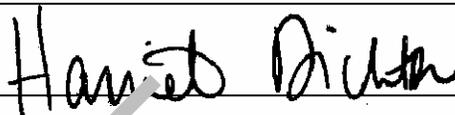




**ANNOUNCEMENT: S-5 09
CHILD DEVELOPMENT OFFICE
BUREAU OF SUBSIDIZED CHILD CARE SERVICE**

**ISSUE DATE: October 14, 2005
EFFECTIVE DATE: October 14, 2005**

SUBJECT:	Disposal of Leased or Purchased Computer Equipment from CCIS locations
TO:	Child Care Information Services Agencies (CCIS)
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development 

PURPOSE:

In October 2005, the Office of Child Development (OCD) will **lease new Personal Computers (PCs)** to replace the PCs currently installed at 63 CCIS locations. The current plan is to rollout the new PCs in October and November 2005. New Dell PCs will be shipped to staging areas for delivery to the CCIS by Dell Installation Service Providers (DISP). Two days before the scheduled installation date the DISP will contact the CCIS to verify the new PC delivery and installation date. Therefore, the new PC delivery date and installation date will be the same.

The CCIS Director may keep, sell, donate, or surplus the old PCs. The installers of the new PCs will erase the hard drives on the old PCs during the installation visit. *The CCIS will be responsible for re-imaging the old PC's.* If the CCIS cannot keep or sell the old PC's, OCD will make arrangements with the Department of General Services (DGS) to surplus the old PCs.

CCIS PC Disposal :

Please record the requested information for **each** PC on the attached CCIS PC Disposal Disposition Sheet. Be sure to attach proof that the hard drive was erased for all computers except those you are keeping. Send this information to Michael Gricoski, P.O. Box 2675, 1401 North 7th Street, 2nd Floor Bertolino Building, Harrisburg, PA 17105-2675.

For PCs that are kept: The CCIS is responsible for the on-going maintenance and re-imaging of the old PCs. We are requesting that all CCIS sites with 15 or more full time employees keep one old PC for use in the CCMIS Test Lab in Harrisburg. Arrangements to pick up the PCs will be made by Michael Gricoski at (717) 772-6545. Remember to identify all PCs that you keep on the CCIS PC Disposal Disposition Sheet and mail to OCD. PCs kept for use in the CCMIS Test Lab should be also be recorded.

For PCs that are sold: CCIS Directors may allow employees to purchase the old PCs for a total of \$100.00 dollars (\$25.00 for the monitor and \$75.00 for the mini tower). The installers must erase the hard drive of all PCs that are sold. The CCIS can re-image the old PC with the Windows 2000 SP 4 or Windows XP.

Checks should be made payable to "Department of Public Welfare" and sent to Daniel Dunlap, Office of Child Development, P.O. Box 2675, 521 Health and Welfare Building, Harrisburg, PA 17105-2675.

Remember to identify all PCs that you sell on the CCIS PC Disposal Disposition Sheet with proof of the hard drive erasure attached (form will be provided by Dell installers) and mail to OCD. You must also indicate the name and address of all buyers.

For PCs that are donated: Give first consideration to certified or registered child care providers that serve subsidized children through your CCIS, including Head Start facilities in your local area. Please notify these child care providers of this opportunity. If more requests are made than computers are available, then use a lottery or another fair process for selection. Afterwards, you may donate PCs to a non-profit agency of your choice.

Remember to identify all donated PCs on the CCIS PC Disposal Disposition Sheet with proof of the hard drive erasure attached (form will be provided by Dell installers) and mail to OCD. You must also indicate the name and address of agencies receiving donated PCs.

Surplus old PC: OCD will make arrangements with DGS for removal of all PCs that must be sent to surplus. You are required to store PCs until DGS can make arrangements to pick up the PCs for surplus.

Remember to identify all PCs to surplus on the CCIS PC Disposal Disposition with proof of the hard drive erasure attached (form will be provided by Dell installers) and mail to OCD.

NOTE: Regardless of the selected disposal option, all old PC's will be removed from the State's Maintenance Program.

Attachments to this OCD announcements include:

1. CCIS New Dell PC Delivery-Installation Schedule excel: with CCIS PC\Monitor Count with new PC delivery and Installation schedule for all CCIS Sites
2. CCIS PC Disposal Disposition Sheet .doc Contains table for collection of old HP PC information to document disposal for Department of General Services

Future correspondence will have more details about the new Dell PC maintenance procedures. Any questions about PC disposal options should be directed to Michael Gricoski at (717) 772-6545 or mgricoski@state.pa.us.