COLORADO STATE UNIVERSITY

Colorado State University Facilities Management

Information Technology Procurement Policy FY23

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Purpose

The purpose of this policy is to ensure that the procurement of information technology hardware, software and services follow established Colorado State University policies and guidelines, that due diligence is performed to ensure compatibility with existing systems and policies, that appropriate plans are associated with technology acquisition and that the approval of the CSU Facilities Management IT Manager and Finance organization is obtained prior to issuance of a purchase order or purchase of items on a CSU issued PCARD. This policy applies to all technology resources and related services owned, used, or operated by Facilities Management supported by Facilities Management Information Technology, regardless of the source of funding, location or intended purpose. These resources include but are not limited to: Computers and servers of any form factor; Software and information systems; Technology services, consulting, and maintenance contracts; Peripheral equipment (e.g. printers, scanners, etc.); Network devices; audio-visual and surveillance devices.

The following policies have been developed in conjunction with CSU procurement policies, Facilities Management Finance division, and CSU Division of IT recommendations to properly facilitate the acquisition, deployment, support, repair, and replacement of Facilities Management Technology solutions.

Summary

The policies below have been developed to:

- Standardize hardware models to improve service and reduce IT support costs for CSU Facilities Management.
- Manage hardware lifecycles including procurement, imaging, deployment, maintenance, and disposal of Facilities Management systems.
- Ensure that purchased Hardware follows CSU Procurement, CSU Division of IT, Facilities Management Information Technology and Facilities Management Finance policies.
- Manage software lifecycles including installation, patching, upgrades, renewals, and support/maintenance contract renewals on Facilities Management supported systems.
- Ensure that purchased software follows CSU Procurement, CSU Division of IT, Facilities Management FM Information Technology and Facilities Management Finance policies.
- Ensure that purchased software and hardware meet Colorado State University and Facilities Management security standards.

To ensure compatibility with the CSU network and technology environment, Facilities Management Information Technology is required to review all proposed technology hardware and software purchases.

If your purchase is non-standard, you may be required to complete an IT Procurement Review (ITPR) before purchase. The purpose of the review is to document that the product meets usability, accessibility, and security standards or has a properly approved and documented exception to these standards.

Any purchase completed outside of these policies, without the knowledge and approval of Facilities Management Information Technology will not be covered under Facilities Management Information Technology support structure, including equipment refresh, software renewals and/or support/maintenance contract renewals.

Scope

This policy applies to all CSU Facilities Management purchased information technology resources including but not limited to desktops, laptops, servers, printers, scanners/plotters, mobile devices, network devices, peripherals, software, software as a service (SaaS) and contracted IT services or training.

New Hardware Purchases

Unless otherwise specified, user hardware requests will be fulfilled using the Standard Hardware Options below. If the requirement is for different hardware outside of the options listed below, please contact Facilities Management IT for pricing and availability. FM Information Technology can facilitate the purchase an Apple computer under special request and will require requested type, model, supervisor approval and account number to be charged.

For all new hardware requests (new employees or additional devices for existing employees), full costs will be applied to the requesting department account number. Duplicate hardware is allowed with requesting supervisor approval and will be fully charged to the requesting departments account number.

For replacement and refresh, FM Information Technology will pay up to the average of our standard hardware models. This cost is an average that will be re-evaluated each year and adjusted as needed to account for increase/decrease in costs to Facilities Management. Any remaining balances will be applied to the requesting department.

FM Information Technology will pay the full purchase cost for any servers or any network device that could be required to keep or upgrade our operational services.

All hardware purchases require approval from the IT Manager prior to being submitted to Finance for procurement.

Hardware Replacement and Refresh

For the purposes of this document, hardware replacement refers to replacing a broken, lost or otherwise unusable piece of hardware. Hardware refresh refers to updating hardware equipment that is still functioning but is no longer in warranty and has reached refresh age.

All hardware purchases require approval from the IT Manager prior to being submitted to Finance for PO generation.

Replacement

If the item in question is still within warranty, replacement of the device will be handled via standard warranty repair/replacement through the device vendor.

If the item in question is no longer in warranty period, replacement of the device will be considered a refresh. FM Information Technology will pay up to the average of our standard hardware models ($1,350.00 per computer, $500.00 per mobile device, $300.00 per monitor). This cost is an average that will be re-evaluated each year and adjusted as needed to account for increase/decrease in costs to Facilities Management. Any remaining balances will be applied to the requesting department.

*Note: If the reason for replacement is deemed to be due to employee negligence or purposeful actions, the full cost of replacement will be applied to the requesting department.

Refresh

FM Information Technology will refresh hardware devices on a regular schedule to ensure functionality and compatibility with the CSU network.

- Desktop & Laptops – 5 years
- Servers & Network Equipment – 5 to 7 years
- Mobile Devices – 5 years
- Peripherals (Monitors, Mice, Keyboards, Headsets, etc) – 3 years

If a refresh is requested outside of FM Information Technology regular refresh timeline:

- If hardware age is less than standard refresh age and still in working condition, the full purchase hardware cost will be charged to the requesting department.
- If hardware age is at or past refresh age, FM Information Technology will pay the average cost for our defined standard hardware ($1,350.00 per computer, $500.00 per mobile device, $300.00 per monitor). This cost is an average that will be re-evaluated each year and adjusted as needed to account for increase/decrease in costs to Facilities Management.
- Standard option peripherals will be refreshed at no cost to the requesting department.

Hardware Options

The options below may change at any time due to availability, price, and vendor model retirement. It is recommended that supervisors and managers download a new copy of this document prior to requesting any purchases.

Computers

Standard Option	
Image reference	**Description**
	HP EliteBook 650 G9 Notebook PC – 15.6" – Core i5 1235U – 16GB RAM – 256GB SSD Base model for standard users. Weight: 3.84 lbs CDW PART: 7003941 Cost October 2022: $1,196.04

Intermediate Option	
Image reference	**Description**
	HP ZBook Firefly 16 G9 Mobile Workstation – 16" – Core i7 1270P – 16GB RAM – 512GB SSD – Intel Iris Xe Graphics High-end CPU and Storage Upgrade Weight: 3.97 lbs CDW PART: 7056354 Cost October 2022: $1,924.27

Advanced Option	
Image reference	**Description**
	HP ZBook Power G9 Mobile Workstation – 15.6" – Core i7 12800H – 16GB RAM – 512GB SSD – Nvidia RTX A1000 GPU High-end dedicated GPU Weight: 4.19 lbs CDW # 6938221 **Recommended upgrade: 32GB RAM (+$236.04)*** *Order 2x of CDW# 6896419 CDW Part: 6938221 Cost October 2022: $2,116.29 **($2,352.33 w/ RAM upgrade)**

Advanced Option 2-in-1 Touchscreen Laptop	
Image reference	**Description**
	HP Elite x360 1040 G9 Notebook PC – 14" flip design – Core i5 1235U – 16GB RAM – 256GB SSD Weight: 2.98 lbs CDW # 7016201 Price October 2022: $1,824.94

Standard Option - Desktop

Image reference	Description
	HP Pro 400 G9 Desktop Mini PC – Intel Core i5 12500T – 16GB RAM – 256GB SSD CDW # 7015682 Price November 2022: $904.47

Mobile Devices

Mobile Option - iPad Tablet 10th Gen

Image reference	Description
	10.9-inch Liquid Retina display Touch ID for secure authentication and Apple Pay A14 Bionic chip with Neural Engine 12MP Wide camera with HDR and 4K HD video 12MP Ultra Wide front camera Compatible with Apple Pencil (1st generation) Compatible with Apple Magic Keyboard Folio and Bluetooth keyboards USB-C connector RamTech Cost October 2022: $419 (64GB) or $569 (256GB) + Case and Glass Protector.

Mobile Option – iPad Mini 6th Gen

Image reference	Description
	Capacity – 64GB Chip: A15 Bionic Chip Size and Weight 5.3" x 7.69" x 0.25", 0.65lbs Display: 8.3" Liquid Retina Display 12MP Camera Battery Life: Up to 10 hours of surfing the web on Wi-Fi or watching video RamTech Cost June 2022: $474 + Case + Apple Pencil (2nd gen)

Phones

Standard Option – iPhone SE (3rd Gen)

Image Reference	Description

	Capacity - 64GB Display - Retina HD display 4.7-inch (diagonal) widescreen LCD Multi-Touch display with IPS technology - Fingerprint-resistant oleophobic coating Cost: $0 + Case and/or accessories

Additional Phone Models

Below are additional iPhone models available for purchase starting at $149.99. All the models below will be fully charged to the requesting department.

iPhone 13 Mini ($149.99)	iPhone 13 ($249.99)	iPhone 14 ($349.99)
iPhone 14 Plus ($449.99)	iPhone 14 Pro ($549.99)	iPhone 14 Pro Max ($649.99)

For more information about cost and availability please contact FM Information Technology. Visit the Apple Website for more information on the additional models listed above.

Android devices are not currently compatible with Facilities Managements' IWMS GO application. If an Android based device is required, please provide FM Information Technology with supervisor approval and justification for the request.
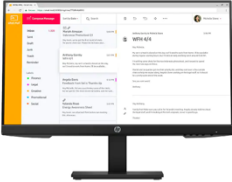
Monitors

Standard Option	
Image reference	**Description**
	HP EliteDisplay E243m - LED Monitor - Full HD (1080p) - 23.8" - Full HD 1080p - Communicate via video chat apps with two built-in mics, webcam and multiple control buttons - Cable management prevents tangling 23.8-inch widescreen - HP 3-year standard limited warranty CDW Part: 4864203 Cost June 2022: $314.75

Standard Option (with built-in docking station)	
Image reference	**Description**

	Dell P2422HE 23.8" LED Monitor with built-in USB-C dock • Full HD 1080p • Built-in docking station with Ethernet, DisplayPort out, USB-A 3.0 ports • Cable management prevents tangling • 23.8-inch widescreen • Dell 3-Year Basic Warranty CDW Part: 6562452 Cost June 2022: $358.00

Standard Option (w/o Webcam & Microphone)

Image reference	Description
	HP P24 G4 23.8" LED Monitor • Full HD 1080p • Cable management prevents tangling • 23.8-inch widescreen • HP 3-year standard limited warranty • Good for common area/kiosks or for users who don't need webcam & microphone CDW Part: 6269969 Cost June 2022: $191.54

Peripherals – Keyboard, Mouse & Headset

Standard options for peripherals are provided below. If the user requires cordless or some specific ergonomic requirement, options will be provided to the requestor and requestor's supervisor. Full costs of advanced peripherals will be charged to the requesting departments account.

Standard Option - Keyboard and Mouse Combo

Image reference	Description

	Logitech Wireless Combo MK520 – keyboard and mouse set
	• With softly rounded keys, a full-size layout, and a palm rest, this keyboard treats your hands right. The mouse keeps your hand happy and supported with contoured sides and soft rubber grips. The mouse and keyboard are so energy efficient you just might forget they use batteries at all. CDW Part: 2154459 Cost June 2022: $40.07

Standard Option - Headset	
Image reference	Description
	Kensington USB Hi-Fi Headphones with Mic • The Kensington USB Hi-Fi Headphones with Microphone is a durable headset that provides high-quality stereo sound, a microphone designed to support voice clarity, and best-in-class comfort features. • Wired • USB-A CDW Part: 5151290 Cost June 2022: $21.26

Advanced Option - Headset	
Image reference	Description
	Microsoft Modern USB Headset - for Business • Connect fast and stay focused on Microsoft Teams calls and more with the Microsoft Modern USB Headset, featuring high-quality audio and voice, a noise-reducing microphone, and intuitive call controls. • Wired • USB-A • Microsoft Teams call controls CDW Part: 6534444 Cost June 2022: $40.37

Laptop Carry Case

On request, one (1) laptop carry case will be supplied to laptop users free of charge with initial setup. Our standard option is provided below. If the user requires a model other than the standard option

below, options will be provided to the requestor and requestor's supervisor. Full costs of any carry case other than the standard option below will be charged to the requesting departments account.

Standard Option – Laptop Carry Case	
Image reference	**Description**
	Case Logic Advantage Attache Case for 15.6" Notebook – Black The Case Logic Advantage Attache Case features a slim, compact design with padded storage for a laptop up to 15.6 inches. It has a dedicated slip pocket for a 10.1-inch tablet. This black case has a spacious front pocket with an organization panel for pens and small electronics, plus plenty of room for bulky charging cords. Its front pocket with the hidden zipper garage will keep your phone secure and accessible. The designated file pocket keeps documents separate from electronics. CDW Part: 5487450 Cost June 2022: $34.90

Miscellaneous Accessories

For any items required that are not covered in this document, please open a ticket with FM Information Technology to receive pricing and procurement guidance.

Printers

FM Information Technology recommends network attached laser printers over personal printers as small inkjet printers may violate CSU's Live Green Initiative. Printer supplies for network printers are monitored and provided by FM Computer Services, including stocking supplies for common models.

Inkjet printers are not recommended due to increased cost per page printing, the cost and life of inkjet print cartridges, and increased support/hardware issues such as the print not drying or printer head issues.

Please contact FM Information Technology with printer requirements, justification, and supervisor approval. All Facilities Management printers will be purchased and maintained under the FM Information Technology budget and re-billed to requesting department. Any printers procured outside of this policy will not be supported or maintained by FM Information Technology, including any home printers.

Hardware Disposal

FM Information Technology will recycle all hardware that is no longer in use and ensure that all data and

information is destroyed prior to recycling. Once all data is securely destroyed from old hardware, FM Information Technology will facilitate recycling through the CSU Surplus Department.

Software Procurement

All software installed on a Facilities Management provided computer must be approved by and ordered through FM Information Technology. This is to ensure that all software is compliant with University and Facilities Management policies and any relevant support/maintenance renewals are completed in a timely manner. Any software that is ordered or installed outside of this policy will not be supported, maintained, or renewed in any way by FM Information Technology. If the use of unauthorized software results in computer or network stability issues that require FM Information Technology to correct, all repair/reconfiguration time will be billed to the employee department at $150.00/hour.

All computers issued to new employees will have the following software installed by default:

- Microsoft Office (Outlook, Word, Excel, Powerpoint, Access, Publisher, OneNote)
- Microsoft Teams
- Global Protect VPN
- Acrobat Reader
- Browsers - Google Chrome, Mozilla Firefox & Microsoft Edge

If employee job duties require additional software to be installed (Bluebeam, AutoDesk, Adobe Creative Suite, etc) please specify which packages should be installed during employee onboarding or open a ticket with FM Information Technology to request additional software to be installed for existing employees.

Any software that requires FM Information Technology support for installation or upgrade of on-premise software will be purchased on FM Information Technology budget and billed back to each department based on percentage of use of said software.

Any web-based applications or software that are fully hosted and supported by the vendor, with no presence in the Facilities Management network will be billed in full to the requesting department and require a department account number and manager approval.

All software purchases require approval from the IT Manager prior to being submitted to Finance for procurement.

Software Renewal

All software purchased through FM Information Technology will be tracked and renewed until the software is no longer required. Any software purchased outside of the policies in this document will not be tracked or renewed by FM Information Technology.

Any web-based applications or software that are fully hosted and supported by the vendor, with no presence in the Facilities Management network will not be tracked for renewal by FM Information Technology unless otherwise requested by a department supervisor or manager and approved by FM IT.

All software will be reviewed prior to renewal date to ensure it is still required and is appropriately categorized.

All software renewals require approval from the IT Manager prior to being submitted to Finance for procurement.

Software Support/Maintenance

During the software procurement process, FM Information Technology will also purchase support and/or maintenance contracts available to ensure proper support and troubleshooting resources. All support and/or maintenance contracts for software with a presence on the Facilities Management network will be purchased and renewed by FM Information Technology and billed back to each department monthly based on usage.

Support or maintenance contracts for web-based applications or software that are fully hosted and supported by the vendor, with no presence in the Facilities Management network will not be tracked for renewal by FM Information Technology unless otherwise requested by a department supervisor or manager and approved by FM Information Technology.

All software support and maintenance contracts require approval from the IT Manager prior to being submitted to Finance for procurement.

Equipment and Supplies for Teleworking

Under the current CSU telework policy, CSU will not reimburse employees for the cost of off-site related expenses such as telecommunications equipment, internet services, furniture, printers, insurance, utilities, or other costs incurred by the employee. Employees must have and maintain the necessary personal and CSU-issued equipment needed to perform job duties. Please note that personal devices should not be used to access the CSU network. Any employment related equipment used for teleworking that is not purchased through FM Information Technology in violation of the policies in this document will not be eligible for support, replacement, refresh, or renewal. Generally, out-of-pocket expenses for supplies will not be reimbursed. Any exceptions must be approved by the employee's supervisor prior to purchase.

NOTE: It is the recommendation of FM Information Technology that all new users and existing users are setup with laptops that enable teleworking without additional equipment, to reduce duplicate equipment and user support/security issues that arise with using some form of remote desktop to access a desktop computer in a CSU building.

Version	Date	Author	Process Rep	Revision Notes

2.1	8/26/22	Michael Dobbins	Michael Dobbins	Added laptop bag
2.0	6/16/22	Jacob Edwards, Nestor Flores	Michael Dobbins	FY23 Update
1.0	2/8/22	Nestor Flores	Michael Dobbins	Policy Creation