchange** service helps school districts manage their email needs in a secure, effective and cost-efficient way. This service helps districts cut costs and lessens the administrative responsibilities associated with maintaining a district-based email solution.

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SERVICE PROVIDER AND SUBSCRIBER RESPONSIBILITIES

This service is predicated on a mutual understanding that the core competency of the NERIC is server technology and the core competency of the subscriber is instruction. As such, the strategic process of planning for instructional technology must be shared between the subscriber and the NERIC. The standard services listed below are intended to enumerate how the NERIC and the subscriber will work together:

Standard Service	Provider Responsibilities	Subscriber Responsibilities
General Requirements	<ul style="list-style-type: none"> Communicate with district to assess initial needs and develop project plan. Best effort migration of existing mailboxes to NERIC hosted mailboxes, if applicable. Health monitoring of Exchange server. Server updates/patches to ensure current functionality. Creation of new district mailboxes as requested. Removal of district mailboxes as requested. Maintenance of hosted mailbox accounts. Consistent access to Exchange mailbox accounts through OWA. Synchronization of mailbox accounts to mobile devices through ActiveSync. 	<ul style="list-style-type: none"> Provide initial list of needed mailbox accounts for initial creation/migration. Provide initial list of needed distribution groups. Provide communication to district of timelines/activities related to migration and/or mailbox creation. Contacting NERIC Service Desk with mailbox creation or deletion requests. Installation and configuration of Outlook profiles (if applicable).
Service Desk Access	<ul style="list-style-type: none"> Provide access to centralized Service Desk with phone and email. 	<ul style="list-style-type: none"> By calling the NERIC Service Desk at 518-862-5400. E-mailing the NERIC Service Desk at servicedesk@neric.org



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Standard Service	Provider Responsibilities	Subscriber Responsibilities
	<ul style="list-style-type: none">• Manage and escalate support tickets according to escalation procedures.	<ul style="list-style-type: none">• Follow NERIC escalation procedures.



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SERVICE MANAGEMENT

SERVICE ONBOARDING

Not applicable to this service.

SERVICE AVAILABILITY/COVERAGE PARAMETERS

The goal of **Hosted Email and Microsoft Exchange** service is to provide the subscriber with access to enterprise-level, cost-effective and efficient support.

- The NERIC is responsible for assuring the delivery of services during core business hours (each weekday from 7 a.m. to 5 p.m.). This does not include after-hours, weekend and/or holiday support, however the NERIC will make a best effort in providing support for board meetings and/or other scheduled special events, as requested and applicable.
- Subscriber will provide sufficient notice of planned technology initiatives to ensure timely completion. In cases where sufficient notice is not provided by the subscriber, reprioritization of incidents/service requests may result in delayed service delivery times.
 - In instances where the NERIC is unable to meet subscriber requested service delivery dates, subscribers may have the option to purchase additional resources. Additional service charges may apply.
- Non-standard services may require project planning, with the appropriate NERIC service provider, to determine project costs and delivery dates.

SERVICE REQUEST PROCEDURES

Incidents and Service Requests

The process for all subscriber incidents and service requests begin with a ticket submitted through the ServiceNow self-service portal, <https://bocescr.service-now.com/> or by phone at (518) 862-5400 or (800) 205-0735.

- **Incidents** - Application(s)/technology inquiries that require troubleshooting/response.
- **Service Request** - A new technology initiative where subscriber and service provider must determine the scope of work and service to be delivered.



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INCIDENT RESOLUTION TIMES

It is the expectation that NERIC, as the service provider, will respond to customer service requests within four hours (during scheduled business hours each weekday from 7 a.m. to 5 p.m.) of receiving the request. This does not mean that the ticket will be resolved in that time period, but the customer will receive a response that the NERIC is aware of the request and will facilitate a solution in a timely manner, allowing for triaging of incidents.

The Incident Resolution Schedule (below) shows the incident priority, target assignment, target status update and target resolution time for a subscriber's documented incidents. Each incident is defined as:

Priority - The NERIC Contact Center assigns a priority to every incident or service request that is initiated. The **NERIC Prioritization Model** is used to ensure a consistent approach in defining the sequence in which an item needs to be resolved and to assign appropriate resources.

Under the **NERIC Prioritization Model**, priority assigned to a ticket depends upon:

1. Impact on the business: Size, scope and complexity of the incident
2. Urgency to the business: Time within which resolution is required
3. Resource availability (NERIC, district, vendor)
4. Expected effort in resolving or completing a task (NERIC, vendor, contractor)

Target Assignment Time - the total time from ticket creation to the time that the ticket is assigned to a technical resource responsible for resolving the incident.

Target Status Update Time - the time interval that the Service Desk has to update the ticket status for the customer who reported the incident.

Target Resolution Time - the total time from ticket creation to incident resolution and restoration of service to the user. Service may be restored either by a workaround or by a permanent solution. NERIC strives to resolve ninety percent of incidents within the timeframe specified for each priority. Resolution times are measured in business hours unless otherwise specified and include:

Priority	Target Assignment Time	Target Status Update Time	Target Resolution Time
Critical	10 Minutes	Every 60 minutes or as agreed upon by customer	4 hours
High	1 Hour	Every 2 hours or as agreed upon by customer	8 hours
Moderate	4 Hours	Upon request	28 hours
Low	16 Hours	Upon request	32 hours



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ESCALATION PROCEDURES

Begin the escalation process when:

- You have not received a response to incident or service request within four hours or as defined in the Incident Resolution Schedule above.
- The response you received to your incident or service request is unsatisfactory.

The escalation process begins by calling the contact listed in Escalation Step 1 (below).

If after completing Escalation Step 1, you do not receive a response within the specified Target Resolution Time above, proceed to the next Escalation Step.

ESCALATION CONTACT LIST

Escalation Step 1: Robert Womble, managing program coordinator I, LAN Services, (518) 862-5360 or robert.womble@neric.org

Escalation Step 2: Stephen Yankowski, Managing Program Coordinator II - Network Services WAN/Server Infrastructure, (518) 862-5373 or stephen.yankowski@neric.org

Escalation Step 3: NERIC Deputy Director David Versocki, (518) 862-5303 or david.versocki@neric.org

Escalation Step 4: NERIC Director Dale Breault, (518) 862-5424 or dale.breault@neric.org



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MAINTENANCE SCHEDULE(S)

Subscriber will receive a minimum five-day notice prior to scheduled updates.

DATA CONFIDENTIALITY ASSURANCES

Service Provider Responsibility:

Please be advised that subscribing to this NERIC service authorizes NERIC to access student PII or confidential teacher or principal data (hereinafter referred to as “confidential data”).

NERIC does not sell or release confidential data for any commercial purposes. Access to confidential data is restricted to approved and authorized staff only, and access to servers containing confidential data is controlled through the use of a firewall, secure networks and user directory service permissions.

In addition, NERIC will ensure that all subcontractors or other third party vendors will sign appropriate non-disclosure agreement and/or confidentiality agreements.

After a contract is terminated, NERIC will destroy all copies of relevant databases and related internal backups will be destroyed within thirty days. Any physical data will be stored for the time period required by law, and then destroyed.

Any breach that compromises the security, confidentiality or integrity of confidential data will be promptly reported by the NERIC to the superintendent of the school subscribing to the service, to the BOCES Information Security Officer, to the BOCES District Superintendent and to the New York State agencies as required by Education Law section 2-d; State Technology Law, section 208; and Labor Law section 203-d.

PERIODIC REVIEW

Provider and subscriber will review the Service Level Description bi-annually (or as required) concurrently with the acceptance of the annual BOCES Final Service Request (FSR)/Annual Service Contract (AS-7).

- This document is governed by the operating procedures and policies as outlined in the NYSED BOCES Administrative Handbook.
- Customers may request a review of the service level description at any time by contacting their service level manager and/or Technical Account Manager (if applicable).
- The Service Level Description will require a review under any of the following conditions:
 - a significant and/or sustained change to the delivery of services
 - a significant change or departure from the agreed upon Service Level Description and/or comprehensive technology inventory.



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This document is valid from the effective date outlined herein and is valid until further notice.

EFFECTIVE DATE: _____

PREVIOUS REVIEW DATE: _____

NEXT REVIEW DATE: _____

SUBSCRIBER ACKNOWLEDGMENT (SIGNATURE): _____

PROVIDER ACKNOWLEDGMENT (SIGNATURE): _____