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NSSB

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

September 22, 2003

To: **Complex Area Superintendents and Principals**

From: *Katherine Kawaguchi*
Katherine Kawaguchi, Assistant Superintendent
Office of Curriculum, Instruction and Student Support
Rodney Moriyama, Assistant Superintendent
Office of Information Technology Services *Alan Stone for*

Subject: **Acquisition of Videoconferencing Equipment**

The Teleschool Branch and the Network Support Services Branch (NSSB) are working together to facilitate the expansion of the Department of Education's videoconferencing system. The expanded videoconferencing capabilities will enable the Department to ensure that geographic location does not compromise the provision of timely, sustained and focused technical assistance, professional development sessions and student-focused services. It is critical, however, that coordination and standardization of equipment and procedures be instituted to enable the development of a coherent statewide system. To this end, the following procedures have been delineated below:

- 1) Contact Dan Miyamoto, Teleschool Specialist, at 837-8004 or Sharon Wong, NSSB Telecom Network Specialist, at 377-7701 to discuss the Telecom Request (TR) you are planning to submit. They will assist you in determining the appropriate videoconferencing equipment to purchase. NSSB will assess the ramifications of adding the proposed videoconferencing equipment to the network and determine if the requisite network capacity exists at the requested location.

- 2) Submit to NSSB a Telecom Request PRIOR to the acquisition of the videoconferencing equipment. The form is available on the Teleschool website (www.teleschool.k12.hi.us) and the NSSB website (<http://nssb.k12.hi.us>). The website Telecom Request should be used for all videoconferencing requests. These websites also provide instructions on how to complete the Telecom Request.**
- 3) Telecom Requests will be processed by NSSB.**
- 4) Upon approval of the Telecom Request, schools need to type on the purchase order: a) the Telecom Request number in the approved number field and b) the Contract No. CO-300119 in the terms information section. (NOTE: An approved Telecom Request is required for videoconferencing purchases.)**
- 5) If the purchase is over \$25,000 and not on the approved price list, please contact the Department of Education's Procurement Section.**

If you have any questions, please do not hesitate to contact Sharon Wong, NSSB Telecom Network Specialist, at 377-7701 or via email.

KK:RM:SW:et

**c: Superintendent
Assistant Superintendents
Superintendent's Branch Directors
Public Charter Schools**