IT Procurement Policy

This policy contains regulations surrounding the purchase of all IT equipment across the faculty. This includes all desktop & notebook computers, tablets and other handheld devices, mobile phones, software and all computer peripherals. The policy also covers the details of the Computer Provisioning Program (CPP) which offers access to base level computing facilities for all ECM staff and HDR Students.

IT Procurement Requirements:

- All IT related purchases must be made in conjunction with the ECM IT Support Team
- All major purchases must be from an ECM approved vendor
- 4 Year replacement cycle for all desktop and notebook computers
- 3 Year on-site parts/labour warranty for all desktop and notebook computers
- No hardware or software purchases to be made on individual credit/purchasing cards

These requirements are in place to ensure that all IT Procurement within the Faculty is of an acceptable minimum level of specification, are purchased from reliable vendors with a proven track record of quality after sales services, and represent the best overall value for money and lowest total cost of ownership (TCO). Note that this does not mean that a cheaper initial price will be a valid reasoning for purchasing equipment from vendors.

In addition to these base purchasing requirements it should also be noted that selection of hardware and software for new machines may affect the costs of support of those items, and in some instances these costs may be passed on. The policy on IT Cost Recovery is available on the ECM IT Website for further information.

Computer Provisioning Program:

As part of the ECM IT Provisioning Initiative, all ECM staff members and Higher Degree by Research students will be provided with access to a base level computer. This may be either a machine assigned for use to the individual, or in some cases access to a shared machine where the use of a computer is not part of the individual’s primary role, or they have limited working hours or job share/hot desk. The intention is to provide a consistent, high quality and equitable computing experience across the Faculty.

An ongoing replacement cycle of these machines is also in place to ensure that no primary use computer will be in excess of 4 years old.

In recognition of the diverse computing requirements across the Faculty, a series of hardware and software options are available to ensure ECM users can select an option which is appropriate to their particular type of use.
Hardware

Four distinct hardware platforms are available. A High-Power Desktop PC, High-Power Notebook PC, Apple All-In-One Desktop or Apple Notebook.

Depending on selection, the user will be assigned a machine from the pool. This may not necessarily be a new machine, however where a user is assigned a previously used machine, the same hardware replacement cycle will apply and upon replacement the user will receive a new machine. This is to ensure that all users will end up with a full 4 year lifecycle on their PC, regardless of where in that lifecycle they are initially assigned the machine.

Please be aware that the Faculty’s funding commitment to provisioning includes the base machines only. This consists of the display, main computer, keyboard and mouse for desktops, and the notebook alone for the notebook options. Accessories such as docking stations, extra keyboards, mice, monitors, notebook sleeves/bags and such are the responsibility of the end-user (by negotiation with supervisor for students) The ECM IT Support Team are happy to provide suggestions and obtain quotes for these items where required.

Due to the rapidly changing nature of computing hardware, the exact specifications of each of the base level machines is not included in this policy, but is available on the ECM IT website in the ‘ECM Standard Computers’ document.

Operating Systems

The following operating systems will be selectable for configuration on new machines:

- Microsoft Windows (Latest)
- Redhat Enterprise Desktop (Latest)
- OS X Desktop (Latest)

Again, due to the rapidly developing nature of computer software, exact versions of software are not part of this policy, but are included on the ECM website

Situations where standard machines are not suitable

In situations where these machines are not sufficient there are other options. Provided a sound business case can be made for expansion the IT Team can modify machines with additional RAM, display adaptors and hard drives, where possible within the constraints of the platform. All upgrade costs will be borne by the end user of the machine.

Where the entire machine is unsuitable the Faculty will subsidise the purchase of a suitable machine to a pre-determined amount. This machine must still comply with the Faculty standards around procurement, hardware selection, OS choice and be suitable for 4 years of usage.

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*The Faculty believe this is a flexible and equitable solution for all users.*

*For further information please contact local ECM IT Support.*