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**FY****MAINTENANCE AND REFRESH COST ESTIMATE TEMPLATE**

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| **Agency Name** |  | | | | | **Date Sent** | |  |
| This form must be completed for all:   * **Maintenance Projects** * **IT Refresh Projects**  1. A separate Tactical Plan must be filled out separately for Maintenance and Refresh 2. As changes/additions occur throughout the year this Tactical Plan will need to be updated and resubmitted to [OIT.workrequest@tech.nj.gov](mailto:OIT.workrequest@tech.nj.gov)   Highlight all the changes/additions in the document when submitting an updated plan | | | | | | | | |
| Project Basics | | | | | | | | |
| **Project Name** | **Maintenance** (0001) | | | **Refresh** (0002) | | | | |
| **Tactical Plan Number** | |  | | | | | | |
| **Start Date for this project** | | |  | | **End Date for this project** | |  | |
| Project Description for Maintenance | | | | | | | | |
| The Maintenance Project will be used to procure the following AND align to the question on IT Procurement Technical Approval checklist. **Example question on IT Procurement Technical Approval checklist: “**explain how this purchase aligns to the Tactical plan and/or indicate where this procurement has been identified in the Tactical Plan” | | | | | | | | |
| 1. Renewal of Maintenance licenses for hardware and/or software | | | | | | | | |
| 1. Equipment and minor upgrades necessary to maintain current operations | | | | | | | | |
| 1. IT Training necessary to maintain existing systems | | | | | | | | |
| 1. Equipment for new staff | | | | | | | | |
| 1. New Offices, including (Provide a statement on sample equipment needs): | | | | | | | | |
| 1. Office Relocations, including (Provide a statement on sample equipment needs): | | | | | | | | |
| 1. Other services necessary to maintain existing systems | | | | | | | | |
| 1. Compliance with licensing agreements ***(license true-ups is to ensure we are compliant in our licensing software we use from any company with whom we hold an agreement, such as Microsoft.)*** | | | | | | | | |
| 1. Other (Provide an explanation): | | | | | | | | |

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| Project Description for Refresh | | | |
| **The IT Refresh Project** will be used to procure the following **AND** align to the question on IT Procurement Technical Approval checklist.**Example Question on IT Procurement Technical Approval checklist**: “explain how this purchase aligns to the Tactical plan and/or indicate where this procurement has been identified in the Tactical Plan” | | | |
| Replacement of equipment *(hardware)* that has reached end of life & no longer supported | | | |
| Reached the Agency’s scheduled refresh cycle | | | |
| Equipment included in the Refresh cycle includes computers, printers, servers, projectors, scanners, network and infrastructure equipment, telephony equipment, etc. (only hardware not software) | | | |
| Provide a statement on additional Refresh plans | | | |
| Funding | | | |
| For the current and next 2 Fiscal Years, enter the estimated cost by funding source: | | | |
|  | **Current FY** | **Current FY + 1** | **Current FY +2** |
|  | **Estimated Cost** | **Estimated Cost** | **Estimated Cost** |
| *Direct State Services*  *(Account Code 100)* | $0 | $0 | $0 |
| *Capital Funds*  *(Account Code 590)* | $0 | $0 | $0 |
| *All Other Funding Sources*  *This may include:*   * *Other State Funds* * *Federal Funds* * *Bonds* * *Grants* * *Private Funds* * *All Other Sources* | $0 | $0 | $0 |
| ***Total Estimated Cost*** | **$ 0** | **$ 0** | **$ 0** |
| Procurements: (This section does not restrict editing and can add additional lines) | | | |
| *Check all anticipated procurements necessary for Maintenance or Refresh separately on one plan – not both on this one plan.* | | | |

| **Line** | **Category** | **Description** | **Current FY** | | **Current FY +1** | | **Current FY +2** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Qty** | **Cost** | **Qty** | **Cost** | **Qty** | **Cost** |
| 1 | Antivirus licenses Existing |  |  |  |  |  |  |  |
| 2 | Antivirus licenses New |  |  |  |  |  |  |  |
| 3 | E Mail licenses Existing |  |  |  |  |  |  |  |
| 4 | E Mail licenses New |  |  |  |  |  |  |  |
| 5 | Hardware Maintenance |  |  |  |  |  |  |  |
| 6 | Hardware Miscellaneous Peripheral |  |  |  |  |  |  |  |
| 7 | Hubs/Switches New |  |  |  |  |  |  |  |
| 8 | Hubs/Switches Replacement  **(For Refresh ONLY)** |  |  |  |  |  |  |  |
| 9 | Network Hardware |  |  |  |  |  |  |  |
| 10 | Network license New |  |  |  |  |  |  |  |
| 11 | Network licenses Existing |  |  |  |  |  |  |  |
| 12 | Network Peripherals (i.e. cables) |  |  |  |  |  |  |  |
| 13 | Network Services |  |  |  |  |  |  |  |
| 14 | Office Automation Suite (i.e. MS Office) Existing |  |  |  |  |  |  |  |
| 15 | Office Automation Suite (i.e. MS Office) New |  |  |  |  |  |  |  |
| 16 | Oracle licenses Existing |  |  |  |  |  |  |  |
| 17 | Oracle licenses New |  |  |  |  |  |  |  |
| 18 | PCs New |  |  |  |  |  |  |  |
| 19 | PCs Peripherals (i.e. monitors, keyboards) |  |  |  |  |  |  |  |
| 20 | PCs Replacement  **(For Refresh ONLY)** |  |  |  |  |  |  |  |
| 21 | Printer Maintenance |  |  |  |  |  |  |  |
| 22 | Printers New |  |  |  |  |  |  |  |
| 23 | Printers Replacement  **(For Refresh ONLY)** |  |  |  |  |  |  |  |
| 24 | Routers Maintenance |  |  |  |  |  |  |  |
| 25 | Routers New |  |  |  |  |  |  |  |
| 26 | Routers Replacement |  |  |  |  |  |  |  |
| 27 | Scanners |  |  |  |  |  |  |  |
| 28 | Servers Maintenance |  |  |  |  |  |  |  |
| 29 | Servers New |  |  |  |  |  |  |  |
| 30 | Servers Peripherals (i.e. blades) |  |  |  |  |  |  |  |
| 31 | Servers Replacement  **(For Refresh ONLY)** |  |  |  |  |  |  |  |
| 32 | Software Maintenance |  |  |  |  |  |  |  |
| 33 | Software Miscellaneous |  |  |  |  |  |  |  |
| 34 | Software Services |  |  |  |  |  |  |  |
| 35 | Telephony Equipment |  |  |  |  |  |  |  |
| 36 | Telephony Services |  |  |  |  |  |  |  |
| 37 | **Other** |  |  |  |  |  |  |  |
| 38 | **Consultants** |  |  |  |  |  |  |  |
| 39 | **Training** |  |  |  |  |  |  |  |
| 40 |  |  |  |  |  |  |  |  |

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