

# District Interest in EduTech RIC TIM Services

## 1 District Information

SCHOOL DISTRICT \_\_\_\_\_

DISTRICT PRIMARY IT CONTACT \_\_\_\_\_

RIC PROJECT PLANNER \_\_\_\_\_

RIC DISTRICT PRIMARY IT CONTACT \_\_\_\_\_

## 2 TIMS Services of Interest to the District

Indicate the Technology Infrastructure Management Services of interest to the District in the 2019/2020 school year.

TIMS Service	Objective/Deliverables	Interest
<b>A. Technology Infrastructure Planning Services</b> ( <a href="#">view web page</a> )		
<b>A1. Technology Conditions Survey (TCS)</b>	<b>Objective</b> An unbiased assessment of the current conditions of your district’s technology infrastructure and IP-connected systems that establishes the basis for an achievable 10-year Comprehensive Technology Plan. Systems surveyed include data networks, communications, distributed and integrated audio-visual, and security.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> Technology Conditions Survey Report with: 1. Current conditions narrative. 2. Recommended improvements to meet long-term district goals. 3. Building-specific survey sheets. 4. Rough Order of Magnitude (ROM) Estimate for recommended improvement projects.	
<b>A2. Comprehensive Technology Plan (CTP)</b>	<b>Objective</b> Meet long-term district goals with a 10-year Comprehensive Technology Plan that: 1. Aligns current projects with technology components to district goals. 2. Identifies new projects required to meet goals. 3. Provides a detailed cost estimate for new projects. 4. Identifies potential funding sources for new projects. 5. Establishes a 10-year schedule for new project design and deployment.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> 1. A 10-year graphic overview of the plan organized by goal and year. 2. AT Plans™ Software populated with organizational goals, projects, funding sources and timelines. 3. A detailed, itemized budget that details out the financials shown in the graphic overview.	
<b>A3. Smart School Investment Plans (SSIP)</b>	<b>Objective</b> Identify which district technology priorities should be funded by your Smart Schools Bond Act allocation. Develop an SSIP submission that meets all NYSED requirements and avoid approval and funding delays.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> An Executive Summary slide deck for Board and community presentation that: 1. Explains the technology project to be funded including how it meets district long-term goals. 2. The work to be done for the project. 3. The total estimated project cost. 4. The SSBA category(ies) in which the work belongs. Assistance with the SSIP NYSED submission is also provided.	
<b>A4. Instructional Technology Guidance</b>	<b>Objective</b> Optimize available funding sources for Instructional Technology with unbiased, experienced facilitation of the procurement process including needs analysis, vendor selection, product demos, and final selection.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> 1. An objective, documented needs-analysis based on stakeholder input. 2. Comprehensive, vendor-agnostic product research. 3. Structured Vendor presentations with required talking points. 4. Report of recommendations summarizing product demo findings, recommendation on final products, and a comprehensive cost estimate.	
<b>A5. Electronic Facility Records (EFR) Drawing Setup</b>	<b>Objective</b> Find any AMEP or technology systems data—including As Built drawings and schematic designs— in 30 seconds or less to reduce service times and costs, and increase systems uptime.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> A series of customized blank site drawings, floor plans, and zones for each district building that can be marked up to show where AMEP and Technology systems are located.	
<b>A6. Communications Equipment Room (CER) Master Plans</b>	<b>Objective</b> Locate the ideal location of CERs/Telecommunications Rooms and defines their associated serving zones for optimal performance of your district’s technology infrastructure.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> 1. Marked-up floor plans identifying recommended CER locations and related serving zones. 2. A narrative of recommended improvements to ensure client goals for technology spaces. 3. A ROM budget for the recommended improvements with possible funding sources identified.	

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# District Interest in EduTech RIC TIM Services (cont.)

DISTRICT

TIMS Service	Objective/Deliverables	Interest
<b>B. Technology Systems Plan-Design-Build Services</b>		
TIMS Category B Services (Plan-Design-Build) are typically available to district capital projects via the project architect.		
<b>C. Technology Infrastructure Maintenance Services</b> ( <a href="#">view web page</a> )		
<b>C1. Information Gathering</b>	<b>Objective</b> Improve technology infrastructure and IP-connected system performance with reduced downtime, faster service completion times, and reduced related expenses.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverable</b> Provided via district's AT Binders™ Software account. 1. Inventoried paper assets scanned and/or CAD drafted and uploaded to software. 2. Inventoried electronic assets uploaded to the district-specified binder, tab and section. 3. Markup base drawings for CAD drafting and uploading PDFs to account.	
<b>C2. EFR Drafting and Documentation Maintenance</b>	<b>Objective</b> Reduce service calls, durations, and related costs while maximizing system uptime with up-to-date technology systems documentation that can be retrieved in 30 seconds or less.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> Updated CAD drawings, delivered as .dwg files and .PDF files.	
<b>C3. CTP Oversight and Management</b>	<b>Objective</b> Improve the efficiency of your district's technology team to deliver projects on schedule and in budget based on an accurate, annually updated Comprehensive Technology Plan.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> 1. Regular meetings to communicate project status updates and team member responsibilities. 2. Ongoing team communications to follow up on decisions, key tasks, issues, and obstacles. 3. Continuity Planning matrix of primary technology projects, stakeholders, roles and responsibilities. 4. Regular Comprehensive Technology Plan revisions including cost estimates and funding sources. 5. Updates to AT Plans™ Software for detailed breakdown of all revised cost and budget estimates.	
<b>C4. Inspection and Maintenance Surveys</b>	<b>Objective</b> Reduce or eliminate service interruptions and extend technology systems' usable lives with identified, proactive preventative maintenance tasks.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Deliverables</b> Provided via the district's AT Binders™ Software account. 1. Statement of Conditions Report with identified areas of concern. 2. Plan for Improvement with checklist of items to be addressed assigned to a responsible party. 3. Updated Design Standards and Implementation Guides as needed. 4. Updated Technology Systems Commissioning Guide as needed.	
<b>D. K12 District Technology Infrastructure Management Software</b>		
<b>AT Plans™ Comprehensive Technology Planning Software</b>	<b>Objective</b> Develop a clear, actionable 10-year roadmap that bridges the gap between your technology systems' current state and the district's future goals.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Description</b> Comprehensive planning and budgeting software for school districts with: 1. Goals-based approach to which all projects and funding are aligned. 2. Flexible fields for any project type including AMEP and Technology projects. 3. Custom budget fields including funding sources. 4. Real-time shareable reports sorted by almost any parameter (project, funding source, year, goal, etc.).	
<b>AT Binders™ Electronic Facility Record Software</b>	<b>Objective</b> Find any facility data—including drawings—in 30 seconds or less from any web-enabled device to reduce operating and service costs.	<input type="checkbox"/> high <input type="checkbox"/> moderate <input type="checkbox"/> low <input type="checkbox"/> none
	<b>Description</b> Reduce equipment and systems service calls, durations and expenses while increasing digital facilities documentation systems for K12 school districts featuring: 1. Flexible, secure user management allows control over who is able to access specific types of facility records. 2. Image Navigation capabilities provide an easy visual way to navigate to specific binders and files. 3. Reduce document storage costs, greatly increase accessibility, and view via any internet-connected device.	

Recommended Annual TIMS Budgeting by District Needs		
Setting aside a nominal portion of your district's annual budget to Technology Infrastructure Management Services can yield an exponential ROI by means of technology infrastructure and IP-connected systems uptime while reducing facility system-related service call quantities, durations, and costs. Here are suggested annual TIMS rough budget estimates based on district needs.		
Low needs = \$5,000	Moderate needs = \$10,000	High needs = \$25,000