

Maryland State Department of Education
Division of Rehabilitation Services
College/Vocational Training Computer Quote Checklist

For staff use to expedite the provision of a standard computer for college or vocational training.

Consumer's Name: _____ **PID:** _____

Section 1: Technology Needs

1. Does the consumer have a visual impairment that affects their ability to see standard print or look at a screen for a period (i.e., light sensitivity)? ☐ No ☐ Yes. If Yes, please explain:

2. Does the consumer have a physical disability that would impair their ability to open a laptop, carry up to 4 pounds, or use a standard keyboard/mouse efficiently (i.e., quadriplegic, paraplegic, use of one hand)? ☐ No ☐ Yes. If Yes, please explain:

3. Does the consumer have a reading disability, learning disability, cognitive disability, or other needs that could affect reading and writing on the computer to meet their goal?
☐ No ☐ Yes. If Yes, please explain:

4. Has the consumer used assistive technology (AT) in the past (such as in high school) or do they report difficulties in functional areas that could affect their vocational goal where AT may benefit?
☐ No ☐ Yes. If Yes, please explain:

If the answer to any of the above questions is YES, refer the consumer to RTS or a community vendor for an AT assessment or screening, to include computer quote and related technology. Reach out to RTS if unsure or for further guidance.

5. Does the consumer have a Repetitive Stress Injury (such as carpal tunnel), experience pain, swelling, tingling sensation, throbbing sensation, weakness, or numbness when using a standard mouse or keyboard or has a history of back, neck, arm or hand surgeries?
☐ No ☐ Yes. If Yes, please explain:

If the answer to Question 5 is YES, please refer the consumer to RTS or a community vendor approved for ergonomics for an Ergonomic Evaluation, to include a computer quote.

If the answer is NO to the above questions, please proceed to Section 2.

Section 2: Computer Needs

1. The consumer's goal includes:

- ☐ College/University
Specify School & Major: _____
- ☐ Vocational Training Program
Specify Program Title & Location: _____

2. Does the consumer have experience using a computer? ☐ No ☐ Yes

If Yes, please select: ☐ PC ☐ Mac ☐ Chromebook ☐ Other: _____
(Depending on skill level, may want to consider WTC Computer Skills Development or community computer training).

3. The Standard Computer option is a 16-inch laptop computer with:

- Three-year comprehensive warranty including accidental damage
- Carrying case
- Surge protector
- Intel Core i7 processor
- 16GB of RAM
- 512 GB SSD Hard Drive
- Adobe Reader, Chrome, FireFox, Edge, Microsoft 365, and Windows Defender preinstalled

Note: This will run most anything required, with the exception of graphics-intensive software for majors such as video game design, graphic arts, etc. Keep in mind, video game **playing** is **not** a supported activity for these computers and not a justification for increased specifications.

4. Would the consumer prefer using a mouse over the laptop's touchpad? ☐ No ☐ Yes

5. **Is the consumer requesting alternative specifications or software?** ☐ No ☐ Yes

If yes, please list specifications below, and refer RTS for consult:

Note: According to procurement policies, DORS cannot purchase retail versions of computers, so simply providing Make and Model of brand-name computers is not sufficient. RTS needs specific details to quote out a system according to the required need.

Please discuss with the consumer:

- The terms for receiving equipment through DORS, as located on the Receipt of Appliance.
- The computers come pre-configured with a local, administrative user account for the consumer's use.
- There are no technical restrictions, blocks, encryption, tracking or passwords on the computer.
- The computer comes with a three-year warranty that includes Accidental Damage, but the consumer is responsible for safe handling and maintenance of the computer.
- The warranty DOES NOT include data retention, recovery nor will DORS pay for data recovery, as the consumer is responsible for maintaining backups of any important information.
- If the consumer enables any password or biometric locks on the computer that fail, the only recourse will be resetting the computer to the original configuration resulting in loss of all data and settings made since delivery.

DORS Counselor:

Once this form is completed:

1. Attach in AWARE™ using subject "Computer Needs Checklist."
2. Draft a service authorization for WTC RTS Assessment / AT Assessment.
3. RTS staff will review the request and begin the process.