

Special One-time Equipment Purchases

Requests for one-time equipment purchases (i.e. GIS, vehicle, trash compactor, etc.) will be considered and should be included in your GAP proposal as a supplemental workplan and budget or with it clear in the narrative what commitment(s) the equipment will be used for. The clarity, complexity, and scope of workplan activities planned for the requested equipment is factored into purchase decisions via answers to the following questions in equipment proposals:

- Please submit justification for the use of the equipment. This should explain how the equipment will be used to carry out specific workplan tasks or used for environmental program capacity building needs. For vehicle requests, please also provide an estimate of expected annual vehicle mileage. (GAP allowability)
- Please submit an analysis completed under the Tribe's procedures for the alternatives of renting, leasing, splitting costs with another program and purchasing (new vs. used). These must be evaluated to find the most cost effective option. Please submit a cost estimate for each alternative for obtaining the equipment. (GAP reasonableness)
- Has the Tribe previously purchased the equipment with GAP funds? If so, when? (GAP eligibility)

Please note that the maximum amount GAP will fund towards a vehicle purchase is \$25,000.

Web and Video Conferencing: Connecting Tribal Offices with EPA

GAP funds are available for purchasing web and video conferencing hardware and software to allow Tribes to continue attending national environmental conferences, trainings, and meetings as well as foster and maintain adequate communication between Tribes and EPA within Region 9 as traveling becomes less economical. Due to EPA's technological limitations, specific software is required for any video conferencing with EPA offices. Please review the below information to learn how to meet EPA's technological limitations in video conferencing as well as review likely costs associated with the purchase. If you are interested, please submit a supplemental workplan activity and budget for video conferencing.

What is Adobe Connect Web Conferencing?

Adobe Connect is a market-leading enterprise web conferencing solution used by leading corporations and government agencies to improve collaboration and get work done faster. Based on Adobe Flash technology, it enables you to provide rich interactions, while ensuring easy meeting entry.

These are some key benefits for using Web Conferencing:

- Ensure easy webinar access and maximize attendance by just clicking on a URL link
- Capture audience attention and keep participants engaged by sharing documents, images, video, PowerPoint slides with animations and audio.
- Increase audience interaction and retention with polls, Q&A, hand raising whiteboards and more.
- Replace the cost of travel but don't lose the benefits of staying connected and collaborating with your fellow co-workers or partners.

Requirements in order to join a web conference with EPA:

➤ *Computer with these hardware requirements:*

- 1.4GHz Intel Pentium 4 or faster processor for Microsoft Windows XP or Windows 7(32-bit/64-bit)
- 512MB of RAM (1GB recommended) for Windows XP or Windows 7; 1GB of RAM for Windows Vista
- Microsoft Internet Explorer 6,7,8,or 9 (32-bit only); Mozilla Firefox 3 or higher; Google Chrome
- Adobe Flash Player 10.1 for all users (hosts, presenters, participants, and administrators)
- Webcam is optional if you want to share a live video stream

➤ High speed internet connection; DSL, Cable or Satellite

What is Video Conferencing?

Video conferencing is a communications technology that integrates video and voice to connect remote users with each other as if they were in the same room. Each user needs a computer, webcam, microphone, and broadband internet connection for participation in video conferencing. Users see and hear each other in real-time, allowing natural conversations not possible with voice-only communications technology.

These are the key benefits for using Video Conferencing:

Video conferencing increases productivity - Used effectively, video conferencing has a dramatic effect on the way people do business and the productivity gains they can derive. The ability to easily share any type of information has added another dynamic to video communications. Decisions are made faster; bringing products or services to market quicker; and enabling you to stay ahead of your competitors.

Video conferencing saves money - Although productivity increases are the most valuable, an additional tangible effect of using video is that you start saving substantial money due to reduced travel. In today's environment, where many employees are concerned with the safety and time-related issues with traveling, video conferencing will benefit your company in ways you would never have imagined.

Video conferencing saves time - Video conferencing can be used to achieve significant benefits beyond increased productivity and reduced costs. Notable examples are reduction of "downtime" and increased "quality of life" for traveling personnel, and shortening hiring cycles for key employees. Video conferencing should also be viewed as a telephone and travel enhancement; a way to strengthen bonds with remote colleagues and customers between personal visits and telephone calls.

Video conferencing to any EPA office – Keep the face to face feeling by holding meetings with your EPA partners via video to any EPA facility around the US. The Polycom Telepresence M100 desktop video conferencing software allows you to connect to EPA's Tandberg video conferencing units. Without the Polycom Telepresence software, you would need an actual video conferencing system in order to connect with an EPA office.

Requirements for video conference using the Polycom Telepresence m100 desktop video software:

➤ *Computer with these hardware requirements:*

- Premium(up to VGA, people+content): 3.2 GHz Pentium, Pentium M/AMD Turion 2.0 GHz
- HD(up to 720p): Quad Core Duo 2.0 GHz
- RAM: XP – 1GB, Vista – 2GB
- Windows XP, Windows Vista, and Windows 7 – 32bit & 64bit, MAC version available in 2012
- Storage: 30MB
- 256 MB video RAM recommended for Vista
- Display: XGA, 16-bit color or higher

➤ Polycom Telepresence m100 software with license key

➤ Webcam with built-in microphone (used for single person video calls)

➤ External speakers with volume control

➤ High Speed Internet service; DSL, Cable or T1. Must have a minimum bandwidth of 384k downstream and upstream. Also have a routable static IP address.

Optional equipment is used to hold a video conference with a group of people in the same room

➤ Pan-Tilt-Zoom camera with remote

➤ USB table microphone

➤ Projector or TV monitor with a VGA input

➤ USB to S-Video converter cable

Note: Using the Polycom Telepresence M100 video software requires no yearly maintenance contract.

Cost of equipment for the Polycom Telepresence solution:

➤ Polycom Telepresence M100 desktop video software, one user license – estimated cost \$79.00

➤ HD webcam with integrated microphone – estimated cost \$79.00 - \$120.00

➤ MXL USB table top microphone (optional for large room use) – estimated cost \$70.00

➤ Powered speakers – estimated cost \$30.00

➤ Pan-tilt-zoom camera (optional for large room use) – estimated cost \$850.00

➤ USB to S-Video converter cable (optional for use with the Pan-Tilt-Zoom camera) – estimated cost \$45

Minimum requirements for any of the systems referred to above are a high speed internet connection via DSL, Cable or T1 circuit. The internet connection must have a minimum bandwidth speed of 384k upstream and downstream and must have a routable static IP address from your ISP provider. ***Note: Most video systems require a yearly maintenance contract. Yearly Maintenance cost depends on the model you choose with a range of \$590 – \$13,400 per year.***