



SCOPE OF WORK

ACTA's Chief Operating Officer will direct the efforts of the Consultant, with oversight by the Chief Executive Officer.

The following areas are intended to be guidelines as to the type of assignments for which the Consultant will provide Information Technology assistance to ACTA.

- Define architecture and acquire hardware for office computer network
- Manage acquisition of computers, peripherals and software
- Provide computer IT services including user assistance and software upgrades
- Collaborate on website development and manage website maintenance
- Collaborate on phone system implementation and maintenance
- Track ACTA owned assets with inventory database and tags
- Maintain SCADA based emergency phone and ladder alarm system
- Maintain WAN to relay emergency phone and ladder status to ICTF and San Bernardino
- Maintain WAN & server at ACTA's datacenter in downtown Los Angeles for Automatic Equipment Identification (AEI) readers
- Maintain IP based cameras at trench's portals and pump stations
- Advise maintenance contractor on signal and communication system work
- Perform ACTA's data backup and maintain offsite storage
- Support specialty software such as Sparkrock web-based accounting system
- Maintain access or replace dormant Expedition system
- Be on-call for IT emergency response