

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT Chief Operating Officer

DISTRIBUTION:	All Schools and Offices	<u>ROUTING</u> Local District Superintendent Local District Business Manager Local District School Operations Administrator/Coordinator School Principals Instructional Technology Applications Facilitator Central Office Administrators
SUBJECT:	REFERENCE GUIDE NO. REF-649 COMPUTER EQUIPMENT ON DISTRICT CONTRACTS	
DATE:	January 14, 2004	
DIVISION:	Business Services Division	
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DIVISION:	Information Technology Division	
APPROVED:	Megan Klee, Chief Information Officer	

For further information, please call your assigned Local District Purchasing Services Coordinator or Purchasing Branch at (562) 654-9007.

This revision replaces the Reference Guide C-17 dated December 2, 1999.

I. BACKGROUND

This Reference Guide provides information regarding the computer manufacturers systems and peripherals currently available under master contracts with the District. These strategically sourced contracts were specifically established to provide schools and offices with exceptional price and support. Each contract is divided into three product categories: 1) desktop computer systems, 2) notebook computer systems, and 3) server computer systems. The following is information regarding computer equipment under contract, how to order, Internet access, service/warranty, and vendor contacts.

II. COMPUTER EQUIPMENT UNDER CONTRACT

Attachment A represents the only computer manufacturers' products that are available under a District master contract which may be provided either directly through the manufacturer or through an authorized dealer representing that manufacturer. Each manufacturer's complete product line within the product category, meeting the District's established minimum technical requirements, is covered by the contract and is available for purchase. The use of these contracts should be for the specific manufacturer's propriety product line and is not intended to be used for the purchase of "third-party" equipment which may also be available through that contractor (vendor).

All other computer manufacturer's equipment not specifically identified in this Reference Guide (see Attachment A), is not approved for purchase. Procurement Services Group will honor only requisitions for the purchase of computers, notebooks, and servers that meet the following minimum standards:

DESKTOP COMPUTER SYSTEM (MICROSOFT WINDOWS)

- Intel Pentium IV 2.2 GHz (or faster) CISC processor, or equivalent
- 512 MB RAM
- 80 GB Hard Drive
- 3.5", 1.44 Mb floppy disk drive
- DVD-ROM/CD-RW, integrated single drive
- 17" flat screen CRT monitor. LCD flat screen monitors are acceptable but only with integrated reinforced screen protection installed and including warranty coverage for accidental screen damage
- Optical Mouse
- Firewire (IEEE 1394) port
- Microsoft Office XP Professional (includes MS Access)
- Windows XP Professional or latest version
- 10/100 Ethernet Adapter
- USB 2.0 (2 ports minimum, excluding ports for keyboard/mouse)
- 64 Mb AGP graphics card (SVGA, 1024 x 768)
- Wake on LAN capability
- Bootable recovery CD that will restore the computer's hard drive to the original installed image
- 5-year warranty, on-site (no "carry-in" or "depot" procedures)
- 24-hour repair or replace guarantee

DESKTOP COMPUTER SYSTEM (APPLE MACINTOSH)

- 1 GHz G4 processor, or faster
- 512 Mb RAM
- 80 Gb Hard Drive
- 3.5", 1.44 Mb floppy disk drive*
- DVD-ROM/CD-RW, integrated single drive
- 17" flat screen CRT monitor. LCD flat screen monitors are acceptable but only with integrated reinforced screen protection installed and including warranty coverage for accidental screen damage
- Optical Mouse
- Firewire (IEEE 1394) port
- Microsoft Office X or latest version
- MacOS X (Jaguar) or latest version

- Pre-Loaded current version of Norton Anti-Virus, Corporate Edition (cost covered under a district-owned license)
- 10/100 Ethernet Adapter
- USB 2.0 (2 ports minimum, excluding ports for keyboard/mouse)
- 64 Mb AGP graphics card (SVGA, 1024 x 768)
- Wake on LAN capability
- Bootable recovery CD that will restore the computer's hard drive to the original installed image
- 5-year warranty, on-site (no "carry-in" or "depot" procedures)
- 24-hour repair or replace guarantee

NOTEBOOK COMPUTER SYSTEM (MICROSOFT WINDOWS)

- Intel Pentium IV 1.6 GHz (or faster) CISC processor, or equivalent
- 256 MB RAM
- 40 GB Hard Drive
- 3.5", 1.44 Mb floppy disk drive
- SVGA graphics card (1024 x 768 resolution)
- DVD-ROM/CD-RW
- 2 USB 2.0 ports
- Firewire (IEEE 1394) port
- 14.1" screen minimum
- 10/100 Ethernet/Integrated wireless (802.11g)
- Microsoft Office XP Professional (includes MS Access)
- Windows XP Professional
- Wake on LAN capability
- Bootable recovery CD that will restore the computer's hard drive to the original installed image
- 3-year warranty, on-site (no "carry-in" or "depot" procedures)
- 24-hour repair or replace guarantee

NOTEBOOK COMPUTER SYSTEM (APPLE MACINTOSH)

- 900 MHz G4 processor, or faster
- 256 Mb RAM
- 40 Gb Hard Drive
- 3.5", 1.44 Mb floppy disk drive*
- SVGA graphics card (1024 x 768 resolution)
- DVD-CD-RW
- 2 USB 2.0 ports
- Firewire (IEEE 1394) port
- 14" screen minimum

- 10/100 Ethernet/Integrated wireless (802.11g)
- Microsoft Office X (latest version)
- MacOS X (latest version)
- Pre-Loaded current version of Norton Anti-Virus, Corporate Edition (cost covered under a district-owned license)
- Wake on LAN capability
- Bootable recovery CD that will restore the computer's hard drive to the original installed image
- 3-year warranty, on-site (no "carry-in" or "depot" procedures)
- 24-hour repair or replace guarantee

SERVER COMPUTER SYSTEM (MICROSOFT WINDOWS)

- Intel Xeon™ 2.0 GHz (or faster) CISC processor, 512K Cache, or equivalent
- 512MB RAM
- 120GB IDE drive
- 10/100 Ethernet Adapter
- 24X IDE Internal CD drive
- 3.5", 1.44 Mb floppy disk drive
- Keyboard/Mouse
- Windows 2000 Server OS
- Tower enclosure
- Wake on LAN capability
- 5-year warranty, on-site (no "carry-in" or "depot" procedures)
- 24-hour repair or replace guarantee

SERVER COMPUTER SYSTEM (APPLE MACINTOSH)

- 1.33 GHz (RISC) Processor (or faster), 512K Cache,
- 512 Mb RAM
- 120 Gb IDE drive
- 10/100 Ethernet Adapter
- 24X IDE Internal CD drive
- 3.5", 1.44 Mb floppy disk drive
- Keyboard/Mouse
- Mac OS X Server
- Tower enclosure
- Wake on LAN capability
- 5-year warranty, on-site (no "carry-in" or "depot" procedures)
- 24-hour repair or replace guarantee

III. HOW TO ORDER

For non-stock orders less than \$1,000, purchase the required goods through your P-Card or Imprest Account. For non-stock orders of \$1,000.00 or more, process an RX transaction in the IFS system.

Please use the information provided on Attachment A to assist you in processing your transaction(s). Be sure to process a separate transaction for each manufacturer's product you are ordering. Reference the contract number(s) as appropriate. Charges for shipping on-site and set-up, installation, packaging removal, and extended on-site three and five year extended warranties are included in the District's contracted cost; sales tax is not.

IV. INTERNET ACCESS

To allow schools and offices the flexibility to gather information on their own, each contracted vendor has established a dedicated page on their Web Site to allow Internet access by District users. The Web Page will provide product line information and availability, contract pricing, purchase order tracking, warranty status, message center, inventory tracking, etc.

Access to all the contractor's Web Sites is available through the Purchasing Branch's Web Site. To get there, go to the District's Web Site at www.lausd.net and link to "Offices", then link to "Procurement Services Group", then to "Master Contracts" then link to "Computer Hardware and Peripherals", or enter the URL directly at, <http://bsd-web.lausd.k12.ca.us/procurement>, then master contracts, then computer hardware and peripherals. At this point you will observe the various manufacturers' products available. Clicking on the desired icon will link you to the manufacturers/reseller's dedicated site.

V. VENDOR CONTACT

Attachment A provides the names and numbers of contact personnel assigned to the particular District contract, if Internet access is not available, or if direct contact with a vendor representative is desired. It is suggested that schools and offices utilize these dedicated resources when gathering information or have need for technical expertise.

VI. WARRANTY/SERVICE

All computer products purchased under the District's master contract(s) are provided with an extended warranty. Extended warranties provided are: three (3) years on-site for notebook computer systems, and five (5) years on-site for desktop and server computer systems, the warranty period starts the date of receipt of the equipment by the District. All computer systems purchased under District contracts automatically include the extended warranty service.

Extended warranty services include on-site repair or replacement within 24 business hours from the time of a service call.

Please contact the Information Technology Division, Customer Support Services Center (Helpdesk) at (866) 633-8110 if service or repair is needed.

VII. INTEGRATION SERVICES

The following integration services are included with the delivery of each computer system, and are included in the District's negotiated price with the approved vendors listed in Attachment A:

- Delivery, unpacking, removal of packing materials, set-up equipment on desktop or other suitable area, connect system cables, boot up, configure system, software conflict resolution, load software as required, test system, apply District inventory tag, obtain sign off from user, and other tasks as may be required for a complete and efficient system install.
- Asset management of installed computers consisting of an electronic and hard copy of the information necessary for inventory purposes at the installation site will be provided by the equipment installer / integrator. Minimum information to be provided shall consist of the computer and monitor serial numbers, model numbers, location (room or office number) installed, name of location, District location code, and installed software on the computer. This information should be kept and used for insurance purposes.

VIII. RECOMMENDED EXPENDITURE

It is recommended that a budget of \$1,200 to \$1,500 be set for every new computer system, which also includes an extended on-site warranty. All computers should be configured with the maximum and most up-to-date features and capabilities available at the time of purchase.

Because of rapid developments in computer technology and the resulting decreased cost of older systems, it is often possible to purchase a less-expensive and less-advanced computer. However, the exponential rise in a more advanced computer system's capabilities would cause the less-expensive computer to become obsolete much sooner. Initially, spending the suggested budgeted amount of money will increase the probability of the computer's effectiveness over a longer period of time.

The computer Contractors holding District master contracts will be establishing an Employee Courtesy Purchase Program which will provide discounted prices to District employees who wish to purchase computer equipment for their own personal use. Further details regarding the specific terms, conditions, prices, and options available under the Employee Courtesy Purchase Program will be distributed when program specifics have been finalized.

IX. ADMINISTRATIVE PASSWORD

Computers purchased under LAUSD contracts are configured with administrative passwords that must be entered to change the configuration of the computer or to load software. Administrative passwords are issued to the administrator signing off for delivery/install of the computer. Password distribution is at the discretion of the site administrator.

X. DATA SECURITY

Data stored on hard drives should be considered volatile and it is strongly recommended that users back up data in case of failure. Because all computers purchased under District contracts carry 24-hour repair or replace warranties, no requests for return of the same repaired computer (in the event of a replace) will be honored.

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