



335 Adams Street, Suite 29
Brooklyn, New York 11201

+ 1 718-935-4450 tel
+ 1 718-935-5542 fax

RESOLUTION 'A' TECHNOLOGY IMPLEMENTATION PROCEDURES

For Funding Allocation FY 2015

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 G. 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 complete the enclosed ONLINE Option Selection Form. **(Only the schools shown on the below "RESOLUTION A" award list with "DOE" in the managing agency field can submit a completed option form)**

To view awards by the City Council please click here [FY15 RESOA CC AWARDS](#)

To view awards by the Borough Presidents please click here [FY15 RESOA BP AWARDS](#)

Schools shown on the list in the above links which has "SCA" as the managing agency should contact the SCA (School Construction Authority) for information on implementation. The contact information is shown on the bottom of this communication.

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 within 72hrs by a RESO A Project Integrator (Pre-selected) 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:

Our goal is to have all 500+ awarded schools completed before July 2015. For us to achieve this, please respond to the option form no later than February 13th 2015. All schools who have not responded to this communication by this date will be completed by September 2015.

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 the allocation), hardware, lockdown devices (REQUIRED), computer furniture, etc. **ALL proposals will require approval by the respective Principal to start the order and implementation process.** Once all orders has been placed and the equipment has been received at the staging warehouse of your PCS vendor or your Project Integrator (BASIC Schools), the RESO A Project Manager, and assigned Project Integrator will set up installation schedules with the respective schools.

RESO A and Personal Computer Services (PCS)

Under the existing DOE PCS contract, 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 NOTABLES FOR FY15

- There will be a 1% administrative fee taken from all RESO A allocations for FY15.
- All Interactive Whiteboard 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.
- All RESO A purchased equipment (computers and laptops) must remain the school building.
- **All laptops purchased MUST include a security cart. There are no exceptions as laptops CANNOT be purchased without the carts under this funding source.**

RESO A TIMELINES

- Scheduling / Implementation of all hardware should take place within 45 days upon **sign off of approved proposal** by the Principal (*Bearing there are no issues with your current infrastructure or any changes in current DOE contract cost or product*).

Interactive Whiteboard implementation should take place within 15 business days upon acceptance and receipt of the required clearance document from the Division of School Facilities. The RESO A Project Office / Team (Integrators) does not have any control on the timeframes and schedules on the testing process. You may be required to follow up with your facilities staff for assistance on obtaining this document. **NO** Interactive Whiteboards installations can take place without clearance. Please click on the attached link to review the process. [RESO A IWB PROCESS](#), [RESO A IWB SPEC FORM](#)

STANDARD SPECS / DESCRIPTION OF OPTIONS

Option A: Small Classrooms Configurations

Schools may choose to install computer configurations in classrooms:

- Network of five or more computers, one printer, network equipment, wiring, furniture, and lockdown devices in a "General Education" classroom; or
- 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: 2.0GHZ Intel Pentium, 1GB Memory, 32MB Video RAM, 80GB hard drive, 48x CD-ROM, Sound Blaster Compatible Sound Card,
2. Wintel laptop: 1.8GHZ, 1 MB, DUO Core, 8MB Video memory, 12" TFT display, 80GB hard drive, 16x DVD+/-CD RW, Integrated Sound Card, 56k modem, Wireless LAN 802.11, Bluetooth
3. MAC Laptop: Mac Book, 13.1" TFT, 2.0 GHz, 1GB, 80GB HD, CD-ROM, OS X
4. MAC desktop: eMac, 2.0GHZ, 512MB , 80GB Hard Drive, CDRom, OS X

All computers will come with the following software:

WINTEL: Windows 7.0, MS Office 2010, IE 8.0, Symantec Protection 11.0, Adobe Reader.

MAC: OS X, MS Office 2011, Firefox 6.0, Symantec Protection 11.0, 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: 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: 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, B, F &G).

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

Option D: 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, B, F &G).

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 E: Create a New Computer Lab: (Approval from Space and Facilities Planning is required)

Schools can choose to use their RESO A funding to request an existing classroom to be converted into a new current 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, B, F & G). Cabling and Electrification upgrades generally cost approximately \$100,000 and up.

Option F: 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. (Laptop carts and antitheft software (Computrace) are required to make this an eligible RESO A purchase). Please see attached addendum for Apple Laptop purchases. [CLICK HERE <Apple Addendum>](#)

Option G: 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.

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:

SCA Related Projects:

Karen Maher @ kmaher@nycsca.org

DOE Related Projects: Resoa@schools.nyc.gov

Graham Gordon @ 347-986-7184

PLEASE CLICK HERE [RESO A OPTION FORM](#)

PLEASE CLICK HERE [RESOA FAQs](#)