

TO: Child Care Information Services Agencies (CCIS)
FROM: Harriet Dichter
Deputy Secretary, Office of Child Development and Early Learning
DATE: November 16, 2009
RE: New Lease on Computer Equipment for CCIS locations

MEMO

Harriet Dichter

In December 2009, the Office of Child Development and Early Learning (OCDEL) will be leasing new Personal Computers (PCs) to replace the PCs currently installed at 62 CCIS locations. The new PC's will replace Dell Optiplex G520 desktops and the 15" LCD/CRT Monitors that were leased by OCDEL.

Below is an outline of what you can expect to happen during the installation of your new computers. If you have any questions in regards to scheduling, please feel free to contact Mr. William Lord at (717) 433-1982 or at blord@teampmo.com.

- You will receive a call up to a week in advance to review the installation of your new computers
- New computers will be delivered the day of the install
 - An average of 10 -15 computers will be installed each day
- New computers will be fully installed at the end user's desk
 - All related trash will be removed from the site by the install team
- Install team will connect the computer to the network using scripts provided by DPW
- Old computers will be removed the day of the install
 - Hard drive may be removed from the old computer, tagged, and left with the site contact.

The previously leased computers may have the hard drives pulled and retained at CCIS location for 90 days. If this option is selected, BIS and OCDEL will arrange the pick up of the hard drives after this time period.

Please follow the instructions provided with this notice to back up your current computers prior to receiving the new computers. Questions or problems can be directed to the Help Desk at 1-800-296-5335. ** Please note these instructions are for CCIS Option 1 sites only as Option 2 sites have their own instructions.

Any other questions not related to the installation schedule or back up procedures can be directed to Mike Gricoski at (717) 772-7241.