

MLTI Device Asset Management Procedures and Buyout Forms

February 21, 2013

Note: Please read through this entire packet. All MLTI schools in all SAUs have required actions which need to be completed in a timely fashion.

Thank You

Questions about this process may be directed to:

MLTI Project Office
mlti.project@maine.gov

MLTI Device Asset Management and Buyout Procedures

Buyout Timeline

- ❖ **March 5, 2013, 2 PM** - Buyout Information Webinar - *Recommended*
- ❖ **February-March 29, 2013** - All MLTI schools update and verify inventory in the Asset Manager - **MANDATORY**
- ❖ **April 11, 2013** - Asset Manager is frozen
- ❖ **April 18, 2013** - *Buyout Online Database* available to schools
- ❖ **May 2, 2013** - *Round 1 Device Buyout Agreement* due - **MANDATORY**
- ❖ **May 9, 2013** - Round 1 Invoices mailed to SAU
- ❖ **May 9, 2013** - Available device inventories and locations published to MLTI schools
- ❖ **May 20, 2013, 5 PM** - *Round 2 School Buyout Online Submissions* due – *OPTIONAL*
- ❖ **May 21-22, 2013** - Round 2 Preferred Purchases Confirmations sent via email
- ❖ **May 23, 2013, 2 PM** - Round 2 Purchasing Webinar
- ❖ **May 29, 2013** – Round 2 Invoices mailed to SAU
- ❖ **July 19, 2013** – Deadline for pick up of devices located at other MLTI schools
- ❖ **July 30, 2013** - Payment for devices due from all SAUs

Buyout Overview

MLTI Participating schools are provided first right of refusal to purchase the MLTI devices allocated to them as participating schools (<http://www.mainelegislature.org/ros/LOM/LOM122nd/14Pub501-550/Pub501-550-67.htm>). Schools may purchase all, some, or none of the devices allocated to them as participating MLTI schools (\$47 per device). All devices returned to the State must be in *good working order* (described below). Purchases of retired MLTI devices must follow surplus property rules including that state assets purchased by the SAU must be maintained by the SAU for at least 6 months before a transfer of title may occur.

During the February/March timeframe, schools must confirm their asset inventory as listed in the MLTI Asset Manager. On April 11, 2013, the Asset Manager data will be frozen and imported into a separate database system. This system will allow schools to indicate which devices it will purchase and print a purchasing agreement. Signed agreements should be mailed to the Department.

For devices not purchased by the SAU, the Department will provide an opportunity (Round 2) for other SAUs to purchase these devices (also for \$47 per device). Any devices not purchased during Round 2 will be liquidated by the Bureau of General Services (BGS), Surplus Property Division. Once available assets are released to BGS, pricing and availability will be governed by normal BGS surplus property rules and processes.

Specific information about software licensing and other associated details will be posted to the MLTI's web site at <http://www.mlti.org/buyout/>. Please direct all questions to mlti.project@maine.gov. Answers to questions will be posted at <http://www.mlti.org/buyout/>.

February-March 29, 2013 - Update and verify inventory in the MLTI Asset Manager (<http://assets.mlti.org>) - MANDATORY

Each MLTI school in your SAU must perform an inventory of all devices to verify that the MLTI assets assigned to your schools are accounted for. For all devices, verify that the MacBook's serial number and asset tag number are correct.

Devices not listed in the Asset Manager – “Extra”

If your school(s) has a device that is not listed in the *MLTI Asset Manager*, please report that device via email to mlti.project@maine.gov. When reporting *Extra* devices, please include the asset tag and serial number of each device. The MLTI Project team will find each asset's electronic record and transfer it to your asset pool in the MLTI Asset Manager.

Devices not found at your SAU – “Missing”

If your school(s) has an asset record in the MLTI Asset Manager but cannot locate the device, the school remains responsible for that asset. If another school reports the device as Extra at their school, the MLTI Project team will transfer the asset in the MLTI Asset Manager to that school. If the device is not reported by another school, and it remains missing, the school should report the device as lost by submitting a Buffer Pool Request. The school should follow normal MLTI and local policies and protocols (please see page 32, <http://www.mlti.org/manual>) as they relate to the Buffer Pool and lost devices. If the school does not have any Buffer Pool allotment left, the school may purchase a replacement device for \$450 from the Buffer Pool or pay for the lost asset as part of its Buyout purchases for \$47. Replacement devices after May 2, 2013 will cost \$100. This does not include the \$47 buyout cost.

April 11, 2013 — Asset Manager is frozen

On April 11, 2013 the Asset Manager will be frozen. This means that devices will no longer be transferred from one school to another. Changes to device details in fields like *Assignment* or *Status* remain editable. The asset data as of April 11, 2013 will be used to calculate buyout costs at each school. Increases in enrollment will be accommodated by the Enrollment Pools. If a school requires another device to accommodate a new student after April 11, 2013, the school should complete the MacBook Request Form at <http://www.mlti.org/forms/>.

Note: If your SAU houses an Enrollment Pool, the devices in the Enrollment Pool will be used to accommodate enrollment shifts for the final few months of the year. At the conclusion of the school year, the Department may make those assets available for purchasing. If this occurs, the housing SAU will have first right of refusal to purchase them.

April 18, 2013 — Buyout Online Database available

Each SAU superintendent will be mailed a username and password to login to the Buyout Online Database (linked from <http://www.mlti.org/buyout/>). This database will be populated with the asset data from the MLTI Asset Manager and allow each SAU to indicate which assets (if any) it intends to purchase for \$47 each. Each SAU will be provided a single login account. The superintendent may share this login with multiple authorized users. The single login account may be used concurrently by more than one user. Note that the online system does not allow multiple users to interact with the same asset record at the same time.

Specific instructions for using the Buyout Online Database will be posted online at <http://www.mlti.org/buyout/>.

In the Buyout Online Database, SAUs must indicate which devices it intends to purchase. Once completed, each SAU will be able to print out the *Device Buyout Agreement* that will indicate the total number of devices it is purchasing at each school.

Schools may purchase all, some, or none of the devices issued to the school through MLTI. All devices marked for Return must be in *good working order* (see below). The State will attempt to sell any devices found not to be in *good working order*. If the net proceeds of the sale of these assets does not yield at least \$47 per unit, the SAU will be billed the difference. Devices may be sold in lots, and the net proceeds will be aggregated across the entire lot.

Devices in “Good Working Order”

A device that is in good working order is one which does not require any repair to be considered “in warranty”. Remember, when devices are returned to the State, the MLTI Applecare warranty will have expired. Therefore, any repairs that typically were covered by the MLTI Applecare warranty are no longer covered, and devices requiring that type of repair would not be considered in *good working order*. In addition, devices in *good working order* fit the description of a complete device (MLTI MacBook, working battery, power adapter, extension cable and/or duckhead, and Brenthaven laptop carrying case).

***May 2, 2013 — Round 1 Device Buyout Agreement due
MANDATORY***

Signed *Device Buyout Agreements* must be send to the MLTI Project Office by May 2, 2013. Data entered into the Buyout Online Database will automatically populate the form. Schools can print the screen from their web browser. Signed forms should be mailed to:

*MLTI Project Office
Attn: Laura Brown
Maine Department of Education
23 State House Station
Augusta, ME 04333*

Round 1 Device Buyout Agreement Instructions:

1. Using a web browser (Safari recommended), please visit <http://www.mlti.org/buyout>
2. Follow the link to login to the Buyout Online Database
3. Your username is your SAU's 4 digit MEDMS ID. Your password is an 8 character password that was mailed via US Postal service to each Superintendent. If you have not received your letter by Tuesday, April 18, 2013, please contact the MLTI Project Office via email at mlti.project@maine.gov.
4. Indicate which devices the SAU will purchase (as above).
5. Click the "Checkout" button on the SAU View screen.
6. Enter the requested information, then click Next. Note, you may need to scroll down to see the entire form.
7. Print the Device Buyout Agreement.
8. Superintendent signs and dates the form.
9. Return the original form to the DOE MLTI Project Office by May 2, 2013.

Notes:

- If your SAU is not purchasing any devices, the SAU must still complete this process and return a Device Buyout Agreement. The Agreement will simply list that all devices are being returned.
- The Device Buyout Agreement will include the total number of devices purchased at each school location in the SAU. The specific list of assets purchased and/or returned in the Buyout Online Database will be used to generate transfer of title documents. Once the MLTI Project team receives the signed Agreement, your SAU's login to the Buyout Online Database will be made Read Only to ensure that the data is not accidentally altered. This data will be used to generate Transfer of Title documentation for SAUs.

***May 9, 2013 — Available device inventories and locations
published to MLTI schools***

Based on the *Round 1 Device Buyout Agreements* returned to the MLTI Project Team, a list of schools with available working devices will be published online (linked from <http://www.mlti.org/buyout/>).

The purchase of another school's available devices will be done by lottery. Each SAU that included a *Round Two Pin Code* on their *Round 1 Device Buyout Agreement* will be assigned a random lottery number. These numbers will be published with the list of available devices.

Round 2 purchase priority will be based upon lottery number (lower lottery numbers are better). SAUs purchasing devices located at another school must purchase the entire pool available at that school. If multiple SAUs wish to share a pool, the SAU with the lowest lottery number should submit the purchase request on behalf of all of the SAUs involved using the *Round 2 School Buyout Online Submission* form (linked from <http://www.mlti.org/buyout/>). The form will allow for the SAU to indicate up to 3 choices in priority order of pools of devices to fulfill its needs.

***May 20, 2013, 5 PM — Round 2 School Buyout Submission
form due***

May 23, 2013, 2 PM — Round 2 Purchasing Webinar

The MLTI Project team will review submissions in lottery number order (lowest first) if one of the three choices indicated by the SAU is available for purchase (i.e., no SAU with a better lottery number has already purchased that pool), then that purchase will be completed, and an email confirmation will be sent to the Buyout Contact provided by the SAU during the Round 1 purchase. All purchases will be processed until an SAU's top three choices are not available. The live webinar (May 23, 2013) will begin with this SAU and continue in the order of the lottery numbers. If an SAU's representative is not present on the live webinar when their lottery number is called, the MLTI Project team will move on to the next lottery number and the missing SAU will be dropped to the bottom of the lottery number list.

Please note that if an SAU returns its *Round 1 Device Buyout Agreement* late, it is possible that the DOE will amend the list of schools with available devices after the initial post. Schools interested in purchasing additional devices should monitor this list, as the DOE will not be alerting schools when the list is modified.

Costs related to the transportation and transfer of devices from one school to another are the sole responsibility of the purchasing school. Purchasing schools should work with the sending schools to arrange a mutually agreeable time after the conclusion of the school year to pick up the devices. While it is up to each pair of schools to arrange this transfer of devices, the DOE recommends that purchasing schools make their best efforts to take possession of the devices before July 19, 2013 so that the sending school does not have to store the devices for an extended period of time.