

January 26, 2007  
Board of Education Central Office  
382 Long Hill Avenue  
Shelton, CT 06484

Present: Michael Davis  
John Anglace  
Ramesh Wadhwani  
Allan Cameron  
Cathy Araujo  
Lou Marusic  
Arlene Liscinsky

Ex-Officio: Tracey Adkins  
Tim Walsh  
Lorraine Rossner  
Steven Dellinger-Pate

Invited Guest: Bob Gesullo

**Agenda Item #1 Call to Order**

Chairman Davis called the meeting to order at 8:03 A.M.

**Agenda Item #2 Pledge of Allegiance**

Pledge of Allegiance was recited.

**Agenda Item #3 Public Portion**

Chairman Davis asked if anyone from the public would like to speak. No one came forward. Chairman Davis then closed the public portion.

**Motion**

Cathy Araujo made a motion to add invoice #CTC1854 from CDW-G in the amount of \$475.54 as item number 4 to the agenda. This was for Ghost software, based on purchase order 207883. (A copy of the invoice and updated ledger are included in the attachments.) Allan Cameron seconded the motion. A vote was taken. The motion passed with a vote of 7-0.

**Agenda Item #4 Invoice#CTC1854 from CDWG**

Cathy Araujo gave the invoice to Michael Davis to sign and approve for payment.

Chairman Davis introduced Bob Gesullo, who is considering join the committee. Chairman Davis said the he would email out information on Bob's background.

**Agenda Item #5 Approval of the Minutes of Regular Meeting of January 12, 2007**

**Motion**

Cathy Araujo moved to approve the minutes of January 12<sup>th</sup>. Arlene Liscinsky said that the name Pat Dowty should be changed to Jane Dowty. John Anglace suggested that the attachments should be included in the emailing of the minutes to the committee. Cathy Araujo amended her motion to approve the minutes with correcting the name Pat Dowty to Jane Dowty. Allan Cameron seconded the motion. A vote was taken and the motion passed with a vote of 6-0 with one abstention from Arlene Liscinsky.

**Agenda Item #6 The Role of the BOE Technology Building Committee**

Chairman Davis said that he asked for this to be put on the agenda to avoid misinterpretation and to manage everyone's expectations. So we can come to an agreement and have a successful committee. John Anglace said that we have to clarify things to make sure we are on the same page. What is our objective? Essentially the Board of Education has a mandate. We need to meet the state mandate. That is the goal of this committee. We have money for technology that is the main purpose that we have set out to do. We have created a gant chart to tell how what we are doing, who has to do and when it has to be done. We have to focus on that. It is not our role to tell the Board of Education how to teach. It is our role to help them provide the best technology to get what they need in place and give them the best tools for the children to become technology proficient. Our focus is not to question what they have to do and what they need to teach. We have to provide them with the technology. The dialogue that has gone on prior to this has been fueled by the Board of Education and staff based on us saying what to you want to do, what do you need to do and what are your priorities. That is what you put into gant chart form. That is a document we are going to use a lot as we go forward. In the last meeting, Michael stressed many times that we need to keep that in focus and we need to be able to see more than one item at a time. There are efficiencies where we can get a better deal. If we can focus on 2,3,4,5 projects and if we are putting in these tools where are the old tools going. We constantly have a mental picture to build on. Michael Davis said that it is not the committees place to put a request for purchases in place. I can't say we need to purchase 100 computers. I can critique the request for 100 computers. I can only respond to what is given to me and this committee. In order for the committee to be able to critique or to review and evaluate what is being requested for purchase, Tracey will give us the purchase request. Tracey has to the support it, maintain it and try to keep it healthy and try to extend the life on all the equipment that we purchase. In order to examine that equipment the committee needs to know how that equipment is going to be used. If not we then guess or speculate and that causes the committee to be less efficient. I spent on Tracey's item about 20 hours, going through and examining. With out an understanding of how they are going to be used in the City of Shelton. What do you want this committee to do with the information that you gave us. Lou Marusic said that when we

are presented with information from a technology group, people who work with it day in and day out, they are presenting it because they know how it is going to be used. We don't have to ponder how it is going to be used or the nature of the technology involved, whether we have to drill up or drill down. There has to be a confidence factor with these people who spend hours to do this that they are doing the right thing. If they say that it is going to help them teach in the most effective manner. I am going to stop right there I don't want to drill down any further. John Anglace said that the role of the committee is just that, when you bring in a presentation and the staff has been receptive to our discussion. We have seen changes. The evaluation that I have seen around the table concerning support services, how is it going to fit in, is the infrastructure there. The examination is not out of order. As long as the examination doesn't get out of order and prolonged. We have a timeframe to work with. Ramesh Wadhvani said that in general role of the committee. We are not here to determine what you need and how you need it. We have to get the best technology at the best cost. We have to keep the bigger picture in mind. As a committee we have to spend this 2.5 million wisely. We should not exam if we can purchase at a better price. The approach is right and the item is right, but can I approach the vendor and get more for the same money. Last week when the vendor was here, my ethics were questioned as to why I am on this committee. I questioned the price and there is a price out there for IBM for \$50.00 less. Memory and processor prices have gone down and we should be getting a lower price. Ramesh Wadhvani handed out specification on the computer he is referring to. (Copy of the handout is included in the attachments.) Chairman Davis said that he asked Ramesh to look into pricing about a month ago to give us a ballpark. This he would hope gives us an advantage to know what the vendors are offering and help us to move faster. This is a huge asset to us to make sure that the city pays the lowest price. Arlene Liscinsky said that we all know that technology doesn't stand still but the way I look at the role, certainly as a board member comes down to three issues. The Board of Education has identified the technology needs of the school system and that we needed technology desperately. We were validated by the state when we looked at where we compared with the state and comparable districts that was obvious looking at the strategic school profile. It still continues to be an issue, but it has gotten better by what we are doing here as a committee. The community has validated the Board of Education's assessments by approving the referendum. This committee as far I see it and the Board of Education sees it is to meet the needs of the Board of Education's requests. Chairman Davis said that we want more computers than we have now and to utilize the 2 million to purchase as many possible units as we can. To be able to deliver on all the software and the environment that Tracey is going to run it and that Steve is going to install on it. That is the goal. How hard to we push to say we isn't this machine less, so we can draw out the most efficient way of purchasing the equipment that will meet the needs of the school. So no penny is wasted so we can buy another unit, but how far to you go to slice and dice the environment and the applications that are going to run on it to buy the machines that can handle that so that you don't have extra money in that computer. Arlene Liscinsky said that we have to rely on Tracey and Steven and their expertise to know what can be handled and what can't be handled. Chairman Davis asked how much energy this committee can invest in critiquing that in order to make sure that this city gets the biggest bang for the buck. If we don't engage in this basically we are then a purchasing avenue. We negotiate the best price on the equipment that Tracey and Steven

say that we need. Lou Marusic said that there is happy medium, but right now I am reading you as my way or the road. You have all this intelligence that allows you to go right down to memory and circuit boards and that is a huge asset in negotiation. What I see is that time is money. When we go out for bid it is a sealed bid, and the lowest bid comes in and here we go. Two weeks later someone comes in and says that IBM has this for \$50.00 cheaper, the question I have is why IBM didn't make it through the process to make their voice heard. That is not being addressed and will that continue to happen in the future. Time is money and these people don't have the luxury of time. Chairman Davis asked where we haven't kept up. Lou Marusic said that it has been said many times that we are 5 to 6 months behind. Chairman Davis said that we are not in charge of the purchase orders; we are not responsible for the request for equipment. Lou Marusic said that have to have a cut off on the questions for the request. There is always going to someone coming in saying that they can do better. Ramesh Wadhvani said that you are right; two month down the road you will have different prices. I am not in the capacity here to sell to you. I went out to find out what other vendors would offer. In December the price for memory and processors dropped and we should be getting a lower price. Lou Marusic said that no one finds criticism in what you have said, when we go out for bid, you should participate in the timing of when we go out for bid to make sure that we have the right vendors covered to be the most competitive. Why didn't that price come out? Ramesh Wadhvani said that he just gave the price and the proof right now. Lou Marusic said why IBM didn't submit that price when we went out to bid. Ramesh Wadhvani said that no one asked IBM. Lou Marusic said that Ramesh is going to have to play the role better and participate with us in assembling the specs so that you are comfortable in saying that we are going to get the best possible deal. John Anglace said that when he was working for a living that he could make decisions quickly, but we are in a public environment and we have to follow the charter. We went out for bid and we got the lowest price and we went out to negotiate. We negotiated a great price. We can't keep questioning ourselves beyond that. The facts are there and there are cheaper prices, then we must go out to bid again and then we have to examine the time constraints of going out to bid again. That is the process that is taking place. We don't have much of a choice. Chairman Davis said that is why he asked Robin if she was willing to pay the premium and the school will have them sooner. Robin said yes that was the end of it and I let go of it. John Anglace that was not the end of it, Robin said yes and we didn't let go, we didn't go forward. We put this on the side and we continued to question it. We didn't issue the purchase order, because we had the time and we gave everyone the courtesy to thrash this out and to be able to understand what we were doing. In the future it might be good to note if we ask her that question and she decides and says yes then let's do it. Issue the purchase order and get on with it. These are the kinds of things that we have to agree on so we can expedite these things. Chairman Davis said that at the last meeting he tried to put a stop to this, I asked Robin if she was willing to pay a slight premium and she said yes. I tried to move on. I am fine with Robin saying that she is willing to pay more, but that she wants the units. Cathy Araujo said that when we are talking about the role of the committee and the question that you asked Michael, when Tracey and Steven come in with a spec, as to the right to question, there absolutely is a right to question. No one is questioning your expertise or your value or Ramesh's expertise or value. However, once those questions are answered there has to be a certain amount of trust here. As we would trust your

expertise we have to trust their expertise too. When you ask a direct answer they give the answer that needs to be the end of it. At some point when the committee has decided, as the majority of the committee has decided that we accept this and we are going to move forward. Then that is what we need to do be able to move forward and not have to come back and revisit we did or didn't do something. Chairman Davis said that is why he said if the committee decides at a point that we are ready to move forward and Robin says this is what I want and this is what I want to pay for it. Then let the citizens of Shelton grade Robin on her decision. I don't see that as an issue and I am comfortable with that. Tim Walsh said that he made the remark about Ramesh last time. As long as Ramesh is not going to bid he has the all the respect for him for his abilities and suggestions on this committee. My comments last week were provoked by the fact that a sub-committee went out and reviewed the pricing. Five vendors came back and no one was lower then CDW-G's bid. We had to move forward. Chairman Davis said that this a passionate group and no one would give up Fridays if they didn't care about the children. Allan Cameron said that he sees the committee role to a large extent as a purchasing function and the analog that I see is the building committee for the media center additions that happened in 95/96, the intermediate school, the 5/6 and the high school renovations, what happens in those things is there is an educational spec that is developed by the Superintendent and her staff and it is approved by the Board of Education and it is reviewed by the state department of education. Once that educational spec has been agreed upon it comes back to the building committee and it is the building committee to translate that education spec into bricks and mortar. They usually hire a professional to help them do that, they have a timeframe once the money is in place. In our situation with the referendum states 3 year plan for technology and \$2.5 million. We are now 13-14 months into the plan and we have spent about 1/5 of the money and we don't have a plan on the table to spend the rest of the money at this moment. Chairman Davis asked if the bid that Tracey submitted is a plan. Allan Cameron said yes that it was a plan and hopefully we are going to vote in favor of the motion that will enable us to move forward the will help us spend about half a million dollars. Chairman Davis said that we will have half the money gone with the bid when you add the warranties. Allan Cameron said that when we started our ratio of student to computers was about 8 – 1 we are making progress but we are way behind where we should be. I don't think that our role should be to question that technology. The Board of Education has a technology plan and it goes through a very similar process. The staff compares it, it is reviewed by the Board of Education and it is reviewed by our educational resource organization, then it is reviewed by the state departments. It is accepted and adopted. That plan is something that Tracey, Steven and others have worked very hard on. It is up to us as a committee to implement that plan and provide the Board of Education with the tools to implement that plan. With the referendum saying three years our timeline should be three years. We have every right to question, but just as we spent 50 minutes on the role of this committee, which we have done before. John put it on the wall and John suggested that we put it on the wall at every meeting so that we don't loose sight. We do meet every two weeks and we aren't 1/3 of the way to meet the state average. Nobody has questioned any of the technology that the staff has acquired and installed. This committee came together when the wide area network was going to be built. Already there was an infrastructure in place and all ready there was technology deployed. The only thing that we found when the wide area network was to hook up,

because of the forward thinking of the staff we were in a position where the wide area network connected up to gear that had been purchased and installed in anticipation and we were able to bring our project in on time and under budget. So the staff has not given us any reason to feel that we need to do exhaustive questioning of the spec that they present. If you look over the time, once this committee was established in December, how long did it take us to get a spec out? Tracey writes specs all the time. We should have had that spec out gone through the bid and evaluation process and move forward. Here we are again. I am hopeful today we are going to vote in favor of the spec. If it does it will be a huge step to get us back on target for time. When we go through the update in the gant chart you will see how the staff feels this can go forward and how we can meet our objectives. If we are going to stay on task and time and question what Steven and Tracey do for weeks doesn't serve a useful purpose. Chairman Davis said that is what is stopping the Board of Education from giving us additional purchase requests. Allan Cameron said that the Board of Education gave purchase requests of 404 computers to be deployed in 2005/2006, 298 in 2006/2007, 403 in 2007/2008, 256 in 2008/2009, we have purchased 288 plus 30. Chairman Davis asked who asked this committee to purchase any more. Allan Cameron said that we have not authorized anyone to write the spec. Chairman Davis said that is the question that I have been asking from the beginning, is it the committee's responsibility to tell Tracey to write a spec for 400 laptops. Allan Cameron said that the committee has the ability according to the charter to hire someone to write that spec. This committee has chosen not to do that. Chairman Davis said that we were just told that Tracey writes them everyday. Why pay for that, it would take money away from our kids. Allan Cameron said that Tracey has 5 people in her staff. The staff has not grown over the years at all.

End of Tape 1 Side 1

The process that we have followed is that we want a spec for this or that, not said that we want to buy this or that. Chairman Davis said that he is not happy with the progress to this point. We need to talk about how we go forward. This hour should help us to do better in the next 13 months and go forward. I have said at the past meeting to submit three or four things and I will read them all. Allan Cameron said that the committee has to decide to do that. Chairman Davis asked when the committee decided not to do that. Allan Cameron said the role of the committee is this, the chairman can't just say to a staff member to do this. Chairman Davis asked if we authorized Tracey to write this spec. Cathy Araujo said that we did. Chairman Davis then asked if we did not we wouldn't have anything. Allan Cameron said that is correct. Chairman Davis then asked if we have to go motion by motion and ask her to write up the specs. Allan Cameron said perhaps. Chairman Davis asked Allan Cameron if he was responsible for writing the agenda for every meeting. Allan Cameron said yes. Chairman Davis said that he has never been asked why don't we consider this or move forward here. Allan Cameron said that we can't go pointing fingers, every vote that this committee has had until recently was unanimous and that is because we tried to respect all the diverse views of all the members of the committee. When the vote became not unanimous was when we started having people come to Board of Education meetings asked were the technology was. We didn't have good answers; at one time Tim was empowered to write and complain to this committee that we didn't have

any technology. They wanted to come to this meeting. We told them that we are working as fast as we can. We want success for this committee and give us a chance. John Anglace said that he didn't recall limited writing specs to a motion of this committee and if that is what we are going to follow that is not going to help us expedite business of the committee. In discussion of what had to be done and when it had to be done was contingent upon when we buy something it needs support. Tracey has to be in a position with her staff to be able to support it at the time of arrival. I believe that is pretty clear in the gant chart what has to be done when. I don't think that should be any restrictions on writing specs. We have the chart let's follow it and let's authorize Tracey to keep us focused on what you abilities are to do what when. Ramesh Wadhvani said that as a committee it is not our responsibilities to tell Tracey and her staff what their responsibilities are. They know what they need and they know what they want in the next three years. They should be writing specs and I am sure that she is doing it. There should not be an item to tell Tracey to write a spec, she knows what she needs. Chairman Davis said that there is a misunderstanding. Allan Cameron said that the reason they wanted the motion was because we didn't want to be surprising the committee. John Anglace said that we should authorize her to write the spec. I think we acted to review and approve the spec. Bob Gesullo said that he is trying to decide if he would like to be a member of this committee. The debate that you are having about technology you will never be solve it. No matter what you pick someone is always going to come in and say that you could have done better. I am also a Captain in the Coast Guard and the same thing goes on in the Coast Guard. As an executive I asked what does this board do. Is there a mission statement for this board? This debate that you are having is very helpful, but you have to come to a conclusion as to what does the board do. If it were me and how I saw the board, the Board of Education determines what they want. The Board of Education writes the spec and the ancillary requirements to the computer; the next question has to be what the extendibility of the technology. The extendibility is important. How many times are we going to buy these computers? If you listen to the supplier they are going to tell you that it will last 3 years. No company is going to do that, they want to know if they can extend the life of the computer. That is the actual cost of the computer. What did it actually cost you is determined by extendibility. So once you have all that in place the boards place is to oversee. They have done the homework, it's all here. You wrote, you live with it, you own it. Don't come to the board if there is a mistake. The board just wants to make sure that you have done your homework. If so then collectively the board can move forward and make the purchase. Every technology that I ever bought, someone always comes in and said that they could have given a better price. If the board's job is about technology there are a lot of smart people in this room. One way or another you have bought the right equipment. The board job is to manage it. That is what I was hoping to do. The board makes sure of the management of it, make sure that is was done right and all the homework is done. You are going to have a technology debate forever. The Coast Guard was the fastest for going from paper to doing everything electronically. I have never seen that even in the private sector. They looked at their IT Group, the IT Group wrote the spec and ancillary had the extendibility in place, the decision was made by the officers and the purchasing group. The board facilitates to get it purchased when you say that you need and to make sure that we get it at the best price. Cathy Araujo said that we can clarify one thing right here, how specs are created, the first spec that we put out; a sub-

committee was created by Chairman Davis. Real Lavigne was with the thin client and Ramesh Wadhvani was with the thick client. That gave the indication that specs were going to be written by sub-committees. So to clarify according to the Board of Education Technology Plan they can create the specs for the items that they need, bring them in and the specs will be reviewed here and then out they go. Chairman Davis said that we need to ask the questions so the committee can get clarity. The total cost of ownership has always been brought up. It is not about the purchase, the committee has concerns about the limited staff that we have to support all this and in agreement that we would not expand that staff. Bob Gesullo said that he believes that your time is better spent writing the mission statement for what this board is and when that is done and you resolve that, and it is going to take several behind the scenes meeting, once you have that it keeps you focused. That should be the board's responsibility to do that. Chairman Davis said that this committee has been together for 5 years and most the members have been here for 5 years. When the original request came through we were very much engaged in increasing the specs and giving our interpretation of what we could and should have for the city. There are members on this committee that were involved with that. We were able to expand the original request to include many more items. Those opinions and views were very much taken at that time. The first request was for 3+ million and we eventually got it to 2.5 million, but it was still larger than the first original request. What I believe has happened sometimes is that we were very engaged at that time to help to get that number bigger. Our opinions were very much appreciated. Our opinions became less appreciated after the money has been decided. We could have Robin be the yes/no person, she's the head, she's the one that is going to have to stand behind it, and she's the one that is going to have to answer to it. If we are going to be a purchasing format we can speed through this thing very quickly and be done by summer. If it is somewhere in the middle that is where it starts with personalities and opinions and concepts. I asked upfront, if Steve says that he wants a 1 gigabyte unit and I question it because it can be stored on a thin client server in the back and then we can buy ½ gigabyte unit and that could save us \$100 which would translate into 40 additional units. I think the question is worth to ask, but if the Board of Education and Robin say I hear you and I understand that, but I want to spend the \$40.00 more to get that unit, then the question has been asked and answered and we move on. Lou Marusic said we don't have an appreciation for the term intrinsic value. You buy something and you find out that you are paying \$50.00 more, but there is intrinsic value of going forward and not stopping dead in your tracks. Technology changes on a weekly basis and we are never going to be where we want to be. There is a cut off point and there is value to them because they face the students, teachers and the state deadlines. We have not been able to put a time value on that at all. We have to find a way to pull all of this talent and pull it under that mission statement. There has to be a cutoff. Bob Gesullo said that these things that we are seeing are normal. We have to define that mission statement and move forward. Chairman Davis said that we have to agree to disagree and move forward. Cathy Araujo said that a lot of clarification has come from this discussion.

**Motion**

Cathy Araujo made the motion to move items 7 and 8 in front of 6 so that we can discuss the gant chart and the spec. Allan Cameron seconded the motion. A vote was taken and the motion passed 7-0.

Ramesh Wadhvani left the meeting at 9:15 A.M.

**Item # 7 Update Gant Chart**

Steven Dellinger-Pate handed out a report on the update on the gant chart. (Copy of the hand out is included in the attachments) Allan Cameron handed out a copy of the gant chart. (A copy of the gant chart is included in the attachments.)

Report developed by Allan Cameron, Cathy Araujo, Tracey Adkins and Steven Dellinger-Pate

**Wireless Installation**

- Committee has paid for wireless study
- Committee has agreed to one access point per classroom
- After review of past bid, better pricing can be obtained by sending out a new bid for equipment and service. Specs will be prepared for consideration at a future meeting.

Chairman Davis asked if this was due to technology changes. Steven Dellinger-Pate said that a lot of it was due to wiring. The wiring part of that was considered to be very expensive so we decided to go out and get a competitive bid on the wiring. Chairman Davis asked if this was the actual wiring in the schools. Steven Dellinger-Pate said that is was to run the wire to the access points was higher then we were quoted in the actual spec was high then we have been quoted in other jobs that we had done. Chairman Davis said that was questioned when we looked at the looked at the bid. Steven Dellinger-Pate said as we update the gant chart we will bring specs to go out. Chairman Davis said that he appreciates that and he suspected that CDW-G made that number a little higher to compensate for the very aggressive pricing we received somewhere else. I was concerned about the whole project I think that they were looking for their number and that they were conceding in certain areas and I am glad that you have come up with that decision. Steven Dellinger-Pate said that they look at wiring all the time and they weren't even close. Tracey Adkins said that she is not the lean mean technical writing machine for specs. I write them as we need them. There is some research involved and we write them when we need them.

**Citrix Piloting**

- Pilot at Elementary Level complete

The pilot at the elementary level is complete and we feel confident that our applications and future applications will work in a Citrix environment. Chairman Davis asked if this was just at Booth Hill. Steven Dellinger-Pate said that is where they did the pilot, but it is the same image for all the elementary schools. Chairman Davis said that all the testing was done at Booth Hill and now you are ready to go forward. Steven Dellinger-Pate said

preciously and there were some things that we learned in this study that you will be looking at in the bids specs.

- A schedule is being developed for pilot at SHS and SIS

The Intermediate School poses some interesting challenges because it is not under the Shelton domain yet, in terms of the network domains. Every school use to have its own domain, the Intermediate School is still hanging on it's until we get that completely switched over. The Tech Center is working on that. Chairman Davis asked why that is. Tracey Adkins said that as we added to various schools we added to the existing network at that time. There is some planning involved in moving everything. Until the wide area network there wasn't a way to take these eight domains and collapse them, but one of the benefits that we have see of the wide area network is not only using the total cost and management, but to take these eight domains and bring them onto the centralized domain. Steve Dellinger-Pate said that the Intermediate School is that last to be brought over so a Citrix pilot at that school will be our last pilot. The High School we are currently with the renovations that are going on we are trying to coordinate where we can test some of out Citrix application. We know that it will work with some applications because it worked at the elementary level, but there are still some applications that we need to check. Chairman Davis asked if the Intermediate School will be the last to come into that environment. Steven Dellinger-Pate said for the pilot. Chairman Davis said that could result in it being last in its rollout. Steve Dellinger-Pate said it potentially could be. Chairman Davis said where is the first required state exam that is going to have to be done on computers, what grade is that. Steven Dellinger-Pate said that it will be at the high school level. Lorraine Rossner said that it is in tenth grade. Bob Gesullo asked what year will that be happening. Tim Walsh said possibly 2008. Steven Dellinger-Pate said that he has asked for clarification from the state and the state is not setting a firm date, but saying in the next few years.

- Staff training is ongoing for Citrix

Chairman Davis asked if we were successful in the second exam. Tracey Adkins said no, but he is planning on testing again. Chairman Davis said that is common to require more than one time.

#### Phase 1

- 90 Laptops with carts ordered for Shelton High School

Steven Dellinger-Pate said that he believes the purchase order is in. Cathy Araujo said that is all done.

- Committee currently reviewing bid spec to send out
- Redeployment/recycle schedule is being finalized for each school

Steven Dellinger-Pate said that the numbers that were given for the bid specs we not exact numbers but our best estimate at the time. Now we are going back school by school and checking the inventory. Tracey and I have gone to five of the elementary schools to look at every computer in there. Chairman Davis said that the best practice is that we always do an approximate and especially when we go out to bid so we don't have the same issues that we have had. Steven Dellinger-Pate was there is the issue of price points too that we want to take into consideration, if 300 and 350 maybe very different price points when we ask for that in a bid. So we want to make sure to take that into consideration.

Phase 2

- Set to begin at the end of July/beginning of August

We will bring the same process for phase 2 that we are using in phase 1.

There are several things happening in phase one that are occurring at once. One of the things that we are going to go back and reevaluate, now that we have some numbers in what are some of the other peripheral equipment we may want to consider at this time, projectors and things like that. Chairman Davis said that is what he thought he was going to get. He read the gant chart and he thought he was going to hear about smart classrooms and some of these other items and they are not here, that is why I asked where the other stuff is. Steven Dellinger-Pate said that stuff is going to be part of it, as we evaluate now some of those things we can come back and say here is the next piece, the peripheral equipment. Chairman Davis said that is when we will talk about projectors and smart rooms that you and I have talked about. Allan Cameron said so you know how the pieces are falling together for us the High School Renovation Committee has engaged CCR Pyramid as their technology consultant to help them develop the vision for the smart classroom. The 5/6 Building Committee has engaged Project Management Team to provide the same service. Chairman Davis said he thought it was a good idea that they went with different companies. Allan Cameron said that before we come to this committee with a vision of what those things are we want to discuss with the technology consultants and neither of those committees are at the point where they have finished that yet. Steven Dellinger-Pate said that we are moving forward with the 5/6 and the high school. Chairman Davis said that they both looked at Tracey's 4-6 item, if they have an adjustment and you edit your original document because of a quote from one of those two would you identify that. Tracey Adkins said that she would. Chairman Davis asked if we would see proposals for these other items in the gant chart shortly. Steven Dellinger-Pate said that the wireless installation will be shortly. Chairman Davis said that if we have a time problem or a work load problem could be pay someone on the outside to draft something. Steven Dellinger-Pate said that they will explore that as they move into each of these and we will bring something to the committee as we see necessary. The next acquisition that we are looking at in phase 1 is a tremendous number of devices; we are not going to explore all of what is happening in the next phase, we are really going to focus on phase 1. Chairman Davis said that we will put update gant chart on the agenda and we will pass it if we don't have anything to discuss. Allan Cameron said that is fine. Chairman Davis asked Steven Dellinger-Pate if it is necessary to facilitate a sub-committee on any of the projects that he is working on. Steven Dellinger-Pate said that the most likely case for that is as we develop the schedule for Citrix piloting.

**Agenda Item#9 Bid Specifications**

**Motion**

Allan Cameron moved that the committee adopt the draft bid specification submitted at the January 12, 2007 meeting, for 381 thin client (Citrix) and 119 thick client (Windows) devices and associated network infrastructure components, for referral to the City's Purchasing Agent to be publicly advertised. Cathy Araujo seconded the motion. Chairman Davis called for discussion.

Chairman Davis said that he has numerous questions, not to derail but to understand. It is mentioned 2 Duo Core Zion chip. That is an Intel chip and we just eliminated other services that do not have an Intel chip. We are closing the doors on some things by naming the brand and if that is intentional then say it is intentional. How do we address something like this, you have to be technology aware and very aware to understand this scope. That is why we originally agreed to have a sub-committee. The sub-committee did not meet, but on something this large \$500,000 + project how does the committee want to address the complexity of this. This is a gigantic purchase and it is going to be the standard for how we will roll out our future. Cathy Araujo said that as we clarified in the beginning as to whether or not a sub-committee creates a spec or the spec is brought in the technology staff at the Board of Education. It seems that we sort of played through that and they we are going to examine the specs as it was created by the technology committee. Everyone with questions ask the questions. Chairman Davis asked Cathy Araujo what questions she had for Tracey and Steven. Cathy Araujo said that whatever question she had she already asked them. Chairman Davis said that we are going to go around the rooms and let everyone here what questions are being asked. Cathy Araujo said that if you would like us to come prepared with a list of questions we can do that in the future, however you started out this discussion saying that you have direct questions and if you have direct questions then I think you should ask them. Chairman Davis said that the minutes should state that Cathy had a conversation with Tracey and she can't remember any of the questions that she had. Cathy Araujo said that she apologizes profusely. Tim Walsh said that at the Board of Education prospective we send things out in advance so people can make comments. Allan Cameron said that he also spoke with Tracey as he reviewed the document and in at least one of the comments was approximate quantity and discussed the nature of the proposal in terms of the commodity content versus the engineering content. I don't want to limit potential competition for 500 units by having a vendor think that there is a high engineering content involved in the deployment of those computers. The last time we went out for bid we had 12 responses, that is good I want to have 12 responses again. To make sure that we get the very best price possible. I know with the Citrix content, right there that is going to put a choke on it, not every computer place is literate in Citrix. Chairman Davis said that is what he would like to hear. In the spec you talk about breaking out pieces so people can participate where there is a commodity side.

End of Tape 1 Side 2

Allan Cameron asked Tracey if Ramesh has gotten back to her on the spec. Tracey Adkins said no that he hasn't and she did call him and he did not get back to her. Chairman Davis said that his daughter is getting married and we do need him to look at this document. Lou Marusic said the quantity of 381 for the thin clients, is there anything that would seem out of the ordinary here. Tracey Adkins said that she would like to step back into the process and explain we are talking about a system purchase. They have to be taken in their totality they are going to be out together for fully functioning system for us to use. In regard to this spec I tapped into each of my team members. My network engineer dealt with the server side in design. In regard to the thin client that you asked, he tested a couple of different thin clients and that is the specification that he came up with. I don't think there is anything unusual, he was very happy with the performance of that particular unit based on the application that we would be using. Lou Marusic said that he noticed the memory and you are not asking for excessive amount of memory. Chairman Davis said that he disagrees with that. Steven Dellinger-Pate said that when they went and did their pilot they found was some of the lower end units were not capable of doing some of the streaming capabilities that we needed. We first noticed this with the PBS website. So we started looking at how we can increase the capacity of our device, there were some things that we tweaked on the back end and the front end, we got a couple of new devices that we asked for in the pilot. So we had to bump up so that we can do some of the streaming video that we need. The processor had to change and so did some of the memory as a result. Chairman Davis asked Tracey Adkins about the video and the actual thin client does not have anything to do with the video, it comes from the server and its wire that come to the thin client and plus your fiber, how are you configuring this. We can either put the muscle at the server and we buy four servers or more and it is cheaper there then putting muscle on each individual on each unit. If they say that they have looked at it both ways and here is the answer. You want this out in June. Steven Dellinger-Pate said that they want the roll out completed by July. Chairman Davis said that is would begin before school ends and be completed in the summer. Steven Dellinger-Pate said yes. Chairman Davis said that they are coming out with a new server chip and we are can go to quad, did you look into the orders of the quad and if you did go quad, would that enable us to save money on the 381 units. I can keep going but I don't know how the committee wants us to work in this capacity. Lou Marusic said that he would like to finish his question, on thin client I didn't find anything wrong with this. I would like to comment on the 4-6 servers. I have taken a look at the specs 2 dual core Zions, 8 gigabyte buffered memory, mirrored memory; Raid 5, which I can agree with, is this Intel hardware and Microsoft mother boards. Nothing in here is AMD. Tracey Adkins said that it does say "or equivalent". Lou Marusic asked if there was something out of the ordinary here. Tracey Adkins said that the engineer basically looked at the system and he did a lot of research. During his research I did ask him if he looked at AMD, he said that he had looked at some of that in terms with what we have experience with and what we have here. We tend to have a lot of HP. A lot of this was put together based on the interaction of the vendor components and can we get all the components to work together. There is an "or equivalent" in there. What we are concerned with is the same thing, the most effective use of the dollars that are spent, but also that all the components work together. Lou Marusic asked with item 2.1D, thick clients approximately 119 units, this is all Intel and Microsoft. It also states Citrix ICA Client Compatible, can you explain that. Tracey Adkins said that is

the software component that it on a unit that allows you to also use Citrix, so going forward we can use this as thin client. Lou Marusic asked if there was anything out of the ordinary, you are getting decent technology from a reputable company that is supposed to be a leader. Is there any other preference that you may have relative to the chip itself? Tracey Adkins said no. Lou Marusic said that there is a chip that came out there that is 35% more efficient in using electricity. Tracey Adkins said that is something that we can look into. Lou Marusic said that if you can get chips that save on electricity. Chairman Davis asked Tracey Adkins if she was taking all these factors in when she was making her decisions. Tracey Adkins said that they are looking at all the elements and we are trying to reduce it. Chairman Davis asked if Tracey was making sure there was juice in the back of the room and Tracey said yes and they are working with maintenance. Lou Marusic asked with item 2.1G, monitors you are ordering 17 inch when you could be ordering 19 inch are you doing this in the interest saving unit cost. Chairman Davis said that 17 inch is still the standard. Steven Dellinger-Pate said that there is any education requirements and asked that the committee consider the quantity be considered in order to get the best price. Chairman Davis said that he is not familiar with a VIA C3 processor and Tracey Adkins said that Chris Adams has more knowledge on that processor. Chairman Davis said that we should be doing something to lower our cost or get better quality. Allan Cameron asked if Project Management Team and CCR Pyramid looked at this. Tracey Adkins said yes that they both looked at this. Chairman Davis said that he would like to see their input. Do you know of specific items that you changed because of their input? Tracey Adkins said that one item the CCR Pyramid added was finalizing and adding to the description of our network more, they thought VM Ware was a good idea and they recommended that the storage area network be put on hold for now, because that is going to be talked about in the 5/6 school. Chairman Davis asked if they went more in the building of additional capacity. Did city council review the spec? Allan Cameron said that it is the usual format that we use, but we haven't had council review this yet, but we have used this before. Chairman Davis said that if you look at most machines out there 512 is very large, you can go online and find flash at 64. Tracey Adkins said that it depends on operating system that you are going to load in there. We are using Windows XP embedded and it is a bigger operating system. Chairman Davis said that standard is 256 and does yours fit in a 256 model. Tracey Adkins said that she would have to check with Chris Adams, she believes that when they tested the 256 at Booth Hill and that is where we saw some of the slowness in the components of the applications. He has made some server adjustments and she would verify that with him. Chairman Davis said we are asking for 2 serial ports and 3 USB ports, is this a standard as what every unit inside Shelton has. Tracey Adkins said that it is not uncommon to have 3 or 4 external devices plugged into a unit. Chairman Davis asked if it has been explored if this purchase is a standard purchase or a specialty purchase. Also, you say B or G, do we want to go B. Tracey Adkins said that at the very minimum have to go with a G. Chairman Davis asked why we have B and G. Tracey Adkins said that there are some applications that we need to drop back. Chairman Davis said that we would go with a G that could be backward compatible. And Tracey Adkins said yes. Chairman Davis asked if we really need an RJ45 or are we going wireless. Tracey Adkins said that we are going wireless but there are some cases where we need to take advantage of a wire drop. Chairman Davis asked if it costs us any money or if there is a discount. Steven Dellinger-Pate said that when we redeploy the computers when the

5/6 school opens up we will be placing some of those in pods and they are wired. We would have to beef up the wireless network at the Intermediate School or we just plug them straight into the wall. Chairman Davis asked which we want to do. Steven Dellinger-Pate said that we might want to have both options. That way we don't have to wire rooms that are already wired. Chairman Davis asked if we could check if the RJ45 is free in the unit. We state specific inches and sizes and weights of the units and do we really want to say that. Tracey Adkins said that some of that could be covered with the "or equivalent". Chairman Davis said that we want the vendor to know that we want the ability to go horizontal or vertical, but it doesn't matter, how do we make that known. John Anglace said that we have pre bid meeting. Chairman Davis said that it is stated here. Two dual core Zion, that is limiting to Intel, if you want that this is fine, if you don't that is fine. I don't have a lot of AMD experience. From a purchasing perspective or a negotiator, I would like to see and open it to more people sending things in and maybe getting an AMD price against an Intel provider and hoping that the Intel provider will blink. Tracey Adkins asked if that would be covered with "or equivalent". Chairman Davis said that he didn't know, I think if you took Zion out it will open it up. Tracey Adkins said that "or equivalent" would encourage the vendors also, there is a sheet that is put on from the purchasing perspective of the City of Shelton that all brand or models specified here are for reference only. Bob Gesullo asked who writes the spec. Tracey Adkins said that there had been a number of times that she had written the spec, all of the other specs that have been written up to this point she has written. For this spec what we have done is to involve more of the team members. Bob Gesullo said when you write this you write this line item by line item, is this compatible with something that is off the shelf or do you believe by writing the spec line item by line item you create something special for yourself. Tracey Adkins said that some of this is off the shelf, but again we are not necessarily building an off the shelf solution. So when you are looking at the technical items and the support you would talk with the vendor. Some of the items are very common. Chairman Davis said that you can state in a meeting what we are trying to do and not configure anything and you could ask them to give us your out of the box, in the box, commodity style versus non commodity style and have them do some of our homework, did you entertain that idea. Tracey Adkins said that they did most of the engineering so that we can understand how to put this into the Shelton Public School System because it has to integrate in there, so what we did was that we did the research on our side and talk to various people on how to put this concept together. Chairman Davis said that you made a conscious decision not to have to be so open ended and you want to control it more. Tracey Adkins said that I suppose that you can say that. John Anglace said that you are taking it out of the realm of a bid and putting it into the realm of an RFP. Allan Cameron said that we are aware of the advice that they got from corporation council; we are calling this a bid spec. Chairman Davis said that there needs to be some edits to this document, because RFP is all over it. Allan Cameron said this is our bid spec. Chairman Davis said from the configuration what is your total hard drive space. Tracey Adkins said that one drive there is a hard swap drive, so the four drives are there to assure redundancy and recovery should a system failure occur. When you look at this configuration of four drives, three of these drives will work in parallel and the fourth drive remains there unused, not interactive daily but has the information on it. If one of these three drives fails the other one kicks in. Chairman Davis said that you have 216 gigabyte of hard drive not 280+ because of the Raid 5 configuration. That sits

there shadowing in some kind of mathematical formula and then can recover anything and everything from that. You have entertained 216 and you believe 216 is more than adequate because I don't believe the cost difference between 72 and 100 is really much, but I don't know what your long term view of this and hard drives can be hot swappable and Raid 5 is clearly hot swappable. Do you have plans to eventually escalate this at another point at a higher than 100 and that is why it's not there or were you paying attention to cost, why did you go with 72. Tracey Adkins said that we went based on her engineer's research, a study came out that corporations are looking to consolidate because a large percentage of hard drive space is truly under utilized. Chairman Davis said that it is 4-6 and with the units that you are attaching it to that you have additional capacity from the processing and the capability. Did you entertain idea that it is 381 and could be 480 and these guys could still handle it? Of course we are talking a school system and I don't know how much is being stored and saved versus the corporate world. Steven Dellinger-Pate said not knowing how much your corporation stores; we do store a fair amount of documents. Chairman Davis said you believe this large enough even if you go beyond the 380. Tracey Adkins said yes, and we are looking at the additional storage area network at the 5/6 school. Chairman Davis asked if this information is accurate for expansion, elimination or staying the same. Hot swappable hard drives are not cheap and everyone that you have is one less PC in front of a child. If we decide two years from now that we didn't make the right decision here and when those servers die those hard drives die and will all go to the trash at the same time. Tracey Adkins said that she feels very comfortable with this and that it will stay there.

Tim Walsh left the meeting at 10:20 A.M.

Chairman Davis said that it is mentioned that you have a 3 year, 4 hours, 24/7 ProLiant DL 370 service warranty, is that what you have on all your other servers. Tracey Adkins said that they have that on all the critical servers. Chairman Davis asked if this was on most of them. Tracey Adkins said that it is on the critical servers. Chairman Davis asked what percentage that would be. Tracey Adkins said that it was 10 – 15%. Chairman Davis said that this is expensive, when you pick this and it costs thousand that cost is not going to your 4-1 ratio. Tracey Adkins said that the other things that we are looking for is that these servers will allow over time access from the outside in. John Anglace said that these are excellent questions but this could be done in a sub-committee better then discussed here. It is necessary. The motion that is on the floor has to be modified to state not as presented but as modified following this meeting. If we want to pass this motion, Michael has to ask these questions. Chairman Davis asked if the committee would like him to give his questions to Tracey and come back to the committee with the answers. John Anglace said that we can change the motion and accept it as agreed and modified between Tracey, Steven and Michael and that is the final say. Chairman Davis asked the committee if they did not want to precede this way and do they just want to go forward and purchase. Lou Marusic said that he doesn't think that is the intent at all, when you go out bid and you say "or equivalent" you let the vendors come and tell what you are doing right or wrong and what they have to offer. There maybe two things here if you want to get involved with shaping the spec. Chairman Davis said that he does not want to get involved with shaping the spec he is just asking if these things have been considered. Bob Gesullo said that he

respects what Michael is doing. What you are doing is auditing the technology and that is something that should be done in a sub-committee. Is there something in the process that does that for you? You are working so hard to get this out to a suppliers bid, is there a phase in between that. You can develop the specifications and give it suppliers and say that we don't want you to bid on this but what you would recommend the most cost effective way to build this and do we get the end result. Then go out and re bid that. Suppliers should be more than just delivering the goods they should bring value added. Lou Marusic said that is a good starting point and the suppliers could work with that. John Anglace said that I don't think we should cut short the questions that Michael has, it adds too much value. Bob Gesullo said that what you are doing here Michael is a technical audit and rather than take everyone's time here it should be conducted in a sub-committee.

End of Tape 2 Side 1

Cathy Araujo asked if this is fair to all the suppliers. Chairman Davis said that is not the way we are going to word it. Cathy Araujo said then we are going to bid twice. Allan Cameron said that the idea makes sense, but can we go out with this document. Chairman Davis said that you can go out with this but you take out all this stuff and just talk out quantity. Allan Cameron asked if we would use a functional spec and Chairman Davis said yes. Bob Gesullo said that we can send this out and say this is what we want and let them comeback and quote it a different way. Then we can go line item for line item with what we got and what we want. Allan Cameron asked if we should modify the motion that is on the floor to include approximate quantity, but I see that Michael has a lot of questions. Can you give those questions to Tracey and then Tracey can adjust and reflect the changes suggested. Chairman Davis said that it does not have to be changed just that his suggestions were considered. Allan Cameron said that then we can get the bid out and get the process started knowing that we are going to have a pre bid conference and at that time we are going to engage in discussion and get the bids back and then we evaluate the bids that we were given and then we may decide that we want to go back out to bid again. Lou Marusic said what the pre bid does is eliminate the suppliers that are not sincere. Allan Cameron said that we want to make sure that the suppliers that come are going to be able to service us.

### **Motion**

Allan Cameron modified the original motion. Allan Cameron moved for the committee to adopt for consideration the draft bid specification submitted at the January 12, 2007 meeting as modified to include the Chairman's suggestions for approximately 381 thin client (Citrix) and approximately 119 thick client (Windows) devices and associated network infrastructure components, for referral to the City's Purchasing Agent to be publicly advertised.

Chairman Davis asked what does that mean. Allan Cameron said that means that you are going to give Tracey all those questions that you have written and she is going to see if she can incorporate your questions into what she already has to come up with something that put a finer point on this thing. It will enable us to get this thing out. Chairman Davis

asked if this mean that we go out to bind in a way that is more generic and sees more involvement and accept on this committee that this is going to be a two bid process. Are we willing to go this path because this path we are going to hold back a little in order to open up to suggestions and more creativity and then go to a second bid? Cathy Araujo asked is we are automatically saying that we are going that way and are going for a second bid. Chairman Davis said that we are going with the intent to do that. John Anglace suggested that we go to council and say that this is a hybrid between requests for a proposal and bid and we need to be unique in the way that we go about this. What we would like to do is to go out for a request for proposals and have a pre bid meeting and say this is what we want to do and when we finish with the proposals then we will develop specific specs and then we will go out to bid based on those specs. Chairman Davis said that for sure make this a two step process. Bob Gesullo asked when you go out for bid and the suppliers come back does the lowest price win. Allan Cameron said no it is the lowest competitive. How the process work is that we take bid spec and the City Purchasing Agent advertises it for a minimum of ten days and then the bids come back and they are opened at the next meeting of the Board of Apportionment and Taxation. The Board of Apportionment and Taxation will then refer the bids back to us for evaluation. Depending on what we choose to do, in a normal course of events we would make a recommendation from that and say that we think the award should go to bidder A, B or C. We get back onto the Board of Apportionment and Taxation's agenda and they make an award. We then go back to the City's Purchasing Agent and the Purchasing Agent will issue a purchase order. Bob Gesullo said if a supplier puts in a bid and is not chosen I never hear from you again, I don't get the chance to come back in. Chairman Davis said no it is not like corporate America. Allan Cameron said that in the last situation, we specified that we would have the capability to negotiate and we got into trouble with corporation council. Not only did we have a negotiation and we had a good negotiation. Bob Gesullo asked if we could go out for a proposal for ideas. John Anglace said that he suggests giving them a general idea. Chairman Davis said that we should just call them bids and then we have the outside chance, if we are willing to do it. We can say yes or no and then go back out. Steven Dellinger-Pate said that one of things that held us up was not our meeting schedule but the meeting schedule of the Board of Apportionment and Taxation. Lou Marusic said that almost argues to put into the detailed spec "or equivalent" and when they come in and to ease the pressure among suppliers, so you have some kind of matrix on how you are going to award the lowest supplier. Chairman Davis said the problem we have when we go with a public meeting everyone who comes to the public meeting will be aware of what we are looking for and don't have to be speced out. The problem is also that there are some very good providers that may not be able to come. They can see more of the scope and it is how much effort and time do we want to put into this. Tracey and Steve decide the technology it is about the purchasing of it and at the right amount so that we don't run out of money and we do maximize the number of units we can get in front of our children. Time is money. Lou Marusic said that you have the pre bid meeting and you go to bid once. Cathy Araujo asked if there any mechanism that we can use where we could advertise this for an RFP knowing and letting the suppliers know that we have no intention of making a purchase off of this, that it is just a request for proposal or alternative proposals. Since we have no intention of purchasing does it then have to go through the Board of Apportionment and Taxation? Could there be something

leading up to a vendor's conference where we see what they give back and based on that create the bid. If we know the first time through we are looking for information and we are not going to buy off of it why do we have to have the Board of Apportionment and Taxation. John Anglace said that you don't have to for a proposal you just have a pre bid meeting with all the vendors that have an interest. Cathy Araujo said that doesn't involve the Board of Apportionment and Taxation. Lou Marusic said that he didn't think so. Chairman Davis asked if we could record that and have it out on a site somewhere for anyone who is not there to see it and hear it. Steve Dellinger-Pate said that technology does exist. Chairman Davis said that he knows it exist but doesn't know if it exists here. Lou Marusic said that he will check best practices. Tracey Adkins said there is one other option to add to the spec for competition the specs for an AMD box. Chairman Davis not even an AMD box, just generically configures this. Tracey Adkins said that we have to give some guidelines because you don't want a white box solution that isn't going to work. John Anglace asked if we are allowing suppliers bid a certain parts of the bid. Tracey Adkins said that is correct.

John Anglace suggested that the motion be defeated and remade after the questions that Chairman Davis had are answered.

Allan Cameron asked for a timeline and asked if we could have a meeting on February 2<sup>nd</sup>. At 8:00 A.M. Chairman Davis and the committee agreed.

Allan Cameron withdrew his motion and Cathy Araujo withdrew her second.

### **Adjournment**

Chairman Davis asked for a motion to adjourn the meeting. Allan Cameron made the motion to adjourn the meeting and Cathy Araujo seconded the motion. A vote was taken and the motion was passed 6-0.

Chairman Davis adjourned the meeting at 11:00 A.M.

Respectfully Submitted,

Christine Johnston  
Recording Secretary

\*Tapes and attachments are on file at the City Hall Town Clerk's Office. Attachments are not included with minutes on website.