



Canutillo Independent School District

7965 Arcraft Rd.
El Paso, Texas 79932

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Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

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MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: December 3, 2013

SUBJECT: Approval of Contract with NOVACOAST for Installation and Configuration of a Desktop Management Solution

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the contract with NOVACOAST for Installation and Configuration of a Desktop Management Solution for the District. The DIR Purchasing Cooperative Contract #DIR-SDD-2037 will be utilized for this purchase in the amount of \$12,000.00.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the contract with NOVACOAST for Installation and Configuration of a Desktop Management Solution in the amount of \$12,000.00 utilizing the DIR Purchasing Cooperative Contract #DIR-SDD-2037 as presented.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: 11/21/13

Campus/Department: School Resources Division-Technology Services

Vendor Name: Novacoast

Total Cost: \$12,000.00

Item Description and Justification for Purchase:

Phase 1-Creation of Novacoast standard enterprise design documentation

Phase 2-Installation and Configuration of ZCM 11

Travel Expenses-Estimated at approximately \$2,000.00

The purpose of this service is to install 3 servers to deploy the Zenworks solution that was recently purchased.

Zenworks is a desktop management solution that will help us automate the deployment of images, patches, updates and remote assistance.

Participating Schools/Departments: District-Wide

Funding Source: 199.53.6299.00.728.99 ✓
(Account number to charge)

[Signature] 12/02/2013
Campus/Department Administrator Date Signed

**** (Form must be received by the Purchasing Department by the last Wednesday of the month) ****

(To be completed by the Financial Services Division)

Purchasing Method: DTR-SDD-2037 PURCHASING COOP

[Signature] 12/2/13
Purchasing Agent Date Signed

[Signature] 12/3/13
Executive Director of Financial Services Date Signed



Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

Financial Services (Verification of Funding Availability and Account Coding)

Approved Denied

Comment: _____

Signature: M. Agn Date: 12/3/13

Federal Programs (For Compliance with Grant Requirements)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Technology (For all Computer/Software/Peripheral Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Legal Review

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Purchasing

Approved Denied

Comment: _____

Signature: [Signature] Date: 12/3/13



ZENworks QuickStart

Statement of Work

Canutillo Independent
School District
November 1, 2013

Phase 1 - Design

SCOPE OF WORK

During the course of this project, Novacoast will assist with the installation and configuration of ZCM 11.

Time for this project will be up to 5 business days, with work being done both onsite (4 days) and offsite(1 day).

ZCM PROJECT FEATURES AND TASKS

The following items represent the key features and tasks included in this ZCM installation:

- Phase 1
- Creation of Novacoast standard enterprise design documentation

COST OF ASSISTANCE

AGREEMENT OF STANDARD WORKING HOURS

This proposal covers services performed during the standard business hours of Monday through Friday, 8am to 6pm.

COST OF ASSISTANCE

TABLE 1: COST OF ASSISTANCE

Description	Optional	Cost
ZCM QuickStart		\$5000.00
	Fixed Cost Total	\$5000.00
	Travel Expenses*	Actual
	Services Credit	
	Fixed Cost + Travel Total	\$5,000.00 + Travel

*Travel costs are charged at actuals. Pricing shown in this column are estimates and do not represent a minimum or maximum. Optional components may result in an adjustment to travel estimate.

PAYMENT TERMS

Novacoast will invoice 50% of the total fixed project cost upon signature of this Statement of Work. The remainder for the project will be invoiced upon completion.

An authorized signature shall constitute acceptance of these services and products in the attached document and is required to schedule Novacoast resources.



ZENworks QuickStart

Statement of Work

Canutillo Independent
School District
November 8, 2013

Phase 2 - implementation

SCOPE OF WORK

During the course of this project, Novacoast will assist with the installation and configuration of ZCM 11.

Time for this project will be up to 5 business days, with work being done both onsite (4 days) and offsite(1 day).

ZCM PROJECT FEATURES AND TASKS

The following items represent the key features and tasks included in this ZCM installation:

- Phase 2
- Verification of server hardware / OS / database prerequisites
- Installation of up to 5 Primary Servers and configuration of Database Instance
- Configuration of up to 3 Satellite Servers
- Configuration of Registration Rules and Keys
- Configuration of Locations/Network Environments/Closest Server Rules
- Configuration/verification of system settings and users source (AD and eDir read-only interfaces)
- Configuration/verification of base system policies
- Demonstrations of application creation
- Demonstration of workstation imaging engine and imaging commands
- Demonstrations of other system features
- Knowledge transfer throughout the installation and configuration
- Up to 4 hours of phone/email support after project completion

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