

Collocation Service: Rack Space Allocation Service Level Agreement

1. Description of Service Level Agreement

This Service Level Agreement ("SLA") sets forth the terms and conditions for having the Rack Space Allocation service provided by the National Data Center of BCC. By signing this SLA, the Customer acknowledges that (s)he has read, understood and agreed to be bound by all term's and condition's of this SLA, the accompanying fee schedule, the dispute policy and any rules, regulation or policies that are or may become effective when published/circulated by BCC in this regard.

2. Rack Space Allocation Service

National Data Center (NDC) of BCC provides Collocation services of its two types to its Customer namely, Rack Unit Allocation Services and Rack Space Allocation services. NDC facilitates rack space allocation services in **Basic** and **Standard** categories. NDC also provides rack unit allocation services in **Basic, Standard, Advance & Premium** categories.

3. Service Provider Agreement

3.1 Service Availability

Since the data center is a tier-III standard data center, BCC ensures 99.982% uptime which is about 1 Hour and 35 minutes downtime in a year. However, this uptime is applicable for power and HVAC system only.

The network availability is ensured through redundant network and internet backbone from two different IIG operators of Bangladesh. Apart from network, power and infrastructure availability is also ensured by BCC. The service availability mostly depends on the applications and on the underlying computing, network or storage infrastructure which is not part of the responsibility of BCC in this particular SLA.

3.2 Schedule Maintenance

BCC conducts schedule maintenance of its infrastructure during when the service may not be available or the response time may get slower. BCC will make every effort to limit the interruption of the service due to such maintenance. The maintenance period is always in the weekend and after the typical office hours. The Customer will be notified by email beforehand in such cases.

3.3 Emergency Maintenance

In case of any emergency maintenance required by BCC for NDC which may impact the service of the customer will be notified through email and mobile to the technical contacts provide

3.4 Non-Emergency Enhancements

Enhancements and changes that do not require a service outage and that do not affect user workflow are implemented upon completion. Enhancements and changes that require a

service outage are scheduled outside business hours. Users are notified at least two working days in advance when a non-emergency service outage is required to implement an enhancement or change.

4. Incident/Service Request Management & Response Time

Service Request (SR) can be raised by the Customer in any of the following form:

Online Support : support.bcc.gov.bd
 Email Assistance : support@bcc.gov.bd ; datacenter@bcc.gov.bd

BCC is committed to provide an exceptional level of support for the whole life cycle of Customer services. BCC’s **Support Service** will be available from 09:00 to 17:00 during weekdays except government holidays to respond to critical and non-critical issues that the Customer might be experiencing with their service. Considering the severity and time of reporting the SR, the Mean Time to Attend (MTTA) and Mean Time to Resolve (MTTR) for the service is given below:

Priority Code	Definition	MTTA (Mins)	MTTR (Hrs)
P1	Critical / Major	30	6
P2	High	30	10
P3	Medium	60	24
P4	Low	120	48

Notes on Priority Definitions:

Priority	Description
Critical / Major	The Incident has caused a stoppage, or has the potential to cause a stoppage on all or majority of the services being provided by the National Data Center.
High	The Incident has resulted in a work stoppage and has significantly impaired the user’s ability to perform their normal business operation. A workaround is not available.
Medium	The Incident has not resulted in a work stoppage, but has impaired the user’s ability to perform their normal business operation. A work around is available.
Low	The Incident has not impeded or disrupted the service and is more of an inconvenience, or all incidents that don’t fit the Medium, High or Critical definition.

5. Service Continuity

BCC does not provide any service continuity for Colocation Service as BCC DR is not built for such purpose. Service Continuity of customer service solely depends on how customer is planning their infrastructure while taking colocation service. The DR of BCC is only applicable for BCC’s internal systems and for certain services which includes Critical Managed Services and Colocation services.

6. Escalation Matrix

In the event of dissatisfaction with the services rendered, Customer may contact the Business

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Relationship Manager, National Data Center, BCC. Following is the escalation matrix in this regard:

Escalation Level	Role	Name	Landline	Mobile	Email
Level1	Business Relationship Manager	Md.Mamun Kabir	+88-02-55006457	+88-01552-540140	mamun.kabir@bcc.gov.bd
Level2 (After 3 Days of Level 1)	Management Representative	Biswajit Tarapdar	+88-02-55006451	+88-01717-687792	biswajit.tarapdar@bcc.gov.bd
Level3 (After 2 days of Level 2)	Director Data Center, Incharge	Engr. Mohammad. Saiful Alam Khan	+88-02-55006853	+88-01713-118860	saiful.khan@bcc.gov.bd

In case of any disagreement while defining any service severity or understanding service scope, authorized technical representatives from both the parties will finalize this issue and if the representatives fail to settle this issue, such cases will be escalated to the Top Management of the Customer and Top Management of NDC.

7. Ownership of Data

The data or content in the information system is the data of the corresponding Customer; BCC does not have any ownership and liability for the service, data or content managed by the Customer.

8. Service(s) Fee

Service Fee for **Collocation Service** of the NDC is stipulated in **Appendix-A**.

9. Dispute Policy

The Customer agrees to be bound by BCC Dispute Policy ("Dispute Policy"), which is hereby incorporated by reference and made a part of this Agreement. Any disputes regarding the service are subject to the Dispute Policy provisions in effect at the time this agreement has been signed. The Customer also agrees that, in the event a dispute arises with any third party, the Customer will indemnify and hold BCC harmless pursuant to the indemnification provision.

10. Revisions of this SLA

This SLA will be in effect indefinitely but may be superseded by a revised SLA, at the discretion of BCC, at any time. All revisions to this SLA will be announced by Email and official letter to the Customer at least one month before the change is to go into effect.

11. Disclaimer

BCC cannot be held liable for damages under any circumstances not specifically identified in this agreement. BCC cannot be held liable for the data or files that founds on Customer's data.

12. Special Notices

Any notices required to be given under this Agreement by BCC will be deemed to have been given if delivered in accordance with the contact information the Customer has provided.