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| **Type:** | Technology |
| **Title:** | Front-End Device Refresh Standard |
| **Accountability:** | Institutional Learning & Effectiveness /Technology Services/Chief Information Officer (CIO) |
| **Responsibility:** | Technology Services/Technology Customer Service  |
| **Effective:** | 7/1/2015 |
| **Number:** | S-IT-005 |
| **Version:** | 1.2 |

 **Purpose:**

Define the current standards for “Front-End” devices that can be purchased at the College.

**Statement of Standard:**

* The devices listed below are the supported current standards for “Front-End” devices for the College.
* These standards are reviewed and updated yearly by the Technology Services, Technology Customer Service team, Desktop Engineering team and the Refresh Committee, based on business/functional/academic needs, support and configuration issues, for College-wide use.
	+ During the year, configuration and selection may change due to market and price changes. An up to date list will always be maintained on the Madison College web site.
* Madison College’s default environment is PC/desktop-based. Some individuals and operating units may require Apple/Macs to perform their work, so base configurations for them are listed. However, Apple/Macs are not a default standard and require a business need justification to procure. Approval for the acquisition of an Apple/Mac device may be made by the Dean of the Academic unit, the Divisional VP, or their designee, and the Director for Technology Customer Service when there is a compelling demonstration of the need which cannot be met with the default PC.
	+ The approval process for Apple/Mac devices applies only to new requests for Apple/Mac equipment. Personnel who already have an Apple/Mac device may replace it without obtaining special approval.
	+ Standards take into account the College’s ability to support the product suite on an on-going basis from both a financial/cost and staffing perspective.
* To ensure a consistent and standard experience and to leverage bulk pricing opportunities, all Printers, Multi-Function Printers (MFP)/Scanners and Consumables (e.g., toners) are to be procured off the current Managed Print Services (MPS) contract.

| **Item** | **Cost** | **Notes** |
| --- | --- | --- |
| **PC/Laptop** |   |   |
| PC (HP) | $657 | HP800 G1 Mini 500GB Ci5-4590T 2GHz 6M HD4600 CPU/ 8GB RAM/4yr onsite warranty |
| PC with 22" monitor (webcam & speakers) | $841 | 22" monitor= $184 |
| PC with 24" monitor (speakers only) | $889 | 24" monitor=$232.19 |
| Laptop (Lenovo) | $1,223 | Lenovo T450 ThinkPad i5 8GB 180 SSD/4yr onsite warranty |
| Docking station (Lenovo) | $215 |   |
| **Macs**  (Apple) |   |   |
| iMacs - Standard | $1,773 | 21.5" iMac has 16 GB of RAM, 256 GB SSD Quad Core 2.9 GHz. w/ 4-yr warranty |
| Macbook - Standard | $1,718 | 13" MacBook Pro, 16 GB of RAM, 256 GB SSD Dual Core 2.7 Ghz. w/ 4-yr warranty |
| Macbook - Higher End | $2,468 | 15" MacBook Pro, 16 GB of RAM, 512 GB SSD Quad Core 2.2 Ghz, discreet video card, higher resolution monitor. w/ 4-yr warranty |
| **Printer/MFP** (HP) |   |   |
| M830z MFP with stapler/stacker | $8,415 | MFP with 11 x 17 capability with 3000 sheet stapler/stacker |
| 700 color 775zMFP  | $5,600 | Color MFP with 11 x 17 capability |
| M630Z MFP | $4,397 | MFP with stand no 11x 17, for larger office |
| 500 MFP | $2,379 | Tabletop MFP for small office |
| 600 M602x  | $1,565 | High volume lab printer with extra tray  |
| 3015 dn | $720 | Printer for small office |

**Definitions:**

* **Back-end devices** are IT infrastructure, such as, network, servers, etc. that allow the front-end devices to work.
* **Business needs** mean the key, mandatory activities that need to be performed or supported as part of the operations of a job responsibility/position duty.
* **Front-end devices** are any computer equipment that people use to do their work, such as, PCs, laptops, monitors, telephones or other mobile devices, etc.
* **Managed Print Services (MPS) contract** is a service contract with a vendor to provide just-in-time support and maintenance of printers across the entire College.
* **Refresh** means renewing all technology already procured and used at the College.

**Roles & Responsibilities:**

* **Requester** must review the standard set of devices and prices provided by the College and select a device that meets their needs.
* **Requester** submits their request to their **immediate supervisor**, dean or other manager and gets their approval to submit the request to Technology Services for procurement.
* **Technology Services** will review the request and determine if budget/costs, compatibility, security and support requirements exist. TS will then procure the device off existing contracts and make arrangements for installation when the equipment is received.

**Reference:**

* Technology Refresh Policy.
* Device Purchase Justification Standard.

**Consequences of Non-Compliance:**

* Going outside the framework of this standard can result in escalation of issue to immediate managers, the Vice President responsible for the functional area, the Provost, President/Cabinet or the loss of rights to use P-Cards for purchases.

| Version | Date | Description of Changes | Author/Editor | ApprovedBy |
| --- | --- | --- | --- | --- |
| 1.0 | 07/01/15 | Initial draft of standard. | Paul Thomas (Cust. Serv. Mgr.) | Mir Qader (CIO) |