

**PARIS Grants**  
**SPECIAL PURPOSE GRANT**  
**Program Year 2007-2008**  
**ADDENDUM TO GUIDELINES**

**BACKGROUND**

With the completion of 16 County needs assessments along with more than 100 Municipal needs assessments by the end of the current PARIS grant year, the tremendous progress made by these entities in inventorying records and maintaining compliance with retention schedules is threatened by the unwieldy, paper based retention management and destruction request process currently in use by the Division of Archives and Records Management.

To address this issue, the State Records Committee is soliciting proposals from current PARIS County and/or Municipal grantees for a project to automate:

1. Access to the local general and agency specific records retention schedules (See Attachment A for the current listing of included schedules), and the process of creating and updating of the schedules; and,
2. The process for requesting and authorizing the destruction of records in such a way that it is linked to the records inventory of the grantee(s).

The purpose of this project to provide a common data schema, application, or other solutions that the Division of Archives and Records Management will use as a mission critical application accessed by all New Jersey public agencies, and integrated with local electronic records management systems. At a minimum the proposed solutions must meet the following minimum standards:

1. Applications must be nonproprietary and be compatible with relevant NJ Office of Information Technology (OIT) and industry standards
2. Ownership and rights to the products of the implemented project shall reside with the Division of Archives and Records Management.
3. Technical architecture must be consistent and compliant with the OIT Shared Architecture Standards: [www.state.nj.us/it/ps/it\\_architecture.pdf](http://www.state.nj.us/it/ps/it_architecture.pdf). Further, applications that will require an individual to manually log-on to an application hosted on State resources will require use of the MyNewJersey portal technology; machine based log-on must use an appropriate technology, both as detailed in the Architecture standards document.

The maximum request for such a project is \$500,000. This project is in addition to any other project and request limits established in the 2007-2008 Grant Guidelines. The application will consist of the same materials required for a project submittal as outlined in the 2007-2008 Program Year Guidelines.

If it is a joint proposal, the guidelines provided for program year 2007-2008 joint proposals apply in that a lead partner will be identified as the applicant and the other partners shall provide evidence of commitment to the project to be included in the proposal.

As with the County Shared Services Demonstration Grant, this is expected to be a highly competitive grant category and we therefore encourage applicants to only apply if they know they have the resources to manage the project and to carefully review and comply with the priorities expressed through the evaluation criteria.

**The Applicant is required to have a vendor selected in compliance with local purchasing laws prior to submission of the application on 1 May 2007.**

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**PROPOSED PROJECT ABSTRACT SUBMISSION**

All eligible applicants intending to submit an application must submit a project abstract of not more than five pages along with:

- The Project Summary Form PARIS-S;
- The Shared Services Form PARIS-7;
- Letters of commitment/resolutions from participants, which
  - agree to the project;
  - identify the lead agency; and
  - identify and commit to an individual to serve as liaison between its organization and the lead organization; and
- Scope of work/specifications

At minimum the abstract should provide a brief overview of the proposed technical solutions, schedule for implementing the development of the state module, a description of the local agency module, and a description of the scalability of the proposed solutions. This discussion should also identify key stakeholders, issues, and risks of the solutions.

This abstract must be submitted **before 2:00 pm on Thursday, 1 February 2007** to the following address:

US Mail        P O Box 307  
                  Trenton, NJ 08625-0307  
Delivery        2300 Stuyvesant Avenue  
                  Trenton, NJ 08618-3226  
                  Telephone: 609-530-7493  
                  Fax: 609-530-6121

The purpose of this submission is to identify potential applicants and to provide constructive feedback in formulating a final application. Such feedback will be provided by staff including NJ-OIT representation, and as endorsed or modified by the State Records Committee.

*Please note: All commitments made in the abstract will be considered a part of the grant agreement unless changes to those commitments are expressly approved by the SRC.*

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**TIMETABLE**

<b>Notification of Eligible Applicants of New Grant Category</b>	<b>27 December 2006</b>
<b>Public Notice Publication in the New Jersey Register</b>	<b>16 January 2007</b>
<b>Abstract Submission Deadline</b>	<b>1 February 2007 2:00 pm</b>
<b>Staff Comments on Abstracts to SRC</b>	<b>15 February 2007</b>
<b>SRC-Approved Comments to Applicants</b>	<b>22 February 2007</b>
<b>Application Submission Deadline</b>	<b>1 May 2007 2:00 pm</b>
<b>Distribution of Applications to Evaluation Committee</b>	<b>3 May 2007</b>
<b>Identify Applicants invited for Presentation</b>	<b>7 May 2007</b>
<b>Convene Evaluation Committee/Applicant Presentations</b>	<b>10 May 2007</b>
<b>Award by State Records Committee</b>	<b>17 May 2007</b>
<b>Grant Term</b>	<b>1 July 2007 - 30 June 2008</b>

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**EVALUATION COMMITTEE COMPOSITION**

The evaluation committee will be composed of representatives of the following organizations as approved by the SRC.

- Department of Community Affairs Local Government Services
- Treasury
- OIT Leadership
- DARM
- Department of State CIO
- Electronic Records Specialist
- County Clerk not participating in the special grant application process

Staffed by PARIS Staff

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**EVALUATION CRITERIA**

One grant award will be made based upon the same criteria listed in the program year 2007-2008 Guidelines with emphasis on:

- Detailed scope of work demonstrating the ability and knowledge required to perform the business process analysis and system development for multiple jurisdictions. Specifically demonstrating:
  - Knowledge of, and leveraging of, existing compatible resources
  - Understanding of PARIS project process
  - Knowledge of appropriate regulations
  - Familiarity with local government processes
  - Compliance with and appropriate application of the OIT Shared Architecture Standards [www.state.nj.us/it/ps/it\\_architecture.pdf](http://www.state.nj.us/it/ps/it_architecture.pdf).
- A vendor selected who has documented experience with projects of similar scope as demonstrated by inclusion of at least three references from clients who have completed similar projects within the past three years.
- Inclusion of multiple jurisdictions.
- Amount of development required to complete the automation of the local general and agency-specific retention schedule management and automated destruction request modules inclusive of timeline for implementation.
- Openness, and ease of integration of the final architecture to allow all government agencies access to the records retention schedules and submit automated records destruction authorization requests using whatever inventory system they have in place.
- Compliance with relevant NJ Office of Information Technology (OIT) and industry standards
- Compliance and consistency with the instructions and guidance provided in this notice.

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**INCLUDED SCHEDULES (Subject to Change)**

<b>Local Retention Schedules</b>		
<b>Description</b>	<b>Schedule #</b>	<b>Effective</b>
County & Municipal Agency General Records Retention Schedule (including Financial; Personnel; General Administrative, etc	M100000-905	10/20/2005
Adjuster – County	C260000-999	5/25/1983
Airports - County & Municipal	C970000-999	3/21/1984
Board of Elections & Superintendent of Elections – County	C440000-903	5/21/1998
Board of Chosen Freeholders – County	C320000-999	10/20/1982
Building Inspector	M190000-902	1/20/2005
Clerk - County (Civil)	C100001-902	2/24/1993
Clerk - County & Register of Deeds	C100000-903	10/22/1998
Clerk - Municipal	M200000-904	3/17/2005
Construction Board of Appeals – County	C470000-001	8/25/1993
Counsel -County	C350000-001	1/18/1984
Detention Center/Jail - County	C280000-902	6/16/2005
Detention Center, Juvenile – Local	C330000-999	4/24/1991
Emergency Management	C500000-002	4/20/2000
Engineering Department – Local	C910000-903	7/15/2004
Fire Academy	C49000-001	1/21/1999
Fire Departments	M180000-999	10/17/1984
Health Care Facilities	C940000-906	9/19/2002
Health Department – Local	C920000-901	1/20/2000
Housing & Development – Local	M500000-999	12/16/1999
Human Services – Local	C420000-999	10/14/1999
Human Services: Veteran Services – County	C390000-001	4/24/1985
Improvement Authority – County	C480000-001	7/20/1994
Insurance Commission – Local	M210000-001	10/14/1999
Law Department – Municipal	M150000-999	6/22/1983
Medical Examiner – County	C410000-999	11/12/1986
Mosquito Extermination Commission – County	C430000-999	10/15/1986
Park Commission – County	C300000-999	10/16/1991
Planning Boards & Zoning Boards of Adjustment – Local	M140000-001	10/21/2004
Police Academy	C45000-001	8/9/1990
Police Departments – Local	M900000-904	5/15/2003
Prosecutor’s Office – County	C310000-903	5/20/2004
Prosecutor's Office – Municipal	M170000-001	3/18/1999
Public Library	C600000-903	5/16/2002
Public Works	C960000-901	10/16/1991
Sheriff’s Office – County	C210000-999	6/16/1982
Surrogate – County	C200000-999	1/20/1982
Tax Assessor – Municipal	M120000-901	7/24/2003
Tax Collector - Municipal	M160000-903	3/17/2005
Taxation, Board of – County	C250000-902	6/20/2002
Utilities & Authorities	M910000-999	1/21/1999
Weights & Measures	C400000-999	10/16/1991
Welfare Departments & Boards of Social Services - County	C980000-903	6/19/1997
Welfare Departments – Municipal	M400000-902	7/16/1998