DRS DATA SHARING AGREEMENT

DSA-2002-018

PARTIES:

This Agreement is entered into between the Department of Retirement Systems, here-in-after known as DRS, and City of Mercer Island, here-in-after referred to as Mercer Island.

PURPOSE:

Mercer Island must report transmittal information monthly to DRS relative to their employees who are members of the Public Employees' Retirement System (PERS). This information must be in the correct format and contain accurate data in order for DRS to process the data. The submitted data is used to update the member's account and create an employer invoice.

RESPONSIBILITIES:

On a monthly basis, transmittal data will be provided electronically by Mercer Island using File Transfer Protocol (FTP) methods. DRS will receive and process the data for the purpose of updating members' accounts and creating an employer invoice for Mercer Island. DRS's Employer Information System (EIS) will process the information and the member information will be stored in DRS's Member Information System (MIS).

The DRS's EIS and MIS and all their interface processes reside on the IBM System 390 mainframe at the Washington State Department of Information Services (DIS) in Olympia, Washington. The input file transmitted by Mercer Island will reside in DRS's FTP area on DIS's Unix Internet server www.wa.gov. The parties named herein shall furnish the necessary personnel, services and mechanisms as specifically set forth in "EXHIBIT A" attached hereto and incorporated by reference herein.

CONFIDENTIALITY:

DRS and Mercer Island employees shall maintain the confidentiality of all shared data detailed herein and shall not inappropriately disclose that data in any manner that would violate the individual's right to privacy. DRS and Mercer Island shall not inappropriately disclose any data obtained other than to their own authorized staff and the member.

TERMINATION:

This Agreement shall remain in full force until terminated in writing by the authorities documented here-in.

PERIOD OF PERFORMANCE AND REVIEW:

This Agreement is not limited to a specific period of time. The period of performance shall commence April 2002, and be in effect until terminated or modified by mutual agreement of all parties. This Agreement is subject to review a minimum of once every two years.

MODIFICATION:

Modifications to this Agreement shall be made only by full agreement executed by the signatories or their successors and appended to this Agreement. Any requests for changes, amendments, extensions or termination must be communicated in writing at least 30 days in advance to the other party. Acceptance of such modifications will require the signed, written agreement by duly authorized representatives of both Mercer Island and DRS.
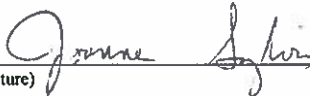
EXECUTION:

In executing this Agreement, the signatories certify on behalf of the requesting and granting entities that the information provided is true and accurate. Secondly, they have read the Data Sharing Agreement document, understood it and agree to the conditions and restrictions related to the provision and use of the data and will require all involved representatives and associates to comply.

IN WITNESS WHEREOF, the parties have executed this Agreement.

City of Mercer Island

State of Washington
Department of Retirement Systems:

_____
(Signature)

_____
(Signature)

Joanne Sylvis
_____
(Print Name)

Shannon Marshall
_____
(Print Name)

Finance Director
_____
(Title)   (Date)

Assistant Director, ISD   4/29/02
_____
(Title)   (Date)

DRS DATA SHARING AGREEMENT
Exhibit A

DSA-2002-018

STATEMENT OF WORK

1. DATA INFORMATION

   a. <u>Data Description</u>: Transmittal information (member compensation, member and employer contributions, service and other relevant member demographic information)

   b. <u>Data Ownership</u>: Mercer Island

   c. <u>Data Origin</u>: Mercer Island's payroll system

   d. <u>Exchange Mechanism(s)</u>:

   <u>Providing Agency</u>: Mercer Island's manual FTP transmittal process will submit its transmittal data via a file name "0584mmmv.tab" (where mmm = month and v = version). The file will be transmitted using an FTP connection to DRS's directory "/home/DRS/FTParea/transmittal/wa/mercerwa" on the www.wa.gov server at the Department of Information Services (DIS).

   Mercer Island must supply DRS with the name and e-mail address of the person(s) responsible for the on-going support of this transmittal process.

   <u>Receiving Agency</u>: Periodically each day, DRS's transmittal-FTP file consolidation process will query all FTP transmittal directories on the DIS Unix Internet server www.wa.gov. If the file "0584mmmv.tab" exists, the process will move it with other existing FTP transmittal files to the convert-upload FTP input directory "home/DRS/FTParea/transmittal/collect_files." DRS will process the file using the client server application (convert-upload). After a successful data transfer, the FTP file will be deleted from the "/home/DRS/FTParea/transmittal/wa/mercerwa" directory.

The convert/upload process will:

1. check the format and layout of the records and make the necessary changes to match the input requirements of the nightly transmittal process, which runs on the System 390 mainframe.

2. create a batch FTP process that uploads the file into the mainframe PDS "DRSES124.PC8600.TRNSM.INPUT.PDS." The member name will be Fddmmmn where:

> F denotes FTP
> dd = transmittal day
> mmm = transmittal month
> n = transmittal sequence number.

e. <u>Data Use</u>: DRS will use the transmittal information to update members' accounts and create employer invoices. DRS's Employer Information System (EIS) will process the information and the member information will be stored in DRS's Member Information System (MIS).

f. <u>Data Specs</u>: A file named "0584mmmv.tab" will be electronically submitted to DRS by Mercer Island personnel. The file will be in one of the acceptable DRS transmittal reporting formats (See Record Layout below).

RECORD LAYOUT

DRS will accept several electronic reporting formats for the submission of transmittal records. The reporting formats include ASCII text, tab delimited records; ASCII text, fixed length records; and the multiple record layout transmittal report structure for TRS Plan 3. Detailed record layout descriptions for each reporting format are contained in the DRS booklet <u>Technical Requirements for Automated Reporting</u>.

2. DATA ACCESS INFORMATION

a. <u>Access Method</u>: Batch

b. <u>Access Type</u>: Mercer Island will use the DRS-provided logon (mercerwa) to transfer files into the FTP directory "/home/DRS/FTParea/transmittal/wa/mercerwa." DRS will move Mercer Island's file with all other transmittal-FTP files into directory "/home/DRS/FTParea/transmittal/collect_files." Next, DRS will process the file with the convert/upload application, and move the file into DRSES124.PC8600.TRNSM.INPUT.PDS (Fddmmmn) for processing.

c.   Access Modules:

Providing Agency: Manual FTP process over the Internet.

Receiving Agency: Transmittal-FTP file consolidation process will move all FTP transmittal files to DRS's convert/upload FTP input directory "home/DRS/FTParea/transmittal/collect_files." Convert/upload application using FTP. Nightly transmittal batch process D01ES124.