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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-36

DIVISION: ITM

TO: Commissioners of  
 Social Services

DATE: July 18, 1991

SUBJECT: Clarification of EDP-Related Reimbursements

SUGGESTED

DISTRIBUTION: WMS Coordinators  
 Directors of Administrative Services  
 Staff Development Coordinators

CONTACT PERSON: Robert E. Scharg, BSR/LDPRS  
 1-800-342-3715, extension 3-5159

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
					91 LCM-96

A basic requirement of the review process for a Letter of Intent (LOI) for EDP-related expenses is to determine if the costs specified are reasonable. To ensure that all local districts are treated consistently and fairly, the criteria described in the ITM Standards Manual (AC100 - LSSD Request Approval Process) are uniformly applied.

Costs are not only compared to similar requests which have been approved in the past, they are also compared to the prices listed in State contracts with vendors through the NYS Office of General Services (OGS). The prices for EDP equipment and software are not limited to State agencies. Because all local districts are eligible to purchase items from the vendors listed at the "State contract prices", we would like to clarify that approval amounts will be limited to the State contract prices for those items on the lists. Purchases made for items not on the list will be reviewed on an individual basis. Determinations will be based on the similarity to equivalent items (and their respective costs) and on requests and costs which have been approved in the past. Current market prices and prevalent trends will also be taken into consideration (e.g., upgrading software by trading in outdated brands, competition of manufacturers decreasing the costs of 386SX-based microcomputers and notebook computers).

Please be aware that local districts are not limited to patronizing the vendors on the OGS lists. You may select the vendor of your choice as long as all Federal, State and municipal procurement procedures are followed. During price negotiations, both the district and the vendor should be aware that the State is considering the OGS prices as the going market rate and any costs incurred over the OGS prices will not be reimbursed. (NOTE: OGS prices may not reflect either promotions or newly developing trends, therefore, it is possible to negotiate a lower price.) Additional costs not normally covered under these contracts such as training and installation should be specified separately in the LOI.

Inquiries regarding OGS contract lists and prices should be directed to Ms. Lily Delphey at 1-518-474-6717. Additionally, OGS has implemented an electronic microcomputer bulletin board on an experimental basis that is available to anyone with dial-up modem capability. At this time information on many (but not all) PCs, printers and software products is available. The bulletin board number is 1-518-474-1090. A 1200 baud modem is required. Download the file named 1.ASC and then read the file locally on your microcomputer. Additional instructions on the access and use of the bulletin board are available from Mr. Lynn Ellsworth at OGS (1-518-473-9441).

If you have any questions regarding the policy clarified in this informational letter, please contact Robert Scharg of ITM/Bureau of Systems Review. (See cover sheet for telephone number.)

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John J. DiPalermo  
Deputy Commissioner  
Information Technology Management