Human Ecology compliance with the PC Configuration Project

Project Scope

As part of the university’s Administrative Streamlining project, computer procurement processes and preferred vendors were to be re-evaluated for efficiency and cost-savings. This was limited to windows-based desktop and laptop computers.

Apple computers, unique research computer equipment, tablets, and servers were outside the scope.

Project Outcome

It was determined that 95% of the windows-based desktop or laptop purchases could be accommodated by four configurations and Dell was awarded the agreement to supply them. This is expected to save approximately $1.5 million annually.

Unit Directives

All units have been directed to utilize these configurations and this vendor for purchases, where possible. When these configurations are unacceptable, the IT Director is required to approve the justification.

Impact on the College

Minor - The College has a centralized process for the management, configuration and ordering of the majority of administrative computers that complies with this directive. Any orders for non-standard computer equipment will require an approved exception form when ordering.

Changes Enacted

IT Staff will document requests that cannot be fulfilled with a preferred model and provide them to the IT Director for review and approval prior to procurement. The Business Service Center will require an approval by the IT Director before processing any non-standard computer purchases.

These forms will be collected quarterly from all colleges and reviewed by the University IT Governance Council to determine if the standard packages need adjustment to meet broader needs.
Exception Ordering Form for Laptop or Desktop Computer

Name: ____________________________________________________________

NetID: __________________________ Date: __________________________

College/Division: _________________________________________________

Department: ______________________________________________________

Configuration Requested (please insert configuration description here or attach quote/specifications to e-mail):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Reason for alternate configuration request: (Please provide detail so that we better understand your computing needs.)

Increased memory
Increased functionality
Other options needed (explanation required): __________________________

ITSG Representative: Please sign and submit this form with the purchase order.

Signature: _________________________________________________________ Date: _____________

Randi Rainbow, Director Information Technology