

SCHOOL NETWORK UPGRADE PROGRAM QUESTIONNAIRE APPLICATION FOR FIXED PRICE QUOTE

Background

The information provided in this questionnaire will form the background information used by Torque IP in their audit, design and tender processes to provide your school with a fixed price quote for installing a network in your school.

Please complete in full and as accurately as possible. You can scan and email the documents or post them to the address provided at the end of this form.

If you require assistance in completing this questionnaire, please refer to our website (www.torqueip.co.nz/SNUP.html) for a list of Frequently Asked Questions, contact Torque IP on 09 526 4395, or email network.upgrades@torqueip.co.nz

School Details

School Name:	_____		
School Number:	_____	Roll Number:	_____
		FTTE ² :	_____
Address:	_____		

Nominated Contact Person ¹ :	_____		
A/H Phone:	_____	Moblie:	_____
Email:	_____	Role:	_____

1. School Building Plan


Please supply an accurate and current building plan, showing **all** buildings and internal walls. Mark the items on your school building plan as per the sample instructions provided. If you do not have a school building plan, please draw one as near to scale as possible.

Once the questionnaire has been returned and verified as accurate the design auditor will contact you with any requirements and instructions they may have before visiting site to complete the gathering of audit information.

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¹ The nominated contact person is expected to take ownership of the Network Upgrade Project from your school's perspective, and is expected to be the key liaison for Torque IP through this process. **Please note it cannot be an external support party.**

² Full-Time Teacher Equivalent

Torque IP Ltd P: 09 526 4395 F: 09 526 4394 E: network.upgrades@torqueip.co.nz	Physical Address Level 1, Building B 26 Vestey Drive Auckland 1060	Postal Address PO Box 132 234 Sylvia Park Auckland	
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2. School Building Questions

To the best of your knowledge, are there any conditions which might impede cabling?

Questions	Yes	No
Rocks or volcanic sites, which might impede thrusting of conduits between buildings	<input type="checkbox"/>	<input type="checkbox"/>
Has the school had asbestos removed in the past?	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos lagging in any of the school buildings, which is a health hazard (if you are unsure, please notify TorqueIP). If yes, please answer the following five questions.	<input type="checkbox"/>	<input type="checkbox"/>
1. Are any of the buildings in the school older than 1983? (If yes, please mark these buildings on your plan)	<input type="checkbox"/>	<input type="checkbox"/>
2. Do any of the buildings in the school have roofing material that is fibrous and buildings older than 1983? (If yes, please mark buildings on your plan)	<input type="checkbox"/>	<input type="checkbox"/>
3. Do any of the buildings in the school have cladding material that is fibrous and buildings older than 1983? (If yes, please mark buildings on your plan)	<input type="checkbox"/>	<input type="checkbox"/>
4. Do any of the buildings in the school have radiators in them & building older than 1983? (If yes, please mark buildings on your plan)	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the school have any Nelson Blocks? (If yes, please mark buildings on your plan)	<input type="checkbox"/>	<input type="checkbox"/>
Trees or wildlife in the vicinity of the buildings that may need to be protected	<input type="checkbox"/>	<input type="checkbox"/>
Heritage buildings that will be part of the project	<input type="checkbox"/>	<input type="checkbox"/>
Streams or public roads running through the school campus	<input type="checkbox"/>	<input type="checkbox"/>
If you have identified any of the above or other special conditions, please provide details and indicate where they are located on your plan.	<input type="checkbox"/>	<input type="checkbox"/>

Response Section (please provide further details below)

Buildings requiring earthquake strengthening	Yes	No
Do you have buildings requiring earthquake strengthening? If yes, please provide details including when they are planned and contact details of the architects (and indicate where on your plan)	<input type="checkbox"/>	<input type="checkbox"/>

Building Upgrades and new Building Plans	Yes	No
Do you have building upgrades or new buildings planned in the next five years? If yes, please provide details including when they are planned and contact details of the architects (and indicate where on your plan). Please specify if the installation of a data network is already included in the building project.	<input type="checkbox"/>	<input type="checkbox"/>

Defective Buildings	Yes	No
Do you currently have any buildings identified by the Ministry as defective buildings (i.e. leaky buildings)? N.B. All new buildings or upgrades are outside of the Ministry School Network Upgrade. (Please provide further details below)	<input type="checkbox"/>	<input type="checkbox"/>

Buildings not owned by the School or in joint ownership	Yes	No
Do you have any buildings not owned by the School or in joint ownership (i.e. chapels, community halls, etc.)? (Please indicate where on your plan and provide further details below)	<input type="checkbox"/>	<input type="checkbox"/>


3. Data Network

Question	Yes	No
Have you installed a computer network (i.e. cabling, switches or server) since your school was surveyed in 2004?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details (attach copies of specifications)²		
Company: _____		
Installation Date(s): _____		
Brand(s): _____		
Warranties Available? _____		
Test Results Available? _____		
Do you have a preferred cabling company? _____		

Please provide details of any building or areas that do not need cabling (and indicate where on your plan)

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² The survey data for your school may be viewed and updated at www.indeserve.co.nz/schoolnetworkdb using the logon and password provided for the survey. If you have lost your logon details, email network.upgrades@minedu.govt.nz with your school name and number requesting your logon details.

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Existing Relationships	
We will contact them to notify of the upcoming project and send a technical questionnaire. Please note that their prompt reply is vital to keep the project moving. Your assistance may be required to help ensure this information is provided by your support provider.	
Current IT Support Company:	_____
Contact Person:	_____
Contact Number:	_____
Contact Email:	_____

Preferred telecommunication outlets (TOs) and switch (Sw) allocation	
The Ministry of Education developed the following options for schools to choose regarding cabled computer connections (TOs), the network switch allocation, and wireless provision under SNUP. Please select your preferred option according to your school needs.	
A. Allocation of <u>two (2) dual TOs</u> in a standard classroom with one to two desktop computing device requirements per room. One (1) dual T/O to be allocated for a wireless access point and/or a data projector near the white board, the other is positioned at the teachers' desk. The network switch connection speed for this option is Gigabit (<u>1000Mbps</u>) across the site. This option should be considered if your school is moving to wireless and BYOD (Bring your own device) in 2 to 3 years.	<input type="checkbox"/>
B. Allocation of <u>two (2) dual TOs</u> in a standard classroom with one to two desktop computing device requirements per room. One (1) dual T/O to be allocated for a wireless access point and/or a data projector near the white board, the other is positioned at the teachers' desk. The network switch connection speed for this option is Gigabit (<u>1000Mbps</u>) across the site. This option should be considered if your school is moving to wireless and BYOD (Bring your own device) in 2 to 3 years. This option also includes the provision of a wireless system across the site. (An assessment of your existing wireless network is to be done, culminating in either a new wireless network or extension of your existing network).	<input type="checkbox"/>
C. Allocation of <u>four (4) dual TOs</u> in a standard classroom with 3 to 4 desktop computing device requirements per room. One (1) dual T/O to be allocated for a wireless access point and/or a data projector near the white board the others can then be positioned for the teachers desk and to cater for the desktop computer connections. The network switch connection speed for this option is Gigabit (<u>1000Mbps</u>) across the site.	<input type="checkbox"/>

4. Network Provisions

Broadband Provision	
How is your broadband connection provided? (e.g. dialup modem, ADSL router, wireless, satellite or fibre)	
Who is your Internet Service Provider (ISP)? (e.g. Xtra, Schoolzone, Orcon, Walker Wireless, Telstra)	

Wireless System	
Does your school have a wireless system? (If yes please answer the following questions)	
Is it owned or leased? If leased, what is the remaining term?	
Teaching / Administration Staff requiring WLAN connectivity	
Number of students requiring WLAN connectivity immediately after WLAN project completion	
Number of students requiring WLAN connectivity in future as mobile technology policies determined (i.e. BYOD, COWs, etc.)	
Do you have any temporary buildings that require WLAN connectivity? If yes, please identify and mark them on the plans	
Please identify ALL wireless systems brands in use (if more than one). Note: We may look to retain existing elements of your WLAN solution if they meet Ministry minimum specifications.	
How long has it been in operation at the school? (invoices are helpful to assist with assessing the age of WLAN equipment).	

Current mobile device composition	
Please define the current types of client devices and their platforms (i.e. what will be accessing the wireless network):	
Windows Laptops (Provide Operating Systems and Quantity):	
Apple Laptops (Provide Operating Systems and Quantity):	
iDevices (e.g. iPads, iPhones, iPod Touch - Provide Quantity):	

Android Devices (e.g. Galaxy, Nexus - Provide Quantity):	
Microsoft Devices (e.g. Surface - Provide Quantity):	

Voice Network (please provide as much detail as possible)	
Do you currently have a PABX for your phones? If yes, provide details	
If yes, is this a standalone system on separate cabling? (e.g. BT jacks - please see example)	
Where is the PABX currently located?	
Is your current phone system IP Telephony or Voice over IP based?	

5. Electrical Network

Please note that any mains, sub-mains or electrical distribution board upgrades fall outside the scope of this SNUP ICT upgrade.

Who is your current electrician? (Please provide contact details)
Company: _____
Name: _____
Phone: _____ Moblie: _____
Email: _____ Role: _____

Questions	Yes	No
If you have an updated electrical schematic, please provide it attached to this questionnaire. If not, please contact TorqueIP to discuss whether you need to engage an electrical consultant.	<input type="checkbox"/>	<input type="checkbox"/>
Have you recently had an electrical audit done of the school? If yes, please attach copies with your questionnaire response. If not, please contact TorqueIP to discuss whether you need to engage an electrical consultant.	<input type="checkbox"/>	<input type="checkbox"/>
Is the school currently encountering issues related to the electrical system? These issues can include sub mains cabling supplying any electrical distribution boards, unsafe electrical distribution boards etc. Please indicate any issues using the space below:	<input type="checkbox"/>	<input type="checkbox"/>

<p>This information will allow the school to access the impact of adding computers to the electrical system and whether it has the capacity to cope.</p>

6. School Sign-Off

School Name:	_____
Principal:	_____
Signature:	_____
Date:	_____

Please send the completed questionnaire and school building plan to:

Torque IP

School Network Upgrade Project

Email: network.upgrades@torqueip.co.nz

Postal Address

PO Box 132234
Sylvia Park
Auckland 1060

Checklist before mailing:


- Questionnaire completed & enclosed
- Marked building plan enclosed
- Prints enclosed, or
- Photos, where necessary, on CD or
- Photos, where necessary, emailed
- Scanned documents emailed

(Please retain copies of all items mailed as items can get lost in transit)

Courier Address

Level 1 Building B
26 Vestey Drive
Mt. Wellington
Auckland 1060

*NB. While this initial information has been requested to allow scheduling of work in all regions, due to the number of schools and volume of physical cabling work and the available capacity of installation companies in your region, **your school Network Upgrade will be scheduled once your design has been completed and approved by the Ministry of Education. We will endeavour to provide regular progress updates, however if you require an update for an upcoming board meeting please do not hesitate to contact us.***

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