Assignment Brief
Technical Support Services for Schools

To Contractor:
Contract Ref. :

I. School Information

School Name:
School Code: 
School Type: Primary School/ Secondary School/ Special School*
Region : Hong Kong/ Kowloon/ NT East/ NT West*

II. Service Requirements

A. Service Type*:-
☐ Remedial & Routine Support Services
☑ Ad Hoc Support Services

B. Period of Services:-
Start Date: End Date: 

C. Service Scheme*:-
☐ M1
☐ M2 (for Remedial & Routine Support Services Only)

D. Description of Ad Hoc Tasks (for Ad Hoc Support Services Only)

Migration and Integration Service (Infrastructure Enhancement Project)
Services should be provided in accordance with the migration and integration guidelines provided by ED.
I. Migration of SAMS/CDS Server and Workstations (Windows 2000 Professional 中文版)

a. Server Migration
1. Allocate IP addresses to be used for SAMS/CDS network.
2. Full back up the old server.
3. Install MS Windows NT 4.0(English version) with Service Pack 6.0a, MS Resource Kit for NT 3.51/4.0(English version), Norton Anti-virus (corporate edition 7.5 or above supporting Windows NT server 4.0) and Foxpro 2.5b or Visual Foxpro 3.0b to the new server. Note 1
4. Connect external modem to the new server and configure Windows NT 4.0 for modem connection.
5. Connect the Uninterruptible Power Supply (UPS) to the new server and configure UPS software to ensure that no data loss during power failure.
6. Configure NT server 4.0 for SAMS and CDS.
7. Move data from the old server to the new one.
8. Set up SAMS and CDS applications.
9. Set up printers in NT server.
10. Full back up new NT server to DAT tape with validation.
11. Transfer SAMS data and archive data from old backup tapes to DAT tapes and validate all these tapes thereafter. \textit{Note 2}

\textbf{b. Workstation Migration (Windows 2000 Professional 中文版)}
1. Install Windows 2000 Professional 中文版 and Service Pack 1.0, MS Office 2000 and Norton Anti-virus (NAV) 2000 or above to all SAMS workstations. \textit{Note 1}
2. Convert File System of all workstations to NTFS.
3. Install TCP/IP network protocol and configure IP address setting.
4. Configure all these workstations for SAMS/CDS connection.
5. Set up printer in each of the SAMS workstations.
6. Set up penpower to one assigned workstation.

\textbf{c. User Acceptance on Server Migration and Workstation Migration}
1. Perform user acceptance tests on the server and all the SAMS workstations.
2. Ensure that all the workstations, server, hub and modem are properly connected as a local area network (LAN).
3. Ensure that all the SAMS workstations can be used to log on SAMS and CDS and SAMS version number should be successfully sent to ED via CDS.

\textbf{II. Integration of SAMS and ITEd networks}
\textbf{a. For SAMS server and ITEd server}
1. Take inventory of IP addresses in all network attached equipments.
2. Back up and document existing files and settings.
3. Set up the IP assignment for the router, SAMS server, ITEd server and workstations.
4. Connect the router to SAMS and ITEd servers.
5. Set up and configure the router.

\textbf{b. For SAMS Workstations}
1. Configure all the SAMS workstations for connection to SAMS server, ITEd server and Internet access.

\textbf{c. User Acceptance on servers and workstations}
1. Perform user acceptance tests on router, SAMS server, ITEd server, all the SAMS workstations and all the ITEd workstations.
2. Ensure that all the SAMS workstations and the assigned ITEd workstations can be used to log on SAMS, CDS and ITEd successfully.
3. Ensure that all the SAMS workstations and ITEd workstations to have Internet access.
4. Ensure proper functioning of all SAMS server, ITEd server, SAMS workstations and ITEd workstations.

\textit{Note 1: Not required if software has already been preloaded.}
\textit{Note 2: For security reason, migration should be carried out in school site.}
E. IT Equipment in School:-

IT Equipment provided under the following Projects:-

- School Administration & Management System (SAMS)
- Multimedia Computers for Primary Schools (ED1)
- Replacement of Computers for Secondary and Special Schools (ED2)
- IT in Education (ED3)
- Multimedia Learning Centre (MMLC)
- Information Technology Learning Centre in Prevocational & Technical Schools
- Technical Subjects Computer Laboratory in Prevocational Schools
- IT in Education Pilot Scheme
- Others:
  - N.A.

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Quantity of School’s Major Hardware Equipment:-

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<thead>
<tr>
<th>Items</th>
<th>Qty</th>
<th>Items</th>
<th>Qty</th>
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</thead>
<tbody>
<tr>
<td>Workstation (Desktop &amp; Notebook)</td>
<td></td>
<td>Server</td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td></td>
<td>Hub &amp; Switch</td>
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</tr>
<tr>
<td>Others:</td>
<td></td>
<td>N.A.</td>
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<td>N.A.</td>
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Major Operating Systems & Application Software Used in School:-

- Windows NT Workstation 4.0
- MS DOS
- Anti-virus for Windows NT
- Windows NT Server 4.0
- Office 97 Professional
- Additional Chinese Fonts
- Others:
  - N.A.

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*Tick if appropriate
Other Descriptions for School's IT Equipment:-
N.A.

F. Other Requirements:-
N.A.

III. Contractor’s Proposal and Enquiry

Under the contract, contractor is required to submit an Assignment Proposal to school within two weeks from the submission date of school’s written request.

Submission Date of Written Request:
Expected Date for Contractor’s Assignment Proposal: _____________

For enquiries, contractor may contact the following staff of the school:-

Staff Name: __________________________
Position: __________________________
Telephone: __________________________ Fax: __________________________
Email: __________________________