

ICN Circuit ORDER



Date of Request: ____/____/____
Requested Installation Date: ____/____/____

Agency Name: _____

NCIC ORI: _____ Station: _____

Requestor's Name: _____ Phone #: () _____

Fax #: () _____ E-mail Address: _____

Circuit Street Address: _____

City: _____ State: _____ Zip Code: _____

Purpose for Circuit Installation (mark all that apply): [] Livescan [] LEADS

[] LEADS - Interface Agency, LEADS Interface Vendor Name: _____

Information for Telco Demarc Location and Router Equipment (Required):

Telco Demarc Room #: _____ Floor #: _____

Router Room #: _____ Floor #: _____

Data Jack Location Room #: _____ Floor #: _____ Wall: _____

Inside Wiring from Demarc (check one): [] AGENCY [] TELCO (charges apply) [] OTHER VENDOR

Primary Site Contact Name: _____ Phone #: () _____

Cell #: () _____ E-mail Address: _____

Secondary Site Contact Name: _____ Phone #: () _____

Cell #: () _____ E-mail Address: _____

Comments (including any restricted site information): _____

Billing Contact Name: _____

FEIN: _____

Street Address: _____

City, State, Zip: _____ Phone: () _____

AU #: _____

Send form to:

Illinois State Police, Logistics

808 South 8th Street, Suite 200W

Springfield, Illinois 62703

Fax: (217) 524-1068

ISP.LeadsCircuit@illinois.gov

Agency Head Signature

Agency Head Name & Title (please print)

ICN Circuit Order Information

Two forms are needed in order to obtain an active ICN Circuit: the Illinois State Police ICN Circuit Order as well as the CMS Telecommunications Data Services Order Request (TDR). Both forms must have an authorized signature. The TDR form must be signed in Box 4 to authorize the payment of services and the ISP will complete the remainder of the form. Both completed forms should be returned to the address indicated on the ICN Circuit Order form.

Circuit Installations takes approximately 45-60 days from date of receipt of all forms by ISP.

The Router Equipment will require one electrical wall outlet. It is suggested this outlet be on a UPS (Uninterruptible Power Supply) system. The Router Equipment is usually placed in the same general area as the Telco Demarc. Please post a sign on the wall where the Telco Demarc will be located in your building. This information is required by the telco technician.

NCIC ORI: National Crime Information Center, Originating Agency Identifier.

PRIMARY CDC: Agency CDC that is currently designated as primary.

TELCO DEMARC: Location inside the agency's building where the telephone circuits are terminated and the inside wiring begins. This is usually on a telco punch down pad.

INSIDE WIRING: Who do you want to install the wiring after the telco circuit terminates at the Telco Demarc? Will your own personnel install the inside wiring? If so, check AGENCY. Do you want Telco to install the inside wiring? If so, check TELCO (Time and material will be charged at the rate of \$200 for the first ½ hour and \$85 each additional ½ hour). Will you have another vendor install the inside wiring? If so, check OTHER VENDOR.

PRIMARY & SECONDARY SITE CONTACT: Individual that will assist CMS and/or the Telco and who will know where the Demarc and router equipment are located.

COMMENTS (RESTRICTED SITE INFORMATION): In this area, in addition to any comments you have, please provide the hours and days site contact personnel will be available to give Telco access to the building. Also indicate here if prior approval or notice is required before telco can access the building.

FEIN: Federal Employee Identification Number (**Order Cannot Be Processed Without This Number**)

AU #: State of Illinois 10 Digit Agency Billing Number located on Central Management Services vouchers. Non-state agencies begin with 888. If this is your first state of IL billing, or you wish for this order to have a separate AU#, please indicate and ISP will obtain.

LEADS INTERFACE AGENCIES

AGENCIES REQUESTING MPLS CIRCUIT FOR THE PURPOSE OF LEADS ACCESS VIA AN INTERFACE (VENDOR SUPPORTED CLIENT):

LEADS 2000 is a Customer Information Control System (CICS) message processing system. Effective October 1999, ISP began supporting the TCP/IP communication protocol and frame relay network connections between its host and remote interface systems. The TCP/IP Specifications are available electronically to authorized Criminal Justice agencies. The criminal justice agency can submit a request to ISP.LeadsAdmin@illinois.gov. If your agency has not previously installed an ICN circuit, please submit the ICN Circuit Order Form to the address indicated on the form.

Please contact the following ISP staff if you have questions:

- *Connection Manager Technical Reference (TCP/IP Specifications) – ISP.CHF.Staff@illinois.gov*
- *Schedule ICN Connectivity Meeting or Conference Call with ISP LEADS Administration staff (meeting/conference call should include your agency's Technical Representative and Interface Vendor) ISP.LEADSADM@illinois.gov*
- *ICN or Interface Connectivity – Mr. Alex Dudley (217) 524-0466 Alex.Dudley@illinois.gov*
- *ICN Circuit Order Form – ISP.LeadsCircuits@illinois.gov*

ISP recommends your agency schedule a meeting or conference call with the interface vendor and ISP staff prior to implementing the interface. To conduct testing for the interface on the test system prior to being activated on the live system, contact LEADS Administration at ISP.LEADSADM@illinois.gov.

Typical BILL RECEIVED FROM CMS

The below is a typical bill received from the Illinois Department of Central Management Services (CMS) for a T1 ICN Circuit on an Ethernet Network

User fees may vary depending on the agency's network requirements such specific software installed on router, etc.

Allocation detail for T1 circuit. One time and monthly charges:

There are no installation charges if the circuit is kept longer than 12 months.

SFITS LEADS/ISP T1 CKT #	675.00	Monthly circuit
ER126 CISCO 2621 XM	178.31	Monthly rent for router (Ethernet)
ERIOA DSU CARD	13.99	Cisco opt WIL-IDSU-T1-V2
ERIOX	10.09	Cisco opt 2600 SER IOS PLUS
TOTAL Monthly =	<u>\$877.39</u>	

Please contact ISP.LeadsCircuits@illinois.gov or fax (217) 524-1068, if you have questions concerning your monthly bill received from the Illinois Department of Central Management Services.

Pursuant to the CMS contract, termination charges may apply if the T1 frame relay circuit has been installed less than one year. If termination of service is due to budget constraints, please submit reason for termination and request CMS waive termination charges.