

University Personal Computer Procurement Policy

Overview

Personal computers play a vital role in fulfilling Cleveland State University's (CSU's) academic and administrative mission, and over the years, we have seen a significant growth in the number of computers in our institution. However, the resources necessary to support these computers and keep them working efficiently-basically systems administration-have not kept pace with the increase in computers and are spread thinly across an expanding number of workstations. We are putting more computers into service than are being retired. We must work to manage computer procurement thoughtfully if we are to avoid further widening the gap between support needs and support resources.

Procurement Procedure

The process of procuring PC equipment will be a simple one:

1. **Central Standard and Procurement Process.** IS&T, in conjunction with the Deans IT Council, have established a standard set of equipment for university use (see attached list of standard equipment). A contract has been negotiated with specific vendors to provide this equipment to the university at a significant discount. IS&T will buy small quantities of this standard equipment and keep that inventory on hand for distribution to the university at large using this procurement process. Each 3 months, IS&T and the Deans IT Council will review and revise the standard equipment list to ensure that the standard equipment remains current and useful.
2. **Budgeting/Financing for Equipment.** Each area of the university is responsible for budgeting funds for the replacement of old computer equipment, or the purchase of new computer equipment. As a general guideline, personal computers are no longer cost effective after a 4 year lifetime. In some situations, this timeframe is reduced due to high usage or extensive use of powerful software. If departments do not have sufficient budget to replace their equipment, they need to discuss the situation with their College Deans or Vice Presidents to arrange sufficient funding.

Over the next several months, IS&T, with the assistance of the Deans' IT Council, will develop estimates of the current cost in each college of implementing a four-year replacement policy. This information will provide the basis for administrative decisions about an implementation schedule and about the allocation of funds to support it.

3. **Request for equipment.** Any budget unit at CSU may request that IS&T distributes equipment to their area. The request should include the type of standard equipment required, where the equipment will be located (or who will be responsible if mobile), and the account number of the budget unit to be charged the cost of the unit(s).

Add-ons (DVD/CDRW, Zip Drives, RAM improvements, CPU improvements, etc.) are available to the standard equipment configurations. Such add-ons to the standard equipment configurations will be supported to the same extent as the standard equipment configuration.

If the equipment being requested is non-standard, the purpose of that equipment and special needs should be listed. Attempts to meet the specialized equipment needs will first be made with the contracted vendors before any attempt will be made to use a non-contract vendor.

Equipment purchased with grant funds is strongly encouraged to follow the Technology Procurement Policy for PCs to guarantee IS&T and College resources are available for future support. Consulting with IS&T or College support resources will ensure there is a correct match between the computers being ordered and the needs or requirements of the grant.

Any request for non-standard equipment purchased with university funds will be reviewed by the VP of Information Services or an individual designated by the VP of Information Services within the college or administrative unit submitting the request.

4. **Specialized or high volume requests.** Requests for large numbers of computers, standard configurations with additional components, or requests for non-standard equipment may require several weeks notice. Equipment orders from vendors typically range from 1 to 4 weeks from order to deliver depending on the unit or components ordered. Only standard equipment, in limited quantities, will be kept on-hand by IS&T for quick delivery.

Background and current practices

Cleveland State University recognizes that computers are essential tools for most forms of academic and administrative work. Computers provide an increasingly important means of communication and analysis both in academic and instructional areas, and in administrative offices. We therefore accept the obligations of providing the university with access to computers, as well as carefully stewarding the institution's computing-support resources.

Providing computers and access to them does not stop with simply purchasing and delivering the equipment. Provision of access requires ongoing support for the computer during its use at the university. Computers require continual investment of professional effort, time, and money in

