

Topic 2: Regulations

Nonpublic school personnel may receive payment for their participation in specific grants (e.g. the State Education Department's Learning Technology Grant) through the submission of payment request form and appropriate supporting documentation. The participating teachers are reimbursed at the same per session rate as NYC Department of Education teachers. When processed for payment, reimbursement is charged to object code 496.

Note:

Individual consultants may be reimbursed for expenses if engagement of services includes expenses performing DOE functions and it is agreed upon as a condition of engagement.

2.7 Restricted Purchases

You must follow these guidelines before purchasing any of the listed items and services.

2.7.1 Safety and Security Equipment

2.7.1.1 Two-Way Radios:

- As of August 2009, the Vertex Model # VX-821 is the two-way radio approved for use with school safety frequency that is available through the FAMIS portal (e-catalog). The purchase of two-way radios for use with school safety frequency is restricted to ensure that the radios are suitable for public safety use, are programmed correctly and maintenance contracts are available.

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- Schools may purchase replacement parts and accessories, and service contracts for their existing two-way radios. Replacement parts and accessories, and service contracts are available through the e-catalog for the Motorola Model # HT-750.

2.7.1.2 Video Surveillance:

- All video surveillance installations are implemented through a centrally coordinated capital program at no charge to the participating schools. The Internet Protocol Digital Video Surveillance (IPDVS) systems are network-based with digital video archived to secure servers. The systems are maintained through the Division of Instructional and Information Technology DIIT's comprehensive technical support program. The standards for IPDVS are available at IPDVS Standards 5.5 {Insert Link}
- Schools are **not** permitted to purchase or install video surveillance cameras and/or surveillance equipment on their own. This is necessary to ensure that all systems adhere to the standards and so that all systems can be properly maintained by DIIT. This is also necessary to ensure that NYCDOE has the ability to securely retrieve video evidence from the systems.

2.7.1.3 Metal detection

- Schools are **not** permitted to purchase or operate metal detection equipment. The School Safety Division of the New York City Police Department (NYPD) deploys and operates metal detection equipment in NYCDOE schools. Please see Chancellor's Regulation A-432, Search & Seizure

<http://docs.nycenet.edu/docushare/dsweb/Get/Document-21/A-432.pdf>

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2.7.1.4 Student ID-card access control

- The authorized student id-card access control system for NYC schools is the Comprehensive Attendance, Administration and Security System (CAASS). Due to legal requirements regarding the confidentiality of student data and photographs, schools are not permitted to purchase or deploy other id-card based access control systems.

Questions regarding Safety and Security equipment may be directed to the Office of School and Youth Development (OSYD) at (212) 374-4368 or osydhel@schools.nyc.gov

2.7.2 Window Air Conditioners:

- Request for window air conditioners must be approved by the Chief Executive for School Facilities,

Division of School Facilities
44-36 Vernon Blvd, 5th Floor
Long Island City, NY 11101

DSF will conduct a pre-installation site survey due to electrical or structural requirements and to ensure that the installations comply with all New York City Building codes.

- Once approved/disapproved DSF will advise how to proceed with a purchase order.

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2.7.3

Copiers: New, Replacement of Existing Lease or Maintenance Agreement:

- Schools and other Department of Education sites who lease a copy machine must lease through a Department of Education contracted vendor only, see website:
<http://schools.nyc.gov/Offices/dcp/default.htm>

- **Lease and Maintenance Agreements that have expired:**

If your lease or maintenance agreement has matured you may choose to either have the machine removed or replaced with a machine of equal or lesser value. In this instance contact one of the DOE contracted vendors to assist you in determining which machine will best meet your requirements.

- Your sales representative will provide you with a worksheet describing all required information for replacement.
- Attach a copy of the old purchase order or invoice to worksheet for Division of Contracts and Purchasing (DCP) review.
- If DCP approves, DFO will encumber the purchase order and send to the vendor on behalf of the school. If there are any problems with the order, DCP will contact the vendor.

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- **Lease Upgrades: (prior to expiration of lease term):**
 - School and Integrated Service Centers must provide DCP with clear justification outlining the request for upgrading equipment.
 - DCP will only consider upgrade of equipment if it's determined to be in the Department of Education's best interest.
- **New Copy Machine:**
 - If a School or Integrated Service Center wishes to lease a new copy machine, which is in addition to their existing inventory, they will need to identify their own funding.
- **Equipment Supplies:**
 - The School or Integrated Service Center will be responsible for the cost associated with supplies not covered by the lease or maintenance agreements.
- **Computer Purchases (Object Code 332):**
 - Dell, Apple, and Lexmark are the NYC Dept of Education contracted vendors for computer hardware.

Note: Security Devices are recommended when purchasing Computer Hardware.

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- All purchases for computer hardware must be made through the FAMIS portal at [https://df\(forms\).nycenet.edu/FamisPortal](https://df(forms).nycenet.edu/FamisPortal).
- Utilize the Portal’s e-catalog to access all DOE approved hardware. Note that procedures for accessing FAMIS and the e-catalog are available from your Integrated Service Center (ISC/CFN).
- In rare cases where the contracted hardware does not meet the user’s required functionality, users may request the purchase of non-contracted hardware on an exception basis only. See the “FAMIS Exception Process for Computer Hardware” below.

2.7.4 FAMIS Exception Process for Computer Hardware

Appropriate Use of this Exception Process:

Exceptions are made only in cases where the DOE contracted computer hardware does not provide the user’s required functionality.

Exception Procedure:

1. Check for the equipment you want to order:
 - a. For Dell, Apple, Lexmark, or for networking equipment, see the FAMIS e-catalog.
 - Note that the user’s business office will assist in accessing FAMIS.

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2. If the equipment you need is not available through item 1 above:
 - a. For Dell or Lexmark equipment, call the Dell sales representative (see item “c” below) for a Quote.
 - Contractually, if Dell can provide computer hardware that is functionally equivalent to that of another vendor, they have the right of first offer.
 - b. For Apple equipment, call the Apple sales representative (see item “c” below) for a Quote.
 - The Apple sales representative will discuss your hardware needs;
 - The quote will be sent to Dell;
 - Dell will provide you with the cost and a quote number which must be placed on your PO’s comments section.
 - c. Sales Representatives’ Contact information is available at <http://managedservices.nycenet.edu> – Click: “Important Contact Information.”
3. If Dell (or Dell/Apple for Apple equipment) cannot provide a quote to the customer, Dell will send the end-user an email stating that the item cannot be provided through Dell/Apple.
 - a. This will allow the user to secure three bids from alternate vendors.

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4. User will enter an exception Purchase Order in FAMIS and must provide the following in the Additional Information Box:
 - a. Dell/Apple Quote Number
 - or, if Dell/Apple cannot provide the functionally equivalent hardware:
 - i. The name of the Sales Representative and the date of the email he/she sent you to that effect.
 - ii. The lowest of three quotes from an alternate vendor.
 - b. Detailed line-item listing and price of items.
 - All hardware purchases must include the required DOE components: 3-year next business day response and second day repair; setup to DOE network; and, removal of all delivery packing material.

Note that you are not to purchase office productivity software, mainframe communications software, or antivirus software since these are available from your Regional Technology Manager at no cost to the DOE end-user.
 - In addition, for third-party vendors, when the equipment is received, you must contact the DOE Help Desk at (718) 935-5100 to have the equipment asset-tagged and added to the NYC DOE inventory. This will involve an additional cost.
 - c. Explanation of the functionality which the requested hardware can provide but which the contracted hardware cannot.

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5. The following reasons are NOT acceptable for exceptions:
 - a. User does not like the contracted brand.
 - b. User has ink cartridges or other items that can only be used on a different brand.
 - c. User wants all equipment in the school or lab to be the same brand.
 - d. User claims s/he can get the same item for less. (This is virtually never the case since DOE equipment includes additional DOE-mandated components and services)

6. Items to be aware of:
 - a. Computer purchases must be business-class, not consumer-class, machines. (For example, a Dell Dimension, as a consumer-class computer, is not appropriate for the DOE environment).
 - b. This exception process is only for computer hardware. It is not to be used for audio-visual equipment (tape recorders, TVs, etc), general supplies (ink jet cartridges, toner cartridges, computer paper, etc) or security equipment (lockdown devices).

7. For submitted POs that are not acceptable under these regulations:
 - a. User will find the PO in his/her FAMIS rejection mailbox.
 - b. There will be a notation on the FAMIS Notepad indicating the reason the PO was rejected.

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8. User should track the approval status of his/her PO in FAMIS.
 - a. POs that are not approved and encumbered in FAMIS will not be processed.
 - b. Only when the PO is approved and encumbered should the user fax a copy of the PO to Dell. (Fax number is available at the website listed in 2c above).

2.7.5 Office Supplies (Object code 130):

- All office supplies **MUST** be purchased through the contracted vendor
- All orders are to be placed through FAMIS Portal using e-catalog item number

2.7.6 Art Supplies (Object code 130):

- All art and drawing supplies **MUST** be purchased through the contracted vendor
- All orders are to be placed through FAMIS Portal using e-catalog item number