



RESOLUTION 'A' TECHNOLOGY IMPLEMENTATION PROCEDURES

For Funding Allocation FY 2009

PROJECT & PROCESS OVERVIEW

The RESO A program team(s), comprising of staff from DIIT and the office of the CFO, will oversee complete project and deployment management for **all non-construction related technology projects**.

Brief descriptions of viable purchases options based on current DOE standards are provided below: Options A through F. These options serve as **ONLY** a guide for various possible solutions for your school. A final decision of your option(s) and solution configuration will be required upon completion of a site survey. Our project management team will work with each Principal or his/her designee to develop the best option for the school.

To begin this process, please read and follow the instructions on the enclosed option selection form. **(Only the schools shown on the "RESOLUTION A" award list for TECHNOLOGY ONLY PROJECTS can submit a completed option form. The SCA must be contacted for Construction Projects).** An Online Option Selection Form is available to you this year (link located in the Principal Weekly Notification – Week of 9/15/08). Please follow the instructions to complete. We will continue to accept the manual option form as it will require you go thru the signature process in order for us to begin implementation. Multiple options may be selected but will only be honored based on funding availability. Once your completed option form has been submitted, you will be contacted shortly by a RESO A Project Manager to schedule a site survey. The scheduled site survey date will serve as an official notification that the implementation process have begun. After the site survey, we can determine, depending on current classroom infrastructure, the type of classroom/lab configurations available for your needs. All equipment will comply with the latest DOE technology standards.

If your project requires any minor/major electrical or construction work and/or asbestos abatement, these projects will be referred to the School Construction Authority (SCA) for completion. SCA will then establish its own policies regarding timetables and may change the costs of your project.

IMPORTANT:

Schools that submit their approved Reso A Option form on or before **January 16th, 2009**, will be on target to be completed no later than June 30th, 2009, any forms received after this date, will not be guaranteed for completion by June 30th, 2009 and may be implemented over the summer months or in September 09'.

IMPLEMENTATION PROCEDURES

Based upon your site survey, the RESO A Project Manager and assigned contracted integrator will put together a written proposal (SOW - Scope of Work), which includes all aspect of the project such as integration cost (REQUIRED and built in), hardware, lockdown devices (REQUIRED), added security software (REQUIRED), computer furniture, etc. **All proposals will require approval by the respective Principal to start the order and implementation process.** A copy of each proposal will be sent to your respective ISC Technology Directors for technology support validation and to resolve any issues that may arise regarding your school infrastructure. Once all the equipment has been received, the RESO A Project Manager and assigned Project Integrator will set up installation schedules with the respected schools. Scheduling / Implementation of all hardware should take place within 45 days upon sign off of **approved proposal** by the Principal.

STANDARD SPECS / DESCRIPTION OF OPTIONS

Option A: Classrooms Configurations

Schools may choose to install computer configurations in classrooms:

- a network of five or more computers, one printer, network equipment, wiring, furniture, and lockdown devices in a "General Education" classroom; or
- a network of less than five computers, one printer, network equipment, wiring, furniture, and lockdown devices for smaller classrooms for 16 or fewer students.

The following are the DOE standard specifications¹ for machines; there is also a high-end configuration at additional charge:

1. Wintel desktop: 1.86 GHZ Intel Pentium, 512 MB, DVI Adapter Card, 80GB hard drive, 1.44 MB 3.5" floppy, 48x CD-ROM, Sound Blaster Compatible Sound Card,
2. Wintel laptop: 1.20 GHZ, 512 MB, DUO Core, 8MB Video memory, 12" TFT display, 60GB hard drive, 8x DVD+/-CD RW, Integrated Sound Card, 56k modem, Wireless LAN 802.11, Bluetooth
3. Apple desktop: eMac, 2.0GHz, 512MB , 80GB Hard Drive, CDROM, OS X
4. Apple Laptop: MacBook, 13.1" TFT, 2.0 GHz, 1GB, 80GB HD, CD-ROM, OS X

All computers will come with the following software:

Dell: Windows XP Professional, MS Office XP Professional, IE 6.0, Norton Antivirus, Adobe Reader.

Apple: 9.x/OS X, Appleworks, MS Office, IE, Netscape Navigator, Norton Antivirus, Adobe Reader

NOTE: Electrical upgrades may be required to assure availability of properly located outlets and adequate power in all classrooms. The exact number of classrooms to be equipped will depend on the complexity and cost of the electrical and networking work required. Hardware, software, furniture, and electrical work will cost approximately \$30,000 for each General Education classroom and \$20,000 for the smaller classroom configuration.

Option B: Mobile Wireless Laptop Carts

Schools can use their grant of \$35,000 or more to purchase Laptop mobile carts. These are equipped with 14 -16 laptops within a secured mobile cart. This option may be used as a quick purchase for school with low awards. Wireless access points for internet access are optional if your school do not already have wireless connectivity.

Security Cart is REQUIRED (NO EXCEPTIONS)

Option C: Existing Lab Upgrade

This option is for schools that are requesting an upgrade to an existing lab, provided that the upgrade requires no construction, facility renovation, or electrical work. The entire allocation may go toward computers, peripherals, networking equipment, and replacement furniture in an existing computer lab, using a lab upgrade template² to assure timely and cost-effective completion.

Option D: Wireless Technologies

School can be provided with integrated wireless networking computer hardware and software. Typical projects include wireless multi-station labs and wireless classrooms. As each building's physical environment is different, each school will need to be surveyed to determine feasibility and its specific needs for transmitters, etc. The cost for this option is dependent upon the status of the building's technological infrastructure and can be determined upon completion of the survey.

Option E: Presentation Stations

Schools can choose to use their RESO A funding to purchase "lockable" presentation carts, laptops (Computrace complete "Lo Jack" installed) projectors and Smartboards for Classrooms. Entire system must be purchased to be considered eligible.

Option F: Upgrade Classroom Electrification

¹ These specifications may change based on the applicable contract changes and update of the standards.

² It will be dependent upon the latest DOE standard and varies based on the existing lab setup/configurations.

Schools can choose to use their RESO A funding to upgrade, reconfigure electrical infrastructure in the current Lab environment to meet the instructional needs. Any funding remaining after the scope is complete can be used to purchase other options (A thru D).

Electrical upgrades may be required to assure availability of properly located outlets and adequate power in all classrooms. Possible asbestos surveys must be conducted as well. Any asbestos work that must be performed will be done when school is not in session (After hours or weekends) the work will follow the SCA schedules and timeframes.

NOTE: These options are meant to be general guidelines based on the current DOE standards and requests from prior year's allocations. At a future date, a site survey will be performed to review your existing infrastructure and to determine the feasibility of implementing each school's option. The site survey will aid you in selecting the best option to meet each school's technology needs. A permanent decision on your option choice will not be required until the site survey is performed. All RESO A final proposals will include the total project cost.

CONTACT INFORMATION:

Mr. Graham Gordon @ Tel: (212) 374-4934 OR E-mail your questions to ResoA@schools.nyc.gov



RESOLUTION 'A' OPTION SELECTION FORM (TECHNOLOGY PROJECTS ONLY)

INSTRUCTIONS FOR PRINCIPALS: ONLINE OPTION FORM AVAILABLE - PLEASE SEE PRINCIPAL WEEKLY FOR LINK

- Complete/correct the School Identification section, including contact name, phone and fax number.
- Verify your Resolution 'A' award amount.
- Please fill out the online School Technology Planning Form and sign. *(Please see Principal Weekly Link)*
- Please check the box indicating your choice of Resolution 'A' project *and* your school's selected computer platform.
- Sign and date the bottom section of the form.
- PLEASE FAX the completed form to your Borough Technology Manager for his/her signature.
- **The BTM will then forward the forms to the Borough Instructional Technology Director for his/her signature**
- Address questions to (212) 374-4934 or email address: ResoA@schools.nyc.gov.
- Receipt Email Notification will be sent to notify you form has been received **(PLEASE PRINT CLEAR EMAIL ADDRESS)**

Funding Allocation	FY 2009	Allocation	Amount:	\$
--------------------	---------	------------	---------	----

School Identification & Contacts: Principal Name: _____

District: _____ School ID: _____ School Address: _____

Contact person: _____ Title _____ Phone _____ Email _____

Option Selection: Computer Platform (check one): WINDOWS MACINTOSH BOTH

Option A: Classroom Configurations: Under this option, all funds will be spent on classroom computer configurations, networking, and minor electrification as needed.

Option B: Mobile Lab: Schools can use their awards to purchase Laptop mobile carts. These are equipped with 14-16 laptops within a secured mobile cart. This option is a great idea for a quick purchase for schools with low awards

Option C: Existing Lab Upgrade: Under this option, funds will be spent to refresh computers, peripherals, networking equipment, security devices, tables, and chairs in an existing computer lab, using a template to assure timely completion. Lab upgrades generally cost approximately \$75,000 and up.

Option D: Wireless technologies: Under this option, funds will be spent to purchase laptop and/or desktop computers equipped with wireless networking cards, transmitters, printers, etc. Projects may include wireless labs or classrooms. Each school's requirements will be individually assessed.

Option E: Presentation Stations: Schools will be able to choose to use their RESO A funding to purchase presentation Carts, Laptops, projects and Smartboards for classrooms. Project Manager must be contact for further information if needed.

Option F: Upgrade Classroom Electrification: Schools can choose to use their RESO A funding to upgrade, reconfigure electrical infrastructure in the current Lab environment to meet the instructional needs. Any funding remaining after the scope is complete can be used to purchase other options (A thru D).

Date: _____ Principal's signature: _____
Principal: After completing this form, secure BTM Signature

Date: _____ BTM's signature: _____
BTM: After signing this form, fax to (212) 374-5585 Attn: G. Gordon

RESO A PROGRAM OFFICE USE:	
OPTION FORM RECEIVED DATE:	SCHEDULED SURVEY DATE:

NOTE: The above options only serve as a guide to select the best option for your school needs. A permanent decision on your chosen option will not be required until the site survey is performed.