

CONTENTS

I. EMERGENCY RULES

Education:

Board of Elementary and Secondary Education — Evaluation of special schools; certification of special education supervisors	53
Board of Trustees for State Colleges and Universities — Tuition waiver and salaries of Student Government Association officers	53

II. RULES

Agriculture Department:

Horticulture Commission — Identification of vehicles	54
State Market Commission — Information required on application and at loan closing	54

Education:

Board of Elementary and Secondary Education— Membership in Armed Forces; high school credit for military duty	54
--	----

Governor's Office:

Data Processing Coordinating and Advisory Council Rules for procuring computers	54
--	----

Health and Human Resources Department:

Board of Examiners of Psychologists — Ethical standards; written examination	66
Office of Family Security — Disclosure of information by Medicare providers	70
Timely submittal of Medicare claims	70
Office of Human Development — Final amendments to Title XX Annual Plan	70
Board of Veterinary Medicine — Consultants; prescribing and dispensing drugs; record keeping	70

Public Safety Department:

Office of Fire Protection — Codification of rules	71
State Police — Amendments to Explosives Code	76

III. NOTICES OF INTENT

Agriculture Department:

Horticulture Commission — Suspension of license	77
---	----

Commerce Department:

Office of Financial Institutions — Property improvement loans by state-chartered savings and loan institutions	78
--	----

Education:

Board of Elementary and Secondary Education — Bulletins 741, 746, 1508, and 1525; pupil progression plan, etc.	78
Southern University Board of Supervisors — Student Union and accident insurance fees	78
Amendments to Bylaws	78
Board of Trustees for State Colleges and Universities — Tuition waiver and salaries of Student Government Association officers	79

Health and Human Resources Department:

Board of Examiners of Psychologists — Rules on training and transportation	79
Office of Family Security — Medicare hospital diagnostic procedures; non-emergency medical transportation Medicare abuses	79
Office of Health Services and Environmental Quality — Sewage disposal for rural homes	80
Office of Mental Health and Substance Abuse — Amendments to Standards Manual for Licensing Substance Abuse Programs	95

Insurance Department:

Property and Casualty Division — Misuse of confidential information	96
---	----

Natural Resources Department:

Office of Conservation — Off-site disposal of salt water and drilling mud	96
Environmental Control Commission — Emergency Rules of Procedure	97
Fishermen's Gear Compensation Fund — Evaluation and payment of claims	98

Public Safety Department:

Office of State Fire Protection — Appeals to the Fire Prevention Board of Review	99
Foam plastic insulation standards	99

Revenue and Taxation Department:

Sales Tax Section — Sales tax tables for St. Charles Parish	99
---	----

Transportation and Development Department:

Gasoline specifications	100
-------------------------------	-----

Wildlife and Fisheries Department:

Wildlife and Fisheries Commission — Spring shrimp season; shell lease fees	100
--	-----

IV. POTPOURRI

Culture, Recreation and Tourism Department:

Division of Archaeology and Historic Preservation — Notice of hearing100

Natural Resources Department:

Office of the Secretary — Availability of proposed Act 592 (state royalty crude) rules100

Wildlife and Fisheries Department:

Administrators of the Natural and Scenic Rivers System — Bayou Dorcheat hearing100

V. ERRATUM

Natural Resources Department:

Office of Conservation101

Emergency Rules

DECLARATION OF EMERGENCY

Board of Elementary and Secondary Education

The State Board of Elementary and Secondary Education at its meeting on January 24, 1980, exercised those powers conferred by the emergency provisions of the Administrative Procedures Act, R.S. 49:953B, to adopt the following: In order to allow the Department of Education to proceed with the annual school evaluations of special schools for school approval, the following action was taken since continued special schools' funding is dependent upon school approval.

The Board adopted as emergency rule policy amendment to Bulletin 741, *Handbook for School Administrators*, Classification Categories of Special Schools as follows:

Classification Categories of Special Schools

Approved: School meets standards of the State Board of Elementary and Secondary Education.

Provisional approval: School has some deficiencies in standards and is being advised and requested to make corrections (such as: some teachers teaching out of their field of certification, library books below the required number per pupil, teachers teaching more pupils per period or week than permitted, not meeting scheduling requirements as prescribed by Bulletin 741, etc.). Improvement is expected prior to the next school year.

Probational approval: School has one or more of the following deviations from standards:

A. Principal not certified.

B. Member(s) of the faculty not holding valid Louisiana teaching certificate(s).

C. School does not offer a curriculum to meet graduation requirements or a balanced elementary curriculum as prescribed in Bulletin 741.

The school has been on provisional approval for at least two years.

The school has no individual educational plans and/or no current multidisciplinary evaluations.

The State Board of Elementary and Secondary Education shall set the guidelines and fix the period of time for the corrections.

Unapproved: Any school that fails to comply with one or more of the following State Board of Elementary and Secondary Education standards:

A. No liability insurance.

B. Does not have eight fire drills per school year.

C. Not in compliance with Fire Code regulations.

D. Not in compliance with Health Code regulations.

School has not corrected the stated deficiencies within the time fixed by the State Board of Elementary and Secondary Education as defined by R.S. 17:10.

Any school that has not previously attained an approved classification.

The Board adopted as emergency rule policy amendment to Bulletin 746, *Louisiana Standards for State Certification of School Personnel*, because certification requirements for special education supervisors were imposed by the State Board of Elementary and Secondary Education since 1975, however,

funding for these positions did not become available to the state until the 1978 legislative session. Of the sixty-six school systems, only a small number of parishes had certified persons serving in this capacity. The following amendment is necessary so that approximately thirty acting supervisors currently employed may have time to complete their coursework.

The Board adopted the following amendment to Bulletin 746, pages 45-45a, last paragraph, Parish or City School Supervisor/Director of Special Education, to read:

Certification requirements may be temporarily suspended by the Board to allow the individuals to serve in the capacity of acting parish or city school supervisor/director of special education, provided the Board has approved an educational plan for the individual to complete certification requirements on or before December 31, 1980.

Individuals hired or serving as an acting parish or city school supervisor/director of special education, on and after January 1, 1981, must meet certification requirements when employed or to remain employed as a parish or city school supervisor/director of special education.

James V. Soileau, Executive Director

Board of Elementary and Secondary Education

DECLARATION OF EMERGENCY

Board of Trustees for State Colleges and Universities

At its meeting on January 11, 1980, the Board of Trustees for State Colleges and Universities adopted the following rule, effective immediately:

Policies and procedures Manual of the Board of Trustees for State Colleges and Universities, Part VIII, Section 8.12B, Tuition Waiver and Salaries for Student Government Association (SGA) Officers, paragraph 1 shall read as follows:

1. A waiver of tuition (as defined in Section 6.6B of Part VI of this Manual) shall be granted, by the institutions under the jurisdiction of the Board, to the top three elected SGA officers at those institutions, with the exception of Delgado Vocational-Technical Junior College, where the recipients of the tuition waivers shall be the SGA presidents and vice-presidents at the two Delgado College campuses. The waiver of tuition shall remain in effect for the duration of the respective terms of office.

This was taken as emergency action in order that current office holders at Delgado College might have opportunity to take advantage of the tuition waivers.

This action was taken in accordance with the emergency provisions of the Administrative Procedures Act and under the authority of Article VIII, Section 6, of the 1974 Constitution.

Bill Junkin

Executive Director

Rules

RULE

Department of Agriculture Louisiana Horticulture Commission

In accordance with the provisions of R.S. 37:1961 and the provisions of the Administrative Procedure Act, R.S. 49:951-968, Rules IV, I. and J. of the Rules and Regulations of the Louisiana Horticulture Commission are hereby promulgated.

The Rules require that all licensees, with the exception of retail florists and wholesale florists, display the title of their profession and their license number on all company vehicles, and that licensees have personal identification in their possession during times when work is being conducted.

RULE IV

1. All commercial vehicles (pick-up trucks, vans, etc.) owned and used by all professionals with the exception of retail florists and wholesale florists licensed under the Louisiana Horticulture Law (R.S. 37:1961-1975) in the performance of the normal activities of their profession must be plainly marked on both sides and the back in letters and numbers no smaller than three inches high displaying the title of their profession and license number.

J. Appropriate identification must be available on the person of all licensees with the exception of retail florists and wholesale florists while performing the activities normally associated with their professions.

Richard Carlton, Secretary
Louisiana Horticulture Commission

RULES

Department of Agriculture State Market Commission

The State Market Commission on January 23, 1980, amended Rules 9 and 12 of its Procedures for Developing and Executing Market Commission Loans and/or Guarantees to read as follows:

Rule 9

9. The application must include:
- A feasibility study of the proposed enterprise.
 - A credit analysis of the principals.
 - A three-year projected cash flow statement.
 - A letter from a Department of Agriculture attorney stating the application is in compliance with the law.
 - An evaluation of management capability.
 - Turn-down letters from two area lending institutions. The Market Commission will attempt to obtain participation from local sources.
 - An explanation of how the proposed marketing facility would enhance and/or benefit the agricultural community in which it would be located.
 - A financial statement on the principals, corporations, or cooperatives prepared by a public accountant using acceptable accounting principles.
 - An appraisal, if an existing facility, using market data, cost and earning approaches as the basis of value. Appraisal shall be made by Market Commission staff unless in their judgment an

outside qualified appraiser should be employed by applicant.

J. An affidavit disclosing what relationship, if any, the applicant(s) may have to any state official or employee of the State Department of Agriculture.

Rule 12

12. Upon completion of the facility, as specified in application, the applicant must submit to the Market Commission a copy of the note, the mortgage, and a mortgagee title insurance binder in favor of the Market Commission. Upon approval of these documents by a Department of Agriculture attorney, the Market Commission shall schedule a formal loan closing. On all loans to corporations and/or cooperatives, personal endorsement shall be required unless waived by unanimous vote of the Market Commission. In addition, each corporation and/or cooperative shall furnish on the anniversary date of the loan the following:

- Names of all stockholders and the number of shares held by each.
- The statement of its operations, including analysis of profits and losses.
- A statement of financial condition.

Albert Chapman, Executive Secretary
State Market Commission

RULE

Board of Elementary and Secondary Education

The Board approved a policy amendment for final adoption to Bulletin 741, *Handbook for School Administrators*, page 41, paragraph 1.b, to read as follows:

A person is considered a "member of the armed forces" if he/she is engaged in active military duty in the Army, Navy, Air Force, Marine Corps, Coast Guard, or is a member of the Army or Air Force National Guard.

The Board approved a policy amendment for final adoption to Bulletin 741, *Handbook for School Administrators*, page 41, paragraph 2.a., to read as follows:

Two units of credit toward high school graduation may be awarded to any member of the United States Armed Forces or their reserve components, or any honorably discharged veteran who has completed his/her basic training upon presentation of a military record attesting to such completion.

James V. Soileau, Executive Director
Board of Elementary and Secondary Education

RULES

Office of the Governor Data Processing Coordinating and Advisory Council

LAC 1-9:1 Computer Utilization Reporting

1.1 Each department, commission or board, political subdivision or political corporation of the state, except parishes and municipalities, shall maintain hardware utilization records. Each data processing center will provide the Data Processing Coordinating and Advisory Council (DPCAC) monthly utilization reports as defined in Sections 1.3, 1.4, or 1.5 below as applicable. In addition, data processing centers will provide the Council with requested utilization data as required to support special studies.

1.2 The following definitions shall be applicable throughout the rules of the DPCAC:

- 1.2.1 "BCS" means Boeing Computer Services.
- 1.2.2 "CC" means Control Card.
- 1.2.3 "CDC" means Control Data Corporation.
- 1.2.4 "Council" means Data Processing Coordinating and Advisory Council.
- 1.2.5 "CPU" means Central Processing Unit.
- 1.2.6 "CRU" means Computer Resource Unit.
- 1.2.7 "DVI" means Device Group 1.
- 1.2.8 "DV2" means Device Group 2.
- 1.2.9 "DV3" means Device Group 3.
- 1.2.10 "ER" means Executive Request.
- 1.2.11 "EXCP" means Execute - Channel Program.
- 1.2.12 "IBM" means International Business Machines.
- 1.2.13 "JLF" means Job Lengthening Factor.
- 1.2.14 "MLF" means Master Log File.
- 1.2.15 "RLF" means Run Lengthening Factor.
- 1.2.16 "SARA" means System Analysis and Resource Accounting.
- 1.2.17 "SCF" means Statistical Collection File.
- 1.2.18 "SMF" means System Management Facility.
- 1.2.19 "SUP" means Standard Unit Processing.
- 1.2.20 "TSO" means Time Sharing Option.
- 1.2.21 "TSS" means Time Sharing System.

1.3 Data processing centers that have the SARA software installed will provide the following reports on a monthly basis. The reports are due not later than the tenth day of each month. The BCS SARA documents referenced in this rule are available at the DPCAC staff offices and at State agencies where the SARA package is installed.

1.3.1 SARA III (IBM) Users. Reference should be made to BCS document 20463-005, SARA-IBM Management Reporting System, for additional information. The monthly reports will be summarized at the day and shift level. The year-to-date reports will include the current twelve months of utilization data and will project the next twelve months using the SARA III control statement "growth best" (reference BCS page 31). The following monthly and year-to-date (past twelve months) reports are required (reference BCS page 35):

Report Number	Title	Comments
1	Number Jobs-Batch	
3	Active Hours-Total	
5	Device Wait-Batch	
6	CPU Hours-Batch	
7	CPU Hours-TSO	TSO Users Only
8	CPU Hours-Total	
9	CRU-Batch	
10	CRU-TSO	TSO Users Only
11	CRU-Total	
12	CRU/Hour-Batch	
13	Throughput-Batch	
14	JLF-Batch	
15	CPU Percent-Total	
18	DVI Hours	Disk
19	DV2 Hours	Tape
20	DV3 Hours	Unit Record
27	Number TSO Sessions	TSO Users Only
28	Log-on Hours-TSO	TSO Users Only
29	Pages per second (Batch)	If available
30	Pages per second (TSO)	TSO Users Only
32	Pages per second (Total)	

In addition, the Monthly Summary Report (reference BCS page 14) will be provided for the current month.

1.3.2 SARA-H (Honeywell) Users. Reference should be made to BCS document 20463-015, SARA-H Management Reporting System, for additional information. The monthly reports will be summarized at the day and shift level.

The year-to-date reports will include the current twelve months of utilization data and will project the next twelve months using the control statement "growth best". The following monthly and year-to-date (past twelve months) reports are required (reference BCS pages 32, 33):

Report Number	Report Number	Title
	1	Number Jobs-Batch
	3	Active Hours-Batch
	4	Allocation Wait Hours-Batch
	5	Swap Hours-Batch
	6	CPU Hours-Batch
	7	CPU Hours-TSS
	8	CPU Hours-Total
	9	CRU-Batch
	10	CRU-TSS
	11	CRU-Total
	12	CRU/Hour-Batch
	13	Throughout-Batch
	14	JLF-Batch
	15	CPU Percent-Total
	16	Average Memory per Activity-Batch
	18	DV1 Hours
	19	DV2 Hours
	20	DV3 Hours
	27	Number TSS
	28	Log-on Hours-(TSS)

In addition, the Monthly Summary Report (reference BCS page 12) will be provided for the current month.

1.3.3 SARA-U (Univac) Users. Reference should be made to BCS document 20463-018, SARA-Univac Management Reporting System, for additional information. The monthly reports will be summarized at the day level. The year-to-date reports will include the current twelve months of utilization data and will project the next twelve months using the control statement "growth best". The following monthly and year-to-date (past twelve months) reports are required (reference BCS pages 27-29):

Report No.	Title
1	Active Hours-Batch
2	Number of Runs-Batch
4	Allocation Wait Hours-Batch
5	Processor Hours-Batch
6	ER/CC Hours-Batch
7	SUP Hour-Batch
9	CRU Total-Batch
10	CRU/Hour-Batch
11	Throughput-Batch
12	RLF-Batch
13	Average core blocks-Batch
16	Active Hours-Demand
17	Number of Runs-Demand
19	Allocation Wait-Demand
20	Processor Hours-Demand
21	ER/CC Hours-Demand
22	SUP Hours-Demand
24	CRU Total-Demand
25	CRU/Hour-Demand
26	Throughput-Demand
27	RLF-Demand
28	Average core block-Demand
31	Active Hours-Real time
32	Number Runs-Real time
34	Allocation Hours-Real time
35	Processor Hours-Real time
36	ER/CC Hours-Real time
37	SUP Hours-Real time

39	CRU Total-Real time
40	CRU/Hour-Real time
46	Active Hours-Total
47	Number of Runs-Total
48	Allocation Wait-Total
49	Processor Hours-Total
50	ER/CC Hours-Total
51	SUP Hours-Total
52	Percent Processor-Total (if available)
68	DV1 Hours
69	DV2 Hours
70	DV3 Hours

In addition, the Monthly Summary Report (reference BCS page 10) will be provided for the current month.

1.4 Data processing centers with operating systems which support a system accounting file, e.g., SMF (IBM), MLF (Univac), SCF (Honeywell), Day File (CDC), etc., but do not have the SARA software are required to provide monthly reports. The statistics will be summarized at the day and month level. The following information will be provided to the Council by the tenth day of each month:

1.4.1 Total hours per month the hardware is operated, e.g., twenty-four hours per day times thirty days per month equals seven hundred twenty hours per month (summarized monthly only).

1.4.2 Total CPU hours.

1.4.3 Total tape channel utilization expressed as hours busy, EXCP counts or words transferred, as available in the accounting file.

1.4.4 Tape allocation hours, e.g., six tape units allocated two hours each equal twelve tape allocation hours.

1.4.5 Total disk channel utilization expressed as hours busy, EXCP counts or words transferred, as available in the accounting file.

1.4.6 Total permanent disk storage allocated (summarized monthly only).

1.4.7 Number of batch jobs.

1.4.8 Number of time sharing sessions (TSO, TSS, Demand, etc.).

1.4.9 Batch CPU time.

1.5 Data processing centers that have an operating system which does not support an accounting file will provide the following information monthly, with reports due not later than the tenth day of each month:

1.5.1 Total hours per month that the hardware is operated.

1.5.2 Total number of hours the CPU was utilized. If the CPU is metered, then metered hours may be reported.

1.6 If a data processing center is unable to report the information requested above, a written response must be submitted to the Council stating what can and cannot be reported as well as the method used to measure the hardware utilization. The Council reserves the right to have its staff members make periodic audits to verify the information furnished.

LAC 1-9:2 Professional Services Contracts for Data Processing

2.1 Each department, commission or board, political subdivision or political corporation of the state, except parishes and municipalities, shall present to the Data Processing Coordinating and Advisory Council the following information relative to professional services contracts for data processing for Fiscal Year 1977-78:

2.1.1 Contract number.

2.1.2 Contractor and client.

2.1.3 Effective and expiration dates.

2.1.4 Scope and objectives of the project and/or service to be performed.

2.1.5 Deliverables stated in the contract.

2.1.6 Total amount of the contract.

2.1.7 Amount of retainage or performance bond, if included.

2.1.8 The number of personnel furnished by the contractor by skill level and the hourly rate for each.

2.1.9 Name of the state person who supervises the activities of contract personnel.

2.1.10 Whether the project is a turnkey project, i.e., one in which the contractor is solely responsible for developing an application for a fixed price.

2.1.11 Method and frequency of review of the contractors performance.

2.1.12 Whether the method and frequency of review is stated in the contract.

2.1.13 Written justification and rationale for entering into this contract.

2.1.14 Number of state personnel (whether data processing or non-data processing personnel) that are assigned to this project.

2.2 All contracts with an effective date or those indicating a start date for the contractor after December 11, 1977, must be presented to the Council for approval and must be approved by the Office of Contractual Review, Division of Administration, prior to the commencement of work activities by the contractor.

2.3 Information as requested for Subsections 2.1.1 thru 2.1.14 of this rule must be furnished for all new contracts presented to the Council for approval. If approval to enter into the contract is granted by the Council, a signed and witnessed copy of the contract must be forwarded to the Council.

2.4 The following general guidelines shall be used in obtaining professional services contracts and subsequent amendments for data processing:

2.4.1 Professional services contractors should only be used where special expertise or guidance is required and cannot be provided by the state personnel, e.g., if special expertise in a particular industry is required for a project, consultants may be used to design a system and to guide and monitor the installation phase. Professional services contractors will not perform systems analysis or programming tasks where it is feasible to do so with state employees. Use of professional services over extended periods of time will not be approved.

2.4.2 Where projects are mandated by the Legislature and/or critical installation dates are required, an exception will be made to allow the use of professional services systems analysts and programmers for augmentation of staff provided proper justification is presented to the Council.

2.4.3 Professional services may be acquired for the installation of highly specialized software, or with firms providing hardware monitoring devices and capabilities or for data processing training, provided proper justification is presented and approval is granted by the Council.

LAC 1-9:3 Development of Long-Range Plans for Data Processing in Departments

3.1 Each department of state government shall develop a long-range plan for data processing.

3.1.1 The planning process will cover a three year period and shall be on a fiscal year basis to coincide with the budgeting process. The initial plan shall include fiscal years 1980-81, 1981-82, and 1982-83. A plan shall be submitted to the Data Processing Coordinating and Advisory Council (DPCAC) no later than December of each year. Semiannual updates including changes, additions or deviations to the plan shall be submitted to the DPCAC on June 1 of each year. The December plan will drop the oldest year and add an additional fiscal year.

3.1.2 The methodology or technique for developing the plan is left to the discretion of the department. However, the plan shall provide summary information in the format described in

Section 3.2. In addition, the methodology employed in developing the plan must provide the detailed data described in Subsections 3.2.3 and 3.2.7 for the DPCAC review upon request. Each data processing user, with technical assistance provided by the data processing agency, will provide the input required in Subsections 3.2.1 - 3.2.5, and 3.2.6H and 3.2.6K.

3.1.3 The actual format of the plan will be determined by the department. Section 3.3 does discuss, however, a set of forms and instructions which may be used, at the option of the department, in preparation of its plan.

3.2 The following is a description of information to be included in the plan:

3.2.1 State the mission and objectives of electronic data processing (EDP) within your department.

3.2.2 Provide the following information for systems currently in production on state EDP agency equipment and systems currently operating on nonstate equipment (do not include these systems in paragraph C below) which will be brought in-house within the three fiscal years covered in the plan.

A. For each system listed provide a narrative of the scope, objectives and benefits of the system.

B. Indicate the current and anticipated monthly computer center production costs for the system, and whether the system is run on state or nonstate equipment.

C. Indicate the percentage of the current total computer center's monthly production cost used by the system.

D. Indicate the current and anticipated level of staffing and other cost associated with the maintenance of the system.

3.2.3 Each agency will maintain and make available upon request the following detailed information associated with each of the systems described in Subsection 3.2.2 above:

A. Processing frequency, whether daily, weekly, monthly, quarterly, semiannually, annually or on request.

B. The run time per month (both Central Processing Unit (CPU) and total throughput).

C. The total permanent disk storage required for the system.

D. The maximum number of concurrent tape drives required for the system, and the average number of reels stored for the system in a tape library.

E. The total monthly print volume for the system.

F. The file organizations used by the system, i.e., sequential, indexed sequential, random, virtual storage access method (VSAM), relative or direct access.

G. Number of personnel required for basic maintenance.

H. Method and volume of data entry. Also indicate time required for the system in terms of manhours per month or number of full-time data entry operators.

3.2.4 List any major enhancements or redesign efforts, either in progress or proposed, for each of the production systems.

A. Indicate whether in progress or proposed showing a start and completion date.

B. State the scope, objectives and anticipated benefits of this effort.

C. Indicate the level of consultant and state personnel staffing and level of expertise required for this effort.

D. Indicate any hardware or software changes necessitated by the implementation of this effort.

3.2.5 List new systems currently in progress or planned during the three fiscal year period.

A. Indicate starting and completion date.

B. State the scope and objectives and anticipated benefits.

C. Indicate the level of consultant and state personnel staffing and level of expertise required for this effort.

D. Indicate any planned hardware or software changes necessitated by the implementation of this effort.

3.2.6 Provide the following EDP resource requirements information for each of the next three fiscal years:

A. Hardware cost.

B. Software cost.

C. Personnel number and cost.

D. Facilities cost.

E. Training cost.

F. Forms and supplies cost.

G. Consultant services cost.

H. Costs of other non-state EDP services, i.e., service bureaus, timesharing services and related consulting services associated with the service bureau or timesharing service.

I. Other cost.

J. Total cost of EDP resources.

K. Sum of total operating budgets for all users of EDP services.

L. Percentage of amount in Subsection 3.2.6K above represented by amount in Subsection 3.2.6J, i.e., percentage of total budget allocated to EDP.

3.2.7 Each agency will maintain and make available upon request the following detailed information associated with the resource requirements in Subsection 3.2.6 above:

A. The currently installed hardware configuration, indicating for each component whether leased, purchased or rented and the annual cost. Maintain a schematic of the hardware configuration.

B. Hardware upgrades or changes planned by year indicating the month in which it is to be installed. Indicate the anticipated rental, lease or purchase amount for each component. Indicate whether the upgrade or change is due to an increase in the volume of utilization of existing systems, implementation of new systems, changes due to technological advances, cost considerations, etc.

C. The software presently used, i.e., operating systems, compilers, assemblers, telecommunications, data base systems, data dictionary system, and major utilities. Indicate whether the software is furnished by the vendor, rented, leased or purchased. Indicate the annual cost associated with each.

D. Planned software changes or upgrades. Indicate the month of installation, plus the annual cost. Indicate whether the software change is due to technological advances, requirement for new systems, changes in existing systems, etc.

E. Maintain a listing of classifications currently allocated to data processing organization and the number of personnel positions in each.

3.3 Section 3.2 of this rule states the information to be collected and reported but does not specify exact formats or forms to be used. Given below are instructions for forms that may be used as presented or modified to meet a department's exact needs. Copies of these forms are available on request for the DPCAC.

3.3.1 The mission and objectives of EDP within a department shall be in a free format narrative, and shall be submitted to the DPCAC.

3.3.2 The form entitled "Production System Summary" contains space for all information required in Subsection 3.2.2, including a narrative of the scope, objectives and benefits, and projections of costs over the three-year planning period. These forms shall be submitted to the DPCAC as part of the plan.

3.3.3 The form entitled "Production System Detail Sheet" contains space for three-year projections in several categories for each production system. These forms are kept at the agency and do not have to be submitted to the DPCAC.

3.3.4 Provide Subsection 3.2.4 information on the form entitled "System Development or Enhancement Plan". Included is space for a narrative of the scope, objectives and benefits of the effort, as well as a three fiscal year view of start/completion dates, staffing, and hardware/software changes. These forms are submitted to DPCAC as part of the agency's plans.

3.3.5 New systems are described as per instructions in Subsection 3.3.4.

3.3.6 All information requested in Subsection 3.2.6 may be supplied on the form entitled "EDP Resource Requirements Cost Plan". These forms are submitted to DPCAC as part of the plan.

3.3.7 For Subsection 3.2.7 A-D information, use form entitled "Hardware/Software Plan," along with a schematic of the configuration. Use form entitled "Plan of Positions in EDP Organization" for Subsection 3.2.7.E information.

LAC 1-9:4 Development of Long-Range Plans for Data Processing in Colleges and Universities

4.1 Each state college and university shall develop a long-range plan for data processing.

4.1.1 The planning process will cover a three-year period and shall be on a fiscal year basis to coincide with the budgeting process. The initial plan shall include fiscal years 1980-81, 1981-82, and 1982-83 and shall be submitted to the Data Processing Coordinating and Advisory Council (DPCAC) no later than December 15 of each year. Semiannual updates including changes, additions or deviations to the plan shall be submitted to the Data Processing Coordinating and Advisory Council on June 15 of each year. The December plan will drop the oldest year and add an additional fiscal year.

4.1.2 The methodology or technique for developing the plan is left to the discretion of each individual college or university. However, the plan shall provide summary information in the format described in Section 4.2. In addition, the methodology employed in developing the plan must provide the detailed data described in Subsection 4.2.6 for Data Processing Coordinating and Advisory Council review upon request.

4.1.3 The actual format of the plan will be determined by the college or university. Section 4.3 does provide, however, a set of forms and instructions which may be used, at the option of the college or university, in preparation of its plan.

4.2 The following is a description of information to be included in the plan:

4.2.1 State the mission and objectives of electronic data processing (EDP) within your college or university. Also include a description of benefits from the usage of EDP to your college or university in the following terms (at a minimum):

A. The number of credit courses in the college or university which make use of the computing facilities.

B. The total number of students enrolled who have at one time or another used the computing facilities for course work or research work (use best estimates), and subtotals by number pursuing each level of degree.

C. Number of students supported by administrative systems.

4.2.2 List and describe any major enhancements or redesign efforts in progress or proposed for each existing administrative application. Also, it is recommended, but not mandatory, to include major efforts in instruction, research and academic applications to the extent practical in order to present a complete plan. For example, if considerable resources (fifteen percent or more of the development/enhancement budget) are to be committed to the enhancement of a programmed instruction package for students in engineering, the plan would be incomplete without inclusion of such an effort. For each application listed, describe as follows:

A. Indicate whether in progress or proposed showing a start and completion date.

B. State the scope, objectives and anticipated benefits of this effort.

C. Indicate the level of university and consultant personnel staffing and expertise (programmer, analyst, project leader, etc.) required for this effort.

D. Indicate any hardware or software changes necessitated by the implementation of this effort.

4.2.3 List and describe new administrative applications currently in progress or planned during the three fiscal year period. Also, as mentioned in Subsection 4.2.2 above, other applications are recommended, but not mandated, for inclusion when considerable resources are required for implementation. For each application listed, describe as follows:

A. Indicate whether in progress or proposed showing estimated starting and completion date.

B. State the scope, objective and anticipated benefits.

C. Indicate the level of university and consultant personnel staffing and expertise (programmer, analyst, project leader, etc.)

D. Indicate any planned hardware or software changes necessitated by the implementation of this effort.

4.2.4 Separate the anticipated total yearly EDP costs of the college or university into the costs necessary to support administrative, research, instruction and other activities. Include totals for both shared and dedicated EDP resources for the next three fiscal years in a format like the following:

Category	Fiscal Year 1		Fiscal Year 2		Fiscal Year 3	
	Shared	Dedicated	Shared	Dedicated	Shared	Dedicated
Administrative	\$	\$	\$	\$	\$	\$
Research	\$	\$	\$	\$	\$	\$
Instruction	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$

The term EDP resources can include a central processing unit (CPU) and associated peripheral units, remote job entry terminal, other terminals, minicomputers, and microcomputers. Describe the cost allocation method or algorithm used to determine costs associated with central, shared systems. Also include a definition of each component in the algorithm.

4.2.5 Provide the following EDP resource requirements information for each of the next three fiscal years:

A. Hardware cost.

B. Software cost.

C. Personnel number and cost.

D. Facilities cost.

E. Training cost.

F. Forms and supplies cost.

G. Consultant services cost.

H. Costs of other non-State EDP services, i.e., service bureaus, timesharing services and related consulting service associated with the service bureau or timesharing service.

I. Other cost.

J. Total cost of EDP resources.

K. Total operating budget of the college or university.

L. Percentage of amount in Subsection 4.2.5K represented by amount in Subsection 2.4.5.J, i.e., percentage of total budget allocated to EDP.

4.2.6 Each college or university will maintain and make available upon request the following detailed information associated with the resource requirements in Subsection 4.2.5 above.

A. The currently installed hardware configuration, indicating for each component whether leased, purchased or rented and the annual cost. Maintain a schematic of the hardware configuration. This configuration will be the same as that filed with the Data Processing Coordinating and Advisory Council.

B. Hardware upgrades or changes planned by year including the month in which it is to be installed. Indicate the anticipated rental, lease or purchase amount for each component. Indicate whether the upgrade or change is due to an increase in the volume of utilization of existing systems, implementation of new systems, changes due to technological advances, cost considerations, etc.

C. The software presently used, i.e., operating systems, compilers, assemblers, telecommunications, data base systems, data dictionary system, and major utilities. Indicate whether the software is furnished by the vendor, rented, leased or purchased. Indicate the annual cost associated with each. This software will be the same as that filed with the Data Processing Coordinating and Advisory Council.

D. Planned software, changes or upgrades. Indicate the month of installation, plus the annual cost. Indicate whether the software change is due to technological advances, requirement for new systems, changes in existing systems, etc.

E. Maintain a listing of classifications currently allocated to the data processing organization, and the number of personnel positions currently in each as well as the number projected for each of the three future fiscal years. Include only personnel who work full-time in support of the EDP function. Do not include part-time student workers, personnel funded by a grant, or students or faculty who use an EDP system.

4.3 Section 4.2 of this rule states the information to be collected and reported but does not specify exact formats or forms to be used. Given below are instructions for forms that may be used as presented or modified to meet a college or university's exact needs. Copies of these forms are available on request from the DPCAC.

4.3.1 The mission and objectives of EDP within the university shall be in a free format narrative and submitted as part of the plan to the DPCAC.

4.3.2 Provide Subsection 4.2.2 information on the form entitled "System Development or Enhancement Plan". Included is a narrative of the scope, objectives and benefits of the effort, as well as a three fiscal year view of start/completion dates, staffing and hardware/software changes. These forms shall be submitted to the DPCAC as part of the plan.

4.3.3 New systems are described per instructions in Subsection 4.3.2.

4.3.4 Subsection 4.2.4 information shall be in free format narrative and submitted as part of the plan to the DPCAC.

4.3.5 All information requested in Subsection 4.2.5 may be supplied on the form entitled "EDP Resource Requirements Cost Plan". This form is submitted to the DPCAC.

4.3.6 For information requested in Subsection 4.2.6 A-D, use form entitled "Hardware/Software Plan", along with a schematic of the configuration. For Subsection 4.2.6E information, use form entitled "Plan of Positions in DP Organization".

LAC 1-9:5 Procedure for Determining the Equipment, Software, and Services Requiring Approval of the DPCAC

5.1 Except as otherwise stated herein, all acquisitions of data processing equipment including word processors, micro computers, minicomputers, computers, peripherals, punched card

equipment, data gathering equipment, and data communications devices must first be approved by the Data Processing Coordinating and Advisory Council (DPCAC). Any program or systems design, which includes as a part of said design, a data processing function, that is to be purchased or contracted for, will be first approved by the Council. Maintenance of equipment or software to be performed through a service contract will be first approved by the Council. Maintenance of equipment or software provided by the original manufacturer or his designee on an emergency or per call basis does not require Council approval. Purchases of supplies will not require Council approval. Purchase of equipment with a one time cost of fifty dollars or less shall not require Council approval.

5.2 Upon receipt of a request, the DPCAC staff shall determine if request is under DPCAC jurisdiction, considering the following:

5.2.1 Word processors used solely as text editors are not data processing.

5.2.2 Service calls not under a maintenance contract, but by the manufacturer or his designee do not require approval.

5.2.3 Supplies do not require approval.

5.2.4 Equipment costing fifty dollars or less does not require approval.

5.2.5 Analog to digital converters do not require approval.

5.2.6 Bursters, check signers, decollators (separators) do not require approval.

5.2.7 Microcomputers and associated peripheral equipment to be used exclusively for the following applications will not require Council approval:

A. Process Control.

B. Numerical Control of machine tools.

C. Direct control of machines and product lines.

D. Telemetry.

E. Automated testing and inspection.

F. Data acquisition and logging.

G. Control and analysis of laboratory experiments.

H. Analysis and interpretation of medical tests.

I. Traffic control.

J. Shipboard navigation control.

K. Security control.

L. Environmental control.

M. Typesetting and photocomposition.

5.3 The DPCAC staff can approve purchases of up to \$10,000 exclusive of taxes, service, and shipping charges providing all purchasing laws and regulations are met. The staff can also approve rentals and leases of up to \$1,000 per month inclusive of maintenance, but exclusive of taxes, and shipping charges providing all purchasing laws and regulations are met. The staff cannot disapprove a request. If the staff feels that approval is not warranted, the matter must come before the DPCAC. All requests approved by the staff will be listed for the Council's review.

5.4 For any request that the staff cannot approve, the staff will prepare the request for presentation to the Council at the earliest date possible, taking into account the time required to properly review the request. The staff will perform an indepth review of the circumstances making the request necessary, will study alternative solutions including those studied by the requestor and will develop recommendations for Council action.

5.5 Requests brought before the DPCAC may be approved, disapproved, deferred awaiting further action, or determined not to be data processing in nature. The DPCAC staff will formally notify requestors as to the disposition of all requests acted upon by the DPCAC.

LAC 1-9:6 Guidelines for Justification of Multi-Year Data Processing Leases

6.1 Act 499 of 1979 provides for multi-year leasing of data processing equipment for periods up to three years with Data Processing Coordinating and Advisory Council (DPCAC) ap-

proval and up to five years with State Bond Commission approval.

6.2 Following are the guidelines that shall be used in preparing justification for a multi-year lease:

6.2.1 Provide a detailed list of equipment under consideration.

6.2.2 State whether equipment is currently installed or to be acquired.

6.2.3 If currently installed provide installation date, monthly rental rate, current accumulated accruals, purchase amount, terms of existing rental agreement, the anticipated useful life of the equipment, and terms of the proposed agreement.

6.2.4 If equipment is to be acquired provide proposed installation date, lease term, monthly lease rate, purchase accrual rate, present purchase amount, anticipated useful life of the equipment and terms of the proposed lease agreement.

6.2.5 If the equipment is to be connected to equipment leased under a different arrangement, provide the terms of the other arrangement(s).

6.2.6 Provide a financial comparison showing the following:

A. Cost per month of proposed equipment if rented on a one year term including maintenance.

B. Cost per month or proposed equipment if leased for the term requested including maintenance.

C. A cost figure derived by dividing the purchase price by the number of months in the proposed lease term, then adding the monthly maintenance charge for the equipment.

LAX 1-9:7 Policy Regarding Acquisition of Software

7.1 The purpose of this policy is to define the methods an agency may use to acquire software and certain subscription and timesharing services.

7.2 The Data Processing Coordinating and Advisory Council (DPCAC) recognizes that many agencies have significant investments in applications programming and personnel training in specific software, e.g., operating systems, teleprocessing monitors, interactive program development, etc. Further, due to this investment, it would not be to the state's advantage, but rather its disadvantage to periodically change this software.

7.3 The DPCAC feels that it was the intent of the Legislature, in including software in Act 499 of the 1979 Regular Session, to promote cost advantages to the state wherever possible.

7.4 Therefore, in compliance with Act 499, and the DPCAC's interpretation of legislative intent, software that must be competitively bid will be of the type that includes application packages, i.e., inventory systems, accounting systems, payroll systems, etc., as well as capacity planning software, performance monitoring software, statistical packages, report writers, and data base management systems.

7.5 Renewals will be approved by the DPCAC. All other software, including but not limited to operating systems, teleprocessing monitors, interactive program development systems, and utilities may be acquired directly from the vendor or manufacturer. However, all software acquisitions must first be approved by the DPCAC.

7.6 Specialized subscription and timesharing services such as a general library service (Southeastern Library Network-SOLINET) or law library timeshare service where there is only one known supplier may be acquired from that supplier with DPCAC approval.

LAC 1-9:8 Justification Guidelines for Procuring Computer Software

8.1 This guideline describes the information to be provided when seeking the Data Processing Coordinating and Advisory Council's approval to acquire computer software. Computer soft-

ware, for the purpose of this guideline, is defined as any program or series of programs written for use in many computer installations. If the software to be acquired is without cost, no justification to the Data Processing Coordinating and Advisory Council is required.

8.2 In a request to the Council, be certain that each of the following requirements is completely met to avoid delays in approval:

8.2.1 Give a general description of the mission of the computer installation for which this software is requested.

8.2.2 Give a description of the computer hardware on which the new proposed software is to be used. Mention what operating system is used.

8.2.3 Describe the tasks to be accomplished by the proposed software and tell why the accomplishment of these tasks justifies the cost of the package.

8.2.4 Provide the total cost of the proposed software. If this is not to be a permanent license, give the cost for the initial year. Include:

A. Cost of the software.

B. Installation cost.

C. Personnel training cost.

D. Cost of any additional hardware to be acquired to support this software.

E. Maintenance costs for the initial year.

F. Miscellaneous costs not covered above.

8.2.5 If this is not a permanent license, give subsequent year costs. Explain fully any multi-year benefits such as permanent license after three years, etc.

8.2.6 Provide cost of maintenance per year after permanent license is obtained.

8.2.7 Describe the overall impact this software will have on the performance of the installation and the facts used to reach this conclusion.

8.2.8 Investigate all known software packages which claim to accomplish the required task. Name each investigated, their total cost, and the reason you did or did not select each. Give the source you obtained your list of possible vendors from, for example, Datapro or Auerbach.

8.2.9 State whether you intend to bid this acquisition. Attach bid specification.

8.2.10 If the proposed acquisition was budgeted, include a copy of the budget page reflecting same. If not, give detailed explanation of funding and include a copy of the BA-7.

LAC 1-9:9 Justification Guidelines for Procuring Communications Equipment

9.1 Included in this guideline is information to be provided when seeking the Data Processing Coordinating and Advisory Council's approval to acquire data processing communications equipment. If seeking fewer than four terminals for an already existing application, and using an established network, a letter stating this fact and appropriate justification may be substituted for the information specified in these guidelines. The number of terminals on an established network will not be increased more than once every six months using letter justification. More frequent changes will require the completion of the information described in Section 9.2.

It is advised that each agency become familiar with this guideline now rather than waiting until terminals are needed. Some information requires advance preparation; and, depending on the installation, perhaps programming so that needed information can be captured. The Council believes the required information, if not already available, will be most helpful in making day-to-day decisions as well as supporting a request for equipment.

9.2 In a request to the Council, be certain that each of the following requirements is completely met to avoid delays in ap-

approval:

9.2.1 Indicate the type of equipment to be acquired by marking the appropriate blank.

Quantity Device Type

Cathode Ray Tube (CRT) Terminal
Hard Copy Terminal
Terminal Printer Slave
Stand-Alone
Modem
Control Unit
Concentrator
Remote Job Entry (RJE) Terminal
Front-end Processor
Test equipment

9.2.2 Indicate the justification for requesting the acquisition.

New application(s) Replacement	Increased workload Expanded services
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Explain fully and give a general description of the application(s) for which this equipment will be used.

9.2.3 Supply a list of the locations at which the proposed equipment is to be installed; give address and town.

9.2.4 Specify the expected installation date(s), and describe the reason(s) for selecting this date(s).

9.2.5 State the number and types of terminals already installed at the installation. List these in groups by application.

9.2.6 List the various communications protocol that your installation can currently handle. List any new protocol planned for the near future at your installation.

9.2.7 Describe the impact this equipment will have on the overall performance of the installation. Include estimates of Central Processing Unit (CPU) requirements and channel utilization. State whether response time will be adversely affected, and the facts and assumptions used to conclude this.

9.2.8 Indicate whether more mass storage will be required in the foreseeable future because of this equipment.

9.2.9 Indicate what (if any) other requests are associated with this proposed acquisition, and include costs.

9.2.10 Indicate what line speeds are being used for existing terminals, and what line speed is intended for use with the proposed equipment.

9.2.11 Indicate whether this equipment will be bid. If so, attach specifications and skip to Subsection 9.2.16.

9.2.12 List the brands of communications equipment considered, the representative's name, and specifics of why each was, or was not chosen. Include equipment made by at least three manufacturers, more if possible.

9.2.13 State whether the proposed application was discussed with each representative listed in Subsection 9.2.12. Indicate whether each was given ample opportunity to explain his or her product's ability to perform this function. If not, explain.

9.2.14 Attach a copy of the requirements supplied to each vendor listed in Subsection 9.2.12.

9.2.15 List the communications equipment offered by each vendor in Subsection 9.2.12 and the prices quoted. Be consistent, listing all with maintenance prices for the same period of time, or all without maintenance prices.

9.2.16 State whether this equipment is to be leased or purchased.

9.2.17 Indicate the source of funds. If federal funds are involved, describe the plans made for continued funding after federal money stops.

9.2.18 Supply computer produced reports which show the number of transactions, by application, currently handled by your installation. Use current statistics for at least a week.

9.2.19 Supply your estimate of the number of transactions

the proposed equipment will handle per day, or week, and explain your rationale for this estimate.

9.2.20 Supply accounting information, produced by your computer, showing CPU and device utilization for the past month.

9.2.21 State whether you have a front-end processor, and whether this equipment will be used through the front-end processor.

9.2.22 State whether more communications ports will be needed, and indicate how many more ports can be added to your current controller after this expansion.

9.2.23 Describe any overriding justification, other than the number of transactions, for this proposed acquisition.

9.2.24 Provide the cost of site preparation made necessary by this proposed acquisition. Include electrical work, cabling, shipping costs, and installation costs.

9.2.25 State whether you anticipate the vendor or other outside sources to make software changes to accommodate the proposed equipment. If so, indicate the total cost.

9.2.26 State whether you anticipate the necessity for additional state employees to use this equipment. If so, indicate the number, by class, and the annual cost.

9.2.27 Indicate whether your staff will require special education to use the proposed equipment, and the cost.

9.2.28 Indicate whether this acquisition would impact supply costs. If so, describe how and the cost.

9.2.29 State whether this proposed acquisition was budgeted. If so, include copy of budget page reflecting same. If not, give detailed explanation of funding and include copy of BA-7.

**LAC 1-9:10 Justification Guidelines for
Procuring Initial Computer Equipment or
Making Significant Changes to an Existing Installation**

10.1 Included in this guideline is information to be provided when seeking the Data Processing Coordinating and Advisory Council's approval to make an initial acquisition, or significant change to an existing installation. Significant change is defined as a change causing one of the following:

10.1.1 Twenty percent or more reprogramming.

10.1.2 Twenty percent or more increase in computer capacity (either computer power or storage capacity).

10.1.3 Ten percent or more of total installation hardware cost (upward or downward).

Procedures to be followed in the acquisition of this type of equipment must be approved by the Data Processing Coordinating and Advisory Council prior to initiation by the agency.

10.2 In a request to the Council, be certain that each of the following requirements is completely met to avoid delays in approval:

10.2.1 Give a general description of the mission to be accomplished using the requested computer equipment.

10.2.2 Provide a list of proposed equipment, including quantities and estimated costs.

10.2.3 Tell what circumstance(s) instigated the need for the proposed equipment. Indicate how this equipment will alleviate the problem.

10.2.4 Indicate whether this is replacement equipment. If so, state the disposition of the replaced equipment. List the equipment to be displaced with associated rental and/or maintenance costs.

10.2.5 Provide the cost of site preparation made necessary by this proposed acquisition. Include building construction, electrical work, cabling, plumbing, air conditioning, labor, shipping costs, and installation costs.

10.2.6 State whether you anticipate the vendor or other outside sources to provide systems and programming work to facilitate the use of the proposed equipment. If so, state the total

cost.

10.2.7 State whether a need is anticipated for increasing your staff to use this equipment. If so, indicate the number, by classes, and the annual cost.

10.2.8 Indicate whether your staff will require special education to use the proposed equipment. If so, indicate the cost.

10.2.9 Indicate whether this acquisition will impact supply costs. If so, describe how and the cost.

10.2.10 Indicate what other (if any) requests are associated with this proposed acquisition, and include costs.

10.2.11 State whether you propose to lease or purchase this equipment. State the estimated cost for this fiscal year. If maintenance and installation costs are separate, provide those costs as well.

10.2.12 State whether this proposed acquisition was budgeted. If so, include copy of budget page reflecting this. If not, give detailed explanation of funding and include copy of BA-7.

10.2.13 Attach a copy of your "Request for Proposals" or "Invitation to Bid."

10.2.14 If this request is to change an existing installation, supply programmatically produced accounting information from your system. This information must include Central Processing Unit (CPU), memory (or paging rates, if applicable), channel and device utilization. The information is to be provided for the past month and the most recent "peak" month in your processing cycle. The information should be summarized on a daily basis and by shift if possible. Provide instructions for interpreting the reports.

10.2.15 Provide a list of each alternative considered. Provide an analysis of the reasoning and logic which resulted in the selection of the proposed equipment.

10.2.16 Provide an assessment of the expected life of this equipment. Consider the resource requirements due to current workload, historical growth trends, changes to current application software, new application software and new operating system software.

10.2.17 If this request is to change an existing installation, describe the impact this equipment will have on the performance of the installation. Supply the facts used to conclude this.

LAC 1-9:11 Justification Guidelines for Procuring Additional Computer Equipment

11.1 Included in this guideline is information to be provided when seeking the Data Processing Coordinating and Advisory Council's (DPCAC) approval to acquire computer equipment to be added to an existing installation. Note that communications equipment should be requested using guidelines developed especially for that purpose. Initial installations, or existing installations which will be changed significantly (requiring twenty percent more reprogramming, or twenty percent or more increase in computer capacity, or ten percent or more of total installation hardware cost) shall use guidelines created for that purpose. Procedures to be followed in the acquisition of this type of equipment must be approved by the DPCAC prior to initiation by the agency. It is advised that each agency become familiar with this guideline now rather than waiting until equipment is needed. Some information requires advance preparation; and, depending on the installation, perhaps programming, so that needed information can be captured. The DPCAC believes the required information, if not already available, will be most helpful in making day-to-day decisions as well as supporting a request for equipment.

11.2 In a request to the Council, be certain that each of the following requirements is completely met to avoid delays in approval:

11.2.1 Give a general description of the mission of the computer installation for which the equipment is requested.

11.2.2 Indicate the type of equipment to be acquired by

marking the appropriate blank.

Quantity	Device Type	Extended Cost
	Tape Drives	
	Disk Drives	
	Card Reader	
	Card Punch	
	Peripheral Control Unit	
	Optical Character Recognition Reader (OCR)	
	Printer	
	Add-on Memory	
	Other Specific	

11.2.3 Indicate the type of justification for requesting this acquisition.

New application(s)	Increased workload
Replacement	Expanded services

Explain fully. (If replacement, list the equipment to be displaced with associated rental and maintenance costs.) (If new application, provide a general description of the application(s).)

11.2.4 Indicate the expected installation date and state the reason.

11.2.5 Indicate whether this equipment is already a part of your installation configuration. Supply brand name, model number, and quantities of like devices installed.

11.2.6 Provide the cost of site preparation made necessary by this proposed acquisition. Include building construction, electrical work, air conditioning, cabling, plumbing, labor, shipping costs, and installation costs.

11.2.7 Indicate whether you anticipate the vendor or other outside sources to make software changes to accommodate the proposed equipment. If so, state total cost.

11.2.8 Indicate whether you anticipate the necessity of increasing your staff to use this equipment. If so, state the number, by class, and annual cost.

11.2.9 State whether your staff will require special education to use the proposed equipment. Indicate the cost of such education.

11.2.10 Indicate whether this acquisition will impact supply costs. State how, and for what cost.

11.2.11 Indicate what other (if any) requests are associated with this proposed acquisition. If so, explain what, why and the cost.

11.2.12 Describe the overall impact that this equipment will have on the performance of the installation. Include those facts used to conclude this.

11.2.13 Supply accounting information, produced by your computer, showing Central Processing Unit (CPU) and device utilization for the past month. Provide the information needed to interpret the report.

11.2.14 State whether you propose to lease or purchase this equipment. Include the cost for this fiscal year. If maintenance and installation costs are separate, provide these costs as well. If proposed acquisition is to be bid, give best approximation of cost.

11.2.15 State whether this proposed acquisition was budgeted. If so, include copy of the budget page reflecting same. If not, give detailed explanation of funding and include a copy of the BA-7.

11.2.16 Indicate whether this equipment will be bid. If so, attach specifications and skip remaining Subsections (11.2.17-11.2.19).