

April 03, 2024

Mr. Paul Casseri  
Superintendent  
Lewiston-Porter CSD  
4061 Creek Rd  
Youngstown, NY 14174

Dear Mr. Casseri:

Attached are the configuration sheets and the project narrative for Dell Chromebooks & Laptops IPA under Instructional Services (MPN #402-06-24B). Please review the information carefully. If there are changes to be made, contact me at (716) 821-7220 or [bwieand@e1b.org](mailto:bwieand@e1b.org) so that I can make appropriate corrections.

For your convenience, I have enclosed a sample letter with the necessary budget adjustments for you. If everything is accurate, please transfer the sample to district letterhead and sign. Please make a PDF of this signed letter and email PDF to those indicated at the bottom of the sample letter.

Please note that prices for WNYRIC services are valid for the 2023-2024 school year only. Hardware and software pricing are subject to vendor and contract pricing changes.

Sincerely,

Ben Wieand  
Account Advisor

Enc.

SAMPLE COPY  
Please send ONLY the sign-off letter back via eMail  
**Select text on this page - Right Click - Choose COPY WITH FORMATING**  
Paste into new document on district letterhead

April 3, 2024

Dr. Clark Godshall  
District Superintendent  
Orleans/Niagara BOCES  
4232 Shelby Basin Road  
Medina, NY 14103

Dear Dr. Godshall:

Please **INCREASE** our 2023-2024 budget with Erie 1 BOCES Technology Services in the amount of **\$17,947.60** as detailed on the attached request for Dell Chromebooks & Laptops IPA under Instructional Services on MPN #402-06-24B.

**INCREASE:**

\$6,081.08 to code 550.990 - IPA  
\$350.00 to code 650.050 IPA Fee  
\$3,071.07 to code 650.880.73 Config Fee  
\$3,454.96 to code 650.880.75 Procurement Fee  
\$4,990.49 to code 550.880.71 Planning Fee

In addition, this necessitates the following estimated increases:

2024-2025 - \$36,486.48  
2025-2026 - \$36,486.48  
2026-2027 - \$36,486.48  
2027-2028 - \$36,486.48  
2028-2029 - \$30,405.40

Sincerely,

Mr. Paul Casseri  
Lewiston-Porter CSD

C:  
Karen Winslow- scan as PDF and email to: [kwinslow@e1b.org](mailto:kwinslow@e1b.org)  
Ben Wieand- scan as PDF and email to: [bwieand@e1b.org](mailto:bwieand@e1b.org)

## INSTRUCTIONS

This two-page form must be presented at your school board meeting and approved by your school board. Once approved by your board, Erie 1 BOCES will then get funding for the IPA in place.

- 1) The contract is to be signed and returned to Ben Wieand ([bwieand@e1b.org](mailto:bwieand@e1b.org)) as a PDF. Ben Wieand will forward this on to appropriate person at Erie 1 BOCES.
- 2) Upon Erie 1 BOCES board approval, a copy will be returned to the School District.
- 3) Erie 1 BOCES shall submit this contract for approval by the New York State Department of Education, Bureau of School District Organization.
- 4) Please use the last page for your school district's board resolution for this IPA.

THE UNIVERSITY OF THE STATE OF NEW YORK  
The State Education Department  
Bureau of School District Organization

CONTRACT FOR COOPERATIVE EDUCATIONAL SERVICES

Date: May 08, 2024

SCHOOL YEARS: 2024-2029

BEDS Code: 400301

The Board of Education of the **Lewiston-Porter CSD** desires to enter into a five-year contract with the Erie 1 BOCES in order for the Western New York Regional Information Center to furnish certain computer services listed on project number MPN 402-06-24B to the district pursuant to Education Law 1950 (4) (JJ) and both parties are in agreement on the following:

- 1) Computer services to be rendered through Erie 1 BOCES will require the purchase of hardware by Erie 1 BOCES.
- 2) Erie 1 BOCES will finance this service agreement through an installment purchase agreement (IPA) to fund the purchase of equipment and software necessary to deliver the computer services. The IPA will require Erie 1 BOCES to adhere to a 60-month payment schedule of approximately \$3,040.54 per month for a total not to exceed \$182,432.40.
- 3) The **Lewiston-Porter CSD** hereby agrees to pay a total IPA cost not to exceed \$182,432.40 to the Erie 1 BOCES. The district further acknowledges its responsibility to make each and every one of the 60 payments under the terms of the IPA to Erie 1 BOCES to cover principal and interest.
- 4) In the event that **Lewiston-Porter CSD** desires to prepay the outstanding balance prior to the completion of the term of this agreement, any applicable penalties and/or interest charges accruing to Erie 1 BOCES under the terms of the IPA will also be a liability to the School District.
- 5) In the event that the School District terminates the service, or returns the equipment prior to the completion of the term of the agreement, all unpaid balances, including but not limited to applicable principal, interest and penalties shall be paid to Erie 1 BOCES. Interest and unpaid principal will be paid within 30 days of written notification to the district by Erie 1 BOCES.

- 6) The hardware and software acquired under terms of the IPA are the property of Erie 1 BOCES. Upon final payment of the IPA, the District shall, at no additional cost, have continued use of the equipment for as long as the District subscribes to the service, through the Western New York Regional Information Center. At the conclusion of the service, or if the equipment is being replaced, but no sooner than three or five years from the date of original purchase by Erie 1 BOCES through the IPA, the district may purchase the equipment from Erie 1 BOCES at fair market value in accordance with board policy.
- 7) It is further agreed that the district will pay all Erie 1 BOCES invoices in full and within 30 days of the invoice date. Appropriate credits and/or charges for any given billing period will be applied to the subsequent month's invoice.

In witness whereof, the parties have set their hands the day and year written.

For: Erie 1 BOCES

\_\_\_\_\_  
Signature of President or BOCES Clerk

\_\_\_\_\_  
Date

For: **Lewiston-Porter CSD**

\_\_\_\_\_  
Signature of President or District Clerk

\_\_\_\_\_  
Date

## Board Resolution:

RESOLVED that the Board of Education of the **Lewiston-Porter CSD** hereby agrees to enter into the attached contract with the Erie 1 BOCES for a five-year period commencing on May 08, 2024 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed \$182,432.40 and authorizes 60-monthly payments to be made to Erie 1 BOCES in the amount not to exceed \$3,040.54 per month.

Be it further RESOLVED, that the Board of Education of the **Lewiston-Porter CSD** hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District.

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_ AYES      \_\_\_\_\_ NAYS      \_\_\_\_\_ Unanimously Carried

District Clerk: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



SERACT/Budget Code	Description	Current Price
550.990	IPA Instructional IPA	\$153,553.50
C550-6390-251-402		\$153,553.50
650.880.73	Configuration Fee	\$3,071.07
650.880.75	Procurement Fee	\$3,454.96
550.880.71	Planning Fee	\$4,990.49
650.840.47	WAN Install Fee	\$0.00
Project Total:		\$165,420.02

## Technology Project Narrative

Project Number:	402-06-24B
Description:	CSLO Hardware
<b>District:</b>	<b>Lewiston-Porter CSD</b>
Superintendent:	Paul Casseri
Business Official:	Paul Casseri
Technology Coordinator:	Nicholas Hill
Senior Technical Consultant:	John Riccio
Account Advisor	Ben Wieand

### Project Level: 4

#### Background:

This project provides hardware to support CSLO Services at the district. The district has contracted with Erie 1 BOCES for Instructional Services under the Common Set of Learning Objectives, in order to enhance instruction in the classroom. Under the Common Set of Learning Objectives Coser, the district agrees to participate in regional meetings, model schools training. As a result of participation, the district will benefit from a curriculum-driven, student-centered approach for integrating technology into the classroom as required by the New York State Education Department and the Learning Standards. In addition, the district will receive state aid for procurement of software per the current CSLO standards list.

#### Instructional Goals

This hardware will enable students to meet essential components of NY State Learning Standards across contents areas. They will learn to work collaboratively with diverse learners, integrate and evaluate information, use digital media to strategically present information and enhance understanding, conduct research, persevere through challenges, read to understand, gain knowledge through experimentation and play, think both abstractly and quantitatively, communicate effectively, recognize procedural patterns, model thinking for others, determine strategies to best suit both purpose and learning style, and support their ideas with logic and evidence. Most importantly, they will engage firsthand in their education and recognize the value of being a lifelong learner.

#### CoSer 6360

#### District Responsibilities:

1. Develop, adopt, and implement a district technology integration plan.
2. Plan staff development sessions with the WNYRIC staff developer and require attendance by appropriate staff.
3. Provide Erie 1 BOCES with the name and telephone number of a district contact person and all information as required by vendor.
4. Maintain the local area network.
5. Notify WNYRIC contact at least 90 days prior to renewal date if the district is dropping this service.
6. The district acknowledges that hardware and software acquired in this project, if relocated in the future, must be used in a WNYRIC service. Any equipment or software acquired through WNYRIC services and no longer used for WNYRIC services must be returned to the WNYRIC per SED regulations.
7. The district acknowledges that utilization of any software acquired through WNYRIC services will comply with licensing agreements and U.S. Copyright; and all software and on-line services which utilize WNYRIC hardware and networks will comply with U.S. Copyright.



**WNYRIC Responsibilities:**

1. Professional development opportunities provided for the instructional hardware/software purchased upon district request.
2. It is the responsibility of the WNYRIC to procure all equipment and software according to the detailed request for Service and to arrange shipment to the district as required.

The WNYRIC utilizes cost effective best practices determined by research that allows our experienced and trained technical staff to perform robust testing and support of the WNYRIC network in the areas of security, infrastructure, energy management, virtualization strategies, disaster recovery and business continuity. Therefore, we are able to be a district advocate for vendor contract issues and aggressively negotiate contract pricing and performance terms.

Staff follow best practices in order to provide necessary security as it relates to the most recent student, teacher and principal data security and privacy regulations.

Service Desk can be reached Monday –Friday from 7:00 a.m. – 4:30 p.m. by calling (716) 821-7171, 1-800-872-0780 or by e-mail at [servicedesk@e1b.org](mailto:servicedesk@e1b.org). A representative will be available from 4:30 p.m. through 11:00 p.m. to assist you with calls regarding emergency situations. During all other hours and

The WNYRIC recommends that school districts open and examine all shipments as soon as they are received. By doing so, any defective or damaged equipment can be addressed and resolution be made with the vendor.

Purpose CSLO HW IPA  
Notes

Line Item	Qty	BOCES Number	Manufact. Number	Part Description	Price Per Unit	Price Extension	Projected Annual Price	Projected Annual Maint.	Install Price	SERACT Code	WAN Install	Proc	IPA	Price Pro-rate
										Service Cat.				
1	25	RIC-93800	210-BCTU	Precision 3460 SFF, i7-13700, 11P, T400, 16GB, 1TBssd, 4yr on+adp, 3000174289808.1	\$1,075.00	\$26,875.00	\$0.00	\$0.00	\$0.00	550.990 IPA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	325	RIC-93801	210-BCGJ	Dell Chromebook 3110 2in1, 11.6tch, N4500, 4GB, 64GB, CEdU, 4yr on+adp,	\$389.78	\$126,678.50	\$0.00	\$0.00	\$0.00	550.990 IPA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section totals:						\$153,553.50	\$0.00	\$0.00						

Note: Cabling is the district's responsibility.

Note: SED 'Coser' 7710, 6320 or 6360 establishes the guidelines for BOCES Aid entitlement by local school districts for BOCES-owned hardware and software. Items requested above are eligible for BOCES Aid when used primarily in the ON-LINE environment. Selection, ownership, and support of district-based hardware and software remains the responsibility of the WNYRIC. Districts desiring to own their equipment (No BOCES Aid) must purchase it directly from a vendor.



WNYRIC Team:

CSR Ben Wieand

STC John Riccio

PM Ben Wieand

Configurer Mike Taylor

Project Parameters:

IPA Prorate Term (Months)	2	IPA Fee (if applicable)	\$350.00
Price Prorate Term (Months)	2	Configuration Fee (\$31-\$4,080)	2 %
Maint Prorate Term (Months)	2	Procurement Fee (\$0-\$12,750)	2.25 %
IPA Term (years, if applicable)	5	Planning Fee (\$0-\$12,750)	3.25 %
IPA Rate (if applicable)	7 %	WAN Installation Fee (non-flat rate)	6 %

Pricing:

	Current Year	Projected Annual
HW/SW/Services	\$153,553.50	\$0.00
Maintenance	\$0.00	\$0.00
Installation	\$0.00	
Configuration	\$3,071.07	
Procurement	\$3,454.96	
Planning	\$4,990.49	
IPA Fee	\$350.00	
Grand Total:	\$165,420.02	\$0.00

Note: First year maintenance is prorated.

IPA Information:

A Information:		IPA Amount	IPA Monthly Cost			IPA Total Cost
		\$153,553.50	\$3,040.54			\$182,432.40
	Current Year	Second Year Projected	Third Year Projected	Fourth Year Projected	Fifth Year Projected	Sixth Year Projected
IPA Annual Cost	\$6,081.08	\$36,486.48	\$36,486.48	\$36,486.48	\$36,486.48	\$30,405.40
Maintenance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-IPA Cost First Year Service	\$11,866.52					
Totals:	\$17,947.60	\$36,486.48	\$36,486.48	\$36,486.48	\$36,486.48	\$30,405.40

Note: All IPA calculations are estimated. Actual rates and pricing are dependent upon the current market rates at purchase time.



Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

Order Now

Quote Name:	Lewport 3460s and CBs	Sales Rep	Brendan Deasy
Quote No.	3000174289808.1	Phone	(800) 456-3355, 6179799
Total	\$153,553.50	Email	Brendan_Deasy@Dell.com
Customer #	134337105	Billing To	ACCOUNTS PAYABLE
Quoted On	Apr. 02, 2024		BOCES ERIE 1
Expires by	May. 02, 2024		355 HARLEM RD
	OMNIA-National		WEST SENECA, NY 14224
Contract Name	Cooperative Purchasing		
	Alliance (NCPA)		
Contract Code	C000001019611		
Customer Agreement #	NCPA 01-143		
Deal ID	14110425		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Brendan Deasy

Shipping Group

Shipping To	Shipping Method
RECEIVING DEPT BOCES ERIE 1 355 HARLEM RD EDUCATION CAMPUS WEST SENECA, NY 14224-1825 (716) 821-7149	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Precision 3460 Small Form Factor	\$1,075.00	25	\$26,875.00
Dell Chromebook 3110 2-in-1	\$389.78	325	\$126,678.50

---

<b>Subtotal:</b>	<b>\$153,553.50</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$153,553.50</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

---

<b>Total:</b>	<b>\$153,553.50</b>
---------------	---------------------

**License Subtotal for Commitment Term: \$0.00**

\*Excludes Taxes

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Prevent, respond and recover  
from cyber threats

Managed Detection and Response Pro Plus

[Learn More](#)



Shipping Group Details

Shipping To	Shipping Method
RECEIVING DEPT BOCES ERIE 1 355 HARLEM RD EDUCATION CAMPUS WEST SENECA, NY 14224-1825 (716) 821-7149	Standard Delivery

	Unit Price	Quantity	Subtotal
<b>Precision 3460 Small Form Factor</b>	<b>\$1,075.00</b>	<b>25</b>	<b>\$26,875.00</b>
Estimated delivery if purchased today: Apr. 18, 2024 Contract # C000001019611 Customer Agreement # NCPA 01-143			

Description	SKU	Unit Price	Quantity	Subtotal
13th Generation Intel Core i7-13700 (30MB Cache, 16 Core (8+8), 2.1GHz to 5.2GHz (65W)) TDP	338-CKHZ	-	25	-
HEATSINK for 65W CPU	412-AAZQ	-	25	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	25	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	25	-
Precision 3460 SFF with 300W (80 Plus Platinum) PSU, RPL-R compatible	321-BKYG	-	25	-
16 GB: 2 x 8 GB, DDR5, 5600MT/s, SO-DIMM, non-ECC	370-BBXM	-	25	-
Nvidia T400 4GB, 4GB, 3 mDP to DP adapter (Precision 3460, 3260)	490-BHXR	-	25	-
C1 SSD Boot + SSD	449-BBYR	-	25	-
No SATA RAID	780-BBCJ	-	25	-
1TB PCIe NVMe(TM) Gen4 M.2 SSD	400-BMQO	-	25	-
Thermal Pad for 3460 SFF SSD	412-AAZZ	-	25	-
No Hard Drive	400-AKZR	-	25	-
No Hard Drive	400-AKZR	-	25	-
No Hard Drive	400-AKZR	-	25	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	25	-
Internal Wi-Fi Antenna	555-BHHG	-	25	-
Intel Wi-Fi 6/6E (6GHz) AX211 2x2 Bluetooth 5.3 Wireless Card	555-BHHI	-	25	-
No Optical Drive	429-ABKR	-	25	-
CMS Software not included	632-BBBJ	-	25	-
Intel Management Engine with vPro	631-ADHJ	-	25	-
Dell KB216 Wired Keyboard English	580-ADJC	-	25	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	25	-
ENERGY STAR Qualified	387-BBLW	-	25	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	25	-
Dell Precision TPM	340-ACBY	-	25	-
WLAN Intel AX211 wireless card driver	555-BHPO	-	25	-
System Power Cord C13 (US 125V, 15A)	450-AHDU	-	25	-

Quick Setup Guide, Precision 3460	340-CYUT	-	25	-
Shipping Material (DAO)	340-CBUU	-	25	-
Shipping Material	340-CQYR	-	25	-
Precision 3460 Plat Reg Label DAO	389-ECXZ	-	25	-
Intel Core i7 vPro Enterprise Processor Label	389-EDDR	-	25	-
Internal Speaker	520-AARD	-	25	-
Additional Software Win 11	658-BFNE	-	25	-
Intel Rapid Storage Technology Driver, Precision 3460	409-BCWM	-	25	-
Integrated Intel SATA Controller	403-BBCE	-	25	-
No Media Card Reader	385-BBBL	-	25	-
No Hard Drive	400-AKZR	-	25	-
Custom Configuration	817-BBBB	-	25	-
Precision 3460 SFF CTO BASE	210-BCTU	-	25	-
Dell Limited Hardware Warranty Plus Service	997-2808	-	25	-
Onsite/In-Home Service After Remote Diagnosis 4 Years	997-2812	-	25	-
Accidental Damage Service, 4 Years	981-5593	-	25	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$389.78</b>	<b>325</b>	<b>\$126,678.50</b>

### Dell Chromebook 3110 2-in-1

Estimated delivery if purchased today:

Apr. 12, 2024

Contract # C000001019611

Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3110 2-in-1	210-BCGJ	-	325	-
Intel Celeron N4500 (2 Core, 4M cache, base 1.1GHz, up to 2.8GHz), 4GB Memory, 64GB Storage	338-CMWN	-	325	-
4GB 2933MHz LPDDR4 Non-ECC	370-AGYU	-	325	-
64GB eMMC Hard Drive	400-BNIB	-	325	-
11.6" HD (1366 x 768) Anti-Glare Touch, Camera & Microphone, WLAN Capable, with Pen Support	391-BGHM	-	325	-
Single Point Non Backlit, English US 2n1	580-AJZY	-	325	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz	555-BHJR	-	325	-
3 Cell 42Whr Longlife Battery	451-BCWJ	-	325	-
65W TYPE-C EPEAT Adapter	450-BCPZ	-	325	-
Palmrest, WFC	346-BHQT	-	325	-
E4 Power Cord 1M for US	537-BBBL	-	325	-
Quick Start Guide	340-CXHE	-	325	-
LCD with touch	320-BENP	-	325	-
Not Included	631-ABBH	-	325	-
Chrome Education Upgrade	634-BYQI	-	325	-
Fixed Hardware Configuration	998-GRBS	-	325	-
Label C2, WFC, support Stylus, 3110V	389-EEIH	-	325	-
System Shipment, Chromebook 3110 2-in-1	340-CXHF	-	325	-
Intel 11th Gen Celeron CPU label.	389-DYFS	-	325	-

BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	325	-
Bottom Door	321-BHER	-	325	-
Dell Limited Hardware Warranty Initial Year	868-9746	-	325	-
Mail In Service after Remote Diagnosis, 4 Years	868-9752	-	325	-
Accidental Damage Service, 4 Years	868-9801	-	325	-

<b>Subtotal:</b>	<b>\$153,553.50</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

<b>Total:</b>	<b>\$153,553.50</b>
---------------	---------------------



## Important Notes

---

### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^DELL BUSINESS CREDIT (DBC):** Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

# T I I P

## BOCES-Owned Equipment

- T**ag equipment
- I**nventory equipment
- I**nsurance claim review\*
- P**rocedure review of removing/transferring equipment\*

*\* see more details on the back*

---

### ***Equipment Repairs?***

Call the WNYRIC Help Desk at (716) 821-7171, Option #2 or 1-800-872-0780, Option #2 for instructions.

### ***Taking over the Ownership?***

Districts are responsible for:

- Retaining equipment for one year
- Costs of recycling

### ***Erie 1 BOCES Computer Inventory***

We MUST have correct:

**Make, Model and Serial Numbers** of all equipment at all times on file.

# Erie 1 BOCES Inventory Procedures

The equipment that the District is receiving as part of a project is the property of Erie 1 BOCES and is being provided to the District as part of a service. In order to ensure that the equipment is accounted for properly, Erie 1 BOCES has put together the following procedures:

## 1. Tagging of Equipment

Upon receipt of the BOCES equipment, and as the equipment is being placed in the classroom, the District will place the pre-printed Erie 1 BOCES asset tag on the equipment. The District will be expected to sign and return the Project Completion Form to the appropriate Project Manager which states that you have completed tagging the equipment.

## 2. Inventorying Hardware/Software

It is the responsibility of the District to conduct an annual physical inventory of all Erie 1 BOCES equipment assigned to the District. To aid in this inventory, Districts will be provided a current inventory list of the equipment. In the event that the inventory does not match the District records, the District will work with Erie 1 BOCES CIS department to determine where the issues are. Once the inventory has been completed, the District will be asked to sign off on the inventory to confirm completion. The sign-off of the inventory will be completed at the end of each school year.

## 2a. Mobile Devices Such as Tablets and iPods

If a district plans to have these devices leave the district premises in order to have staff and/or students continue school assignments, perform research or to participate in activities such as a flipped classroom situation, the district must inventory these devices upon receipt and then, again, prior to the beginning of each school year. In addition, the district must maintain a record of each shared device, including the employee/student to whom it has been loaned. Inventory of the BOCES owned and district installed apps should be done as well and deletion of any inappropriate apps performed. During the inventory process, at the beginning of the year, if any mobile devices are found to be damaged or missing, this must be reported to the district's Project Manager and the BOCES CIS Supervisor. Mobile devices are treated the same as other technology equipment that BOCES owns; if damaged or missing, the equipment may have to be replaced with a new piece of equipment. In many cases, the cost of the mobile device is less than the insurance deductible, so the district may be responsible for the entire replacement cost.

## 3. Insurance Claim Procedure for BOCES-owned Equipment Assigned to School District

All BOCES-owned equipment that is assigned to School Districts is covered by a BOCES Insurance Policy in the event of a loss of the equipment due to theft, flood, fire, etc. There is a \$500 per incident deductible that is the responsibility of the school district. In the event of a loss of BOCES owned equipment the following procedure must be followed:

- School district must notify their Project Manager or CIS Supervisor as soon as the loss is recognized.
- CIS Supervisor will contact school district to obtain:
  - Specific information to ascertain exactly what was lost (equipment, model number, serial number).
- a) b) Police report (theft) and/or incident report (fire, flood, etc.).
- Project Manager will initiate a project and generate district sign-off letter for the \$500 insurance deductible.
- Once the replacement equipment arrives in the warehouse, CIS Supervisor will ensure that the replacement equipment is included in the school district inventory and deliver the equipment after receiving instructions from the Project Manager.

During this procedure it may be necessary to provide other documentation requested by the BOCES Insurance Carrier. In the event of a theft, the Insurance Carrier will try to recover their cost if suspect(s) are known. Due to the various lease agreements, leased equipment may be subjected to other rules in the event of a loss.

## 4. Procedure for School Districts to Remove BOCES-Owned Equipment from Buildings\*

\*NOTE: The District must contact BOCES to dispose of BOCES equipment. The Western New York Regional Information Center (WNYRIC) is responsible for removing all BOCES-owned technology equipment from school districts when the district is done using the equipment. The WNYRIC will also pay for the recycling cost associated with the removal of this equipment. The procedure to follow when a district would like to have BOCES-owned equipment removed from a building is:

- Obtain a Surplus Equipment Return Certification form or contact the CIS Supervisor. This form is also available at [www.WNYRIC.org](http://www.WNYRIC.org) under the "Quick Links" heading, click on Forms Library.
- Compile a list of serial numbers for the equipment that is to be returned.
- Fax the completed Surplus Equipment Return Certification form and the list of serial numbers to (716) 821-7394.
- A WNYRIC representative will then contact you to arrange a pick up date and time for the BOCES-owned surplus equipment.

## 5. Returning Equipment

- The school district is responsible to comply with a requirement to remove confidential information from the hard drives of each computer. Please do not remove the hard drives from the computers to accomplish this task. Each computer must be returned complete. It is permissible to swap defective parts between computers to make them work but the defective parts must be put back into the non-working computer before they are returned to the WNYRIC.
- Please do not enclose surplus equipment in any type of box (with the exception of keyboards and mice). Putting the equipment in

boxes hinders the process followed to surplus this equipment, which includes inspection of each piece.

- On the day of surplus pick up please have all surplus assembled as close as possible to your loading dock or delivery location.

## 6. Transferring Ownership of BOCES-Owned Equipment that is Over 5 Years Old

In accordance with Erie 1 BOCES Policy #4431, Disposal of BOCES Equipment, technology equipment that does not have any financial obligations outstanding and is beyond its useful life of five years is hereby declared "no value" by Erie 1 BOCES Purchasing Manager and ownership can be transferred to a school district, if requested.

The procedure to follow to bring about this transfer is:

- Contact CIS Supervisor to obtain "No Value Equipment Transfer Form." This form is also available at [www.WNYRIC.org](http://www.WNYRIC.org) under the "Quick Links" heading, click on Forms Library.
- Fax the completed form to the CIS Supervisor at (716) 821-7394.
- The CIS Supervisor will forward the completed form to the Erie 1 BOCES Purchasing Manager who will sign this form. The equipment will then be transferred to the requesting school district. A copy of the signed form will be sent back to the requesting school district for their records.

## 7. When a District Takes Ownership of this Equipment

- The equipment must remain in the school district for at least one year after the transfer date.
- The school district is now responsible for any future recycling cost.

## 8. Redistribution of Returned Computer Equipment

At times, the WNYRIC receives surplus computer equipment from school districts that may still have a useful life in another district. When this type of equipment is received District Technology Coordinators will be notified that this equipment is available.

## 9. Equipment Repairs

If a repair is needed on BOCES equipment that is under warranty from a manufacturer, the district must notify the WNYRIC Help Desk at (716) 821-7171, Option #2 or 1-800-872-0780, Option #2 for instructions.

When the warranty expires, virtual coupons and maintenance contracts can be purchased for hardware repairs through the WNYRIC Help Desk.

*Revised by Erie 1 BOCES Finance Services Aug. 2012*