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## **RESOLUTION 'A' TECHNOLOGY IMPLEMENTATION PROCEDURES**

**For Funding Allocation FY 2010**

### **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 ONLINE 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)**. 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 whom submit their approved Reso A Option form on or before **January 15th, 2010**, will be on target to be completed no later than June 30<sup>th</sup>, 2010, any forms received after this date, will not be guaranteed for completion by June 30<sup>th</sup>, 2010 and may be implemented over the summer months or in September 10'.

## **IMPLEMENTATION PROCEDURES**

Based upon your site survey, the RESO A Project Manager and assigned Project 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), 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 respective schools. Scheduling / Implementation of all hardware should take place within 45 days upon sign off of **approved proposal** by the Principal.

## **RESO A and Personal Computer Services (PCS)**

Under the new DOE PCS contract for FY10, your RESO A assigned Project Integrator will work closely with your selected PCS vendor to ensure the delivery and coordination of all RESO A hardware, peripherals and components. All third party purchased items will be under the Project Integrators responsibility to have it delivered to your school for the "just in time" deliveries. Although the use of a Project Integrator is required under the RESO A program, schools with a BASIC Service Plan under the PCS contract must utilize the Project Integrator to complete the full installation and integration of equipment purchased which is required of the RESO A program.

## **RESO A PROGRAM CHANGES FOR FY10**

- **Laptops and notebook computers WILL NOT BE ALLOWED to be procured with FY10 RESO A funds.**
  - There will be a 1% administration fee taken from all RESO A allocations for FY10.
  - All Smartboard wall mounted installation request must involve your Borough Facility Manager (DSF) for abatement testing. A required clearance document must be produced for us to proceed.
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## **STANDARD SPECS / DESCRIPTION OF OPTIONS**

### **Option A: Small 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 specifications<sup>1</sup> 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. Apple desktop: eMac, 2.0GHz, 512MB , 80GB Hard Drive, CDROM, 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

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

**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: Presentation Stations:**

Schools can choose to use their RESO A funding to purchase interactive white board (i.e SMART, Promethean), projection displays, active response systems, interactive wireless slates, and document cameras for the classrooms. Number of classrooms is dependent upon the school's available allocation and options chosen. Entire system must be purchased to be considered eligible.

**Option C: Specialized Adaptive Equipment:**

Schools can choose to use their RESO A funding to purchase capital eligible special education adaptive hardware (i.e Attainment Stations) and adaptive learning devices for special education classrooms.

**Option D: Existing Lab Upgrade:**

Under this option, funds will be spent to refresh computers, peripherals, networking equipment, security devices, computer desks and chairs in a existing computer lab(functioning data cabling & electric), using a template to assure timely completion. Lab upgrades generally cost approximately \$75,000 and up. Any funding remaining after the completion of the scope can be used to purchase other options (A thru C)

**Option E: Upgrade Classroom Cabling & 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).

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.

**Option F: Create a New Computer Lab: \*\*Approval from Space and Facilities Planning is required.\*\***

Schools can choose to use their RESO A funding to request that an existing classroom be converted into a new currant computer lab environment with full data cabling and electrification. Any funding remaining after the scope is completed can be used to purchase other options (A thru C). Cabling and Electrification upgrades generally cost approximately \$150,000 and up.

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**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.

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CONTACT INFORMATION:

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- MANUAL OPTION SELECTION FORM CAN BE PROVIDED IF NEEDED -