

Request For Proposal



**Computer Recycle Program
Request for Proposals**

Date: October 3, 2011

To: Deans, Directors, Department Chairs,
Faculty and Student Organizations

From: Marie J. Botticelli

Subject: Solicitation for Proposals of Recycled Computers and Peripherals

cc: Gary Roth

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1.0 Intent

Each year computers and peripherals in the student computing labs are upgraded with state-of-the-art equipment, and recycled equipment becomes available for distribution to faculty or student groups.

Distribution of recycled equipment is made through the Request for Proposal (RFP) process permitting eligible individuals and organizations on campus to submit proposals and to be considered fairly for the awards. Final awards are made based on criteria that extend technology in support of the teaching and learning process.

2.0 Eligibility

Faculty, student groups, academic and administrative departments of the Newark campus are eligible to submit proposals for recycled equipment for University related activities. If requests for recycled equipment exceed equipment available, awards will be made according to the award criteria.

3.0 Applications for Awards of Recycled Computers

This year, approximately 130 PCs and 20 Printers are available for distribution. Proposals to take possession of this equipment should be submitted using the attached form. Minimum configurations of the equipment are listed in the appendix.

NOTE: Printers will be distributed during the Spring 2012 Semester

Applications for awards of recycled equipment should be made on the attached Proposal Application page. Use additional pages only if necessary to describe your request. Include the following information on the Proposal Application.

1. Complete information about the applicant
2. Criteria which categorizes the request for equipment
3. The quantity of each type of equipment requested
4. Planned location where the equipment will be used
5. Brief description of what you expect to do with this equipment
6. Endorsements of the appropriate department Chair and Dean

Submit one copy of the proposal by **October 14** to:

Marie J. Botticelli, Director
OIT – Newark Computing Services
Hill Hall 219
Newark Campus
mbottice@andromeda.rutgers.edu

4.0 Claiming Recycled Computer Awards

The Principal Investigator will be officially notified of an award through a letter from the Director of Computing Services, and the recycled equipment will be available immediately. Ownership of all equipment remains with Rutgers.

Equipment must be picked up from Newark Computing Services (NCS) 2 weeks after notification of the award or the equipment will be forfeited. The pickup carrier must provide a copy of the award letter to Newark Computing Services to obtain possession of the equipment.

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Recycled equipment will be tested and verified as working machines before notification and will be warranted for 30 days following pickup. Set-up and installation of equipment are the responsibility of the Principal Investigator. Physical Plant will pickup and deliver awarded equipment for a charge. Network connections and set-up may be obtained on a fee for service basis from NCS Departmental Services (973-353-5086) or any other service provider.

5.0 Evaluation Criteria

Proposals will be reviewed and assessed on their individual merits. Recommendations for equipment distribution will be reviewed by the Chancellor's Office prior to becoming final. Priority will be given to the following types of proposals.

- Replacing, upgrading, or expanding equipment for use in facilities that directly affect student groups.
- Replacing, upgrading, or expanding equipment in departmental facilities available for student use.
- Replacing, upgrading, or expanding equipment in faculty offices.

6.0 Critical Dates

- October 14, 2011 proposals due
- October 28, 2011 award winners notified
- November 18, 2011 last day to pick up recycled computers.

NOTE: Printers will be distributed during the Spring 2012 Semester

7.0 Web Address

This RFP and a list of all previously awarded equipment and projects are on the web at <http://www.ncs.rutgers.edu/rfp>.

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8.0 Appendix A – Equipment Configurations

Equipment to be recycled

PCs	Printers*
Dell Optiplex GX755/GX745 SFF	HP LaserJet 9050/9000
Intel Core 2 Duo 3.0 / 2.4 GHz	
Windows 7 Operating System	384 / 192 MB Installed RAM
24" / 17" Flat Panel Dell Monitor	J7949E / J7934A JetDirect Card
3 / 2 GB RAM	Warranted for 30 days after pickup
250 / 230 GB Hard Drive	
Network Card	
DVD/CD-RW Drive	
Warranted for 30 days after pickup	

Configurations of new equipment installed in student labs as of August 2011

PC	Printers
Dell Optiplex GX990 SFF	HP 9050 / CP6015xh
Intel i5 (3.1 GHz)	512 / 256 MB Installed RAM
Windows 7 Operating System	635N JetDirect Card
22" Flat Panel Dell Monitor	
8 GB Ram	
320 GB Hard Drive	
DVD+/-RW Drive	
Network Card	
AMD Radeon 6350 512MB Video Card	

***Printers will be replaced Fall 2011 and will be distributed Spring 2012.**

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9.0 Appendix B – Proposal Application for Recycled Equipment

Applicant Information

Project Title _____
Principal Investigator _____
E-mail Address _____ Telephone Number _____
Department _____
College _____
Campus Address _____

Application Request
Provide the following information. Attach additional sheets only if necessary.

- Criterion:
- Replacing, upgrading, or expanding equipment for use in facilities that directly affect student groups
 - Replacing, upgrading, or expanding equipment in departmental facilities available for student use
 - Replacing, upgrading, or expanding equipment in faculty offices
 - Other – describe below

Enter quantity of recycled equipment requested

_____ Windows PC computers
_____ HP Printers (distributed during the spring 2012 semester)

Planned location(s) of recycled equipment

Describe briefly what this proposal will allow you to do

Approvals

Department Chair's or Faculty Advisor's Signature of Approval		
Printed Name	Signature	Date
_____	_____	_____

Dean's or Director's Signature of Approval		
Printed Name	Signature	Date
_____	_____	_____

Route to: Marie J. Botticelli,
mbottice@andromeda.rutgers.edu
Newark Computing Services
Hill Hall 219, Newark Campus