



Erie 1 BOCES Education Campus • 355 Harlem Road • West Seneca, NY 14224-1892



February 05, 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 a 5-Year IPA for the Purchase of Cisco VoIP Phones (MPN #402-05-24A). Please review the information carefully. If there are changes to be made, contact me at (716) 821-7220 or 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

February 5, 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 **\$12,453.93** as detailed on the attached request for 5 Year IPA for the Purchase of VoIP Phones on MPN #402-05-24A.

INCREASE:

\$4,475.56 to code 650.990 - IPA
\$350.00 to code 650.050 IPA Fee
\$3,390.39 to code 650.840.47 Installation
\$1,130.13 to code 650.880.73 Config Fee
\$1,271.39 to code 650.880.75 Procurement Fee
\$1,836.46 to code 550.880.71 Planning Fee

In addition, this necessitates the following estimated increases:

2024-2025 - \$13,426.68
2025-2026 - \$13,426.68
2026-2027 - \$13,426.68
2027-2028 - \$13,426.68
2028-2029 - \$8,951.12

Sincerely,

Mr. Paul Casseri
Lewiston-Porter CSD
Superintendent

C:

Karen Winslow- scan as PDF and email to: kwinslow@e1b.org

Ben Wieand- scan as PDF and email to: bwieand@e1b.org

SERACT/Budget Code	Description	Current Price
650.990	IPA IPA	\$56,506.37
C650-7750-251-402		\$56,506.37
650.880.73	Configuration Fee	\$1,130.13
650.880.75	Procurement Fee	\$1,271.39
550.880.71	Planning Fee	\$1,836.46
650.840.47	WAN Install Fee	\$3,390.39
	Project Total:	\$64,484.74

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) 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: February 14, 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 402-05-24A 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 \$1,118.89 per month for a total not to exceed \$67,133.40.
- 3) The **Lewiston-Porter CSD** hereby agrees to pay a total IPA cost not to exceed \$67,133.40 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 February 14, 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 \$67,133.40 and authorizes 60-monthly payments to be made to Erie 1 BOCES in the amount not to exceed \$1,118.89 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

Technology Project Narrative

Project Number:	402-05-24A
Description:	VoIP - Phones
District:	Lewiston-Porter CSD
Superintendent:	Paul Casseri
Business Official:	Paul Casseri
Technology Coordinator:	Nicholas Hill
Senior Technical Consultant:	John Riccio
Account Advisor	Ben Wieand

Project Level: 4

Background:

The district participates in the Voice Over Internet Protocol (VoIP) service via Managed IT Service. This project provides hardware for use with the VoIP service.

Management Goals

Voice over Internet Protocol (VoIP) is a technology that allows you to make voice calls using your data connection instead of a regular (or analog) phone line. This service offers support for the following areas: consulting, design, planning, implementation, maintenance and repair, and ongoing operations (add/moves/changes).

The VoIP Service allows for integration into a unified communications system to provide services such as unified voice-mail and e-mail. District has the option to include click to call, instant messaging, video conference and desktop collaboration tools in this service.

CoSer 7710

District Responsibilities:

1. Provide appropriate district staff to plan implementation.
2. Provide appropriate district staff for any walk throughs.
3. Assist with network readiness needs assessment.
4. Assist with the development of the project plan Including dial plan, long distance, system features, database collection contact, training requirements and PRI lines (PRI lines aidable in a shared install, if district installs an unshared system PRI lines will be unaidable) where applicable.
5. Assist with the network testing by supplying systems to host test software.
6. Designate a contact person for communication between WNYRIC and the school as well as any changes to this contact.
7. Requests for Adds/Moves/Changes must be submitted prior to August 1st to ensure changes for the start of the coming school year. Any work orders submitted after August 1st will be completed in the order they are received, on a first in-first out basis. We are aware new hires may not be completed by this date but the majority of the changes can be addressed in a timely manner.
8. Report any system issues to the WNYRIC via the Service Desk (716) 821-7171.
9. 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.
10. 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. It is the responsibility of the WNYRIC to procure all equipment 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 follows 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. 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 holidays, a caller will receive important

Please note: 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 **VoIP Cisco Phones**
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	256	RIC-93718	CP-6861-3PW-NA-	Cisco IP Phone 6861 - VoIP phone	\$136.88	\$35,041.28	\$0.00	\$0.00	\$2,102.48	650.990 IPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	79	RIC-93719	CP-8861-K9=	Cisco IP Phone 8861 - VoIP phone	\$271.71	\$21,465.09	\$0.00	\$0.00	\$1,287.91	650.990 IPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section totals:						<u>\$56,506.37</u>	<u>\$0.00</u>	<u>\$0.00</u>						

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
PM Ben Wieand

STC John Riccio
Configurer Mike Taylor

Project Parameters:

IPA Prorate Term (Months)	4	IPA Fee (if applicable)	\$350.00
Price Prorate Term (Months)	4	Configuration Fee (\$31-\$4,080)	2 %
Maint Prorate Term (Months)	4	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	\$56,506.37	\$0.00
Maintenance	\$0.00	\$0.00
Installation	\$3,390.39	
Configuration	\$1,130.13	
Procurement	\$1,271.39	
Planning	\$1,836.46	
IPA Fee	\$350.00	
Grand Total:	\$64,484.74	\$0.00

Note: First year maintenance is prorated.

IPA Information:

	IPA Amount	IPA Monthly Cost		IPA Total Cost		
	\$56,506.37	\$1,118.89		\$67,133.40		
	Current Year	Second Year Projected	Third Year Projected	Fourth Year Projected	Fifth Year Projected	Sixth Year Projected
IPA Annual Cost	\$4,475.56	\$13,426.68	\$13,426.68	\$13,426.68	\$13,426.68	\$8,951.12
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	\$7,978.37					
Totals:	\$12,453.93	\$13,426.68	\$13,426.68	\$13,426.68	\$13,426.68	\$8,951.12

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



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

WARREN RISTINE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdw.ca/content/cdwca/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions.html>.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSQX532	2/5/2024	LEW-PORT CISCO PHONES	3022620	\$56,506.37

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco IP Phone 6861 - VoIP phone Mfg. Part#: CP-6861-3PW-NA-K9= Contract: Sourcewell 081419-NY K-12 (081419-CDW)	256	6875179	\$136.88	\$35,041.28
Cisco IP Phone 8861 - VoIP phone Mfg. Part#: CP-8861-K9= UNSPSC: 43191511 Contract: Sourcewell 081419-NY K-12 (081419-CDW)	79	3380928	\$271.71	\$21,465.09

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$56,506.37
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$56,506.37

PURCHASER BILLING INFO	DELIVER TO
------------------------	------------

Billing Address:

ERIE ONE BOCES
ACCOUNTS PAYABLE
355 HARLEM RD
BUFFALO, NY 14224-1825
Phone: (716) 821-7000

Payment Terms: NET 30 Days-Govt/Ed

Shipping Address:

ERIE ONE BOCES
WARREN RISTINE
355 HARLEM RD
BUFFALO, NY 14224-1825
Phone: (716) 821-7000

Shipping Method: DROP SHIP-GROUND

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Scott Sember | (866) 872-0843 | scotsem@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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TIP

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) Police report (theft) and/or incident report (fire, flood, etc.).
- b) 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 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 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