

Computer Procurement
UHM College of Education
Beginning August 2005

<http://www.hawaii.edu/coe/departments/outreach/computers.html>

The College has adopted a “life cycle funding” project to simplify the acquisition, maintenance, disposal and upgrade of faculty/staff computers. This system provides faculty/staff computers on a 4-year replacement cycle and minimally standardizes the hardware supported in the College.

COE purchasers may select any of the following system options. Those without portability needs should order desktop systems as they are less costly. Faculty with special computing requirements (video editing, etc.) may purchase differing equipment – such requests should include a detailed rationale statement and separate funding may be required.

COE Standard System Options (updated 8/2005):

All systems will be delivered to COE Outreach & Technology for initial configuration. To assist with record-keeping and configuration, purchase orders should note the intended name, phone, and office location for the faculty/staff recipient. MS Office and antivirus software will be installed by Outreach & Technology staff.

1. Desktop PC
[Dell Optiplex GX620](#), Ultra Small Form Factor; monitor-mounted CPU. Pentium 4, 1 GB RAM, 80 GB hard drive, 24X DVD-CDRW optical drive, 17” flat panel monitor. [Details and quotation document](#).
2. Laptop PC
[Dell Latitude D510](#) with dock and 17” flat panel external monitor. About 5.8 pounds. 14.1” XGA, 4 USB 2.0 ports, Firewire, Pentium M, 1 GB RAM, 60 GB hard drive, 24X DVD-CDRW optical drive, 6 cell battery, 802.11b/g wireless, Firewire and Bluetooth. [Details and quotation document](#).
3. Compact Laptop PC
[Dell Latitude D410](#) with dock and 17” flat panel external monitor. About 3.8 pounds. 12.1” XGA, 3 USB 2.0 ports, Pentium M, 1 GB RAM, 60 GB hard drive, 24X DVD-CDRW optical drive, 6 cell battery, 802.11b/g wireless, Bluetooth. [Details and quotation document](#).
4. Desktop Mac
[iMac G5 17” 1.8 Ghz](#), All-in-One Design. 17” screen, G5, 1 GB RAM, 160 GB hard drive, DVD-CDRW Combo drive, 17” monitor, Bluetooth. Details and quotation document forthcoming (order specs via UH bookstore until further notice).
5. Laptop Mac
[Powerbook 15” 1.5 Ghz](#) with dock and 17” flat panel external monitor. 15” screen, G4, 768 MB RAM, 80 GB hard drive, DVD-CDRW Combo drive, 802.11b/g (airport extreme), Bluetooth. Bookendz dock and Dell 17” flat panel external monitor. Requires separate requisitions for [monitor](#); Bookendz dock (details coming, see <http://www.photo-control.com/bookendz/>); and laptop (order specs via UH bookstore until further notice).

Funding for Life-Cycle Project

Academic Departments

The Dean's Office will process new computer orders on an annual basis for the replacement of aging computers. 25% of a department's full-time, general-funded positions can replace computers each year. Departments can generate requisitions from the system quotes available on the COE website (under Outreach and Technology) at any time during the year. Credit for re-purchases will carry over from one year to the next. July 1 marks the beginning of new fiscal years, and the availability of new computer replacements.

Personnel in part-time, temporary, and adjunct capacities can check out a laptop computer from the Faculty/Staff loan pool in Outreach & Technology. Loan pool computers must be returned to Outreach & Technology when personnel changes or terminations occur.

Federal and Grant Funded Projects

Orders should be placed from the COE Standard System Options using grant funds. If project needs require alternate systems, include rationale statement.

CDS

Orders should be placed from the COE Standard System Options. Funding source is designated by CDS fiscal officer; requisitions are submitted through CDS fiscal officer. If project needs require alternate systems, include rationale statement.

CRDG

Orders should be placed from the COE Standard System Options. Funding source is designated by CRDG fiscal officer; requisitions are submitted through CRDG fiscal officer. If project needs require alternate systems, include rationale statement.

Logistics Overview

1/4 of a department/unit's computers should be replaced in years 1, 2, 3 and 4. In the 5th year, the first 1/4 should be replaced by new computers—a continuous cycle of replacements. Department/unit's can determine which computers should be replaced and when. Computers younger than 3 years old should not be replaced unless they can not be repaired or satisfactorily upgraded.

- Procurement is initiated by departments. Print system quotes from the links provided under COE Standard System Options (Outreach and Technology site).
- All computers must be shipped to COE Outreach & Technology (1776 University Ave., WA2 room 124).
- Forward a copy of all POs to the Outreach & Technology office. PO or an accompanying memo should include the computer's final office destination and to whom it will be assigned.
- On receipt, O&T will prepare the computer for COE network and deliver it the office location indicated on the PO.
- Retired computers may be
 - Retained by departments for student or other workstations
 - Relocated to other departments as requested
 - Erased and disposed by UH procedures, including donation to the lab school