



**A. Purpose**

The purpose of this document is to revise the current computing replacement practice and procedure. The major revision is that the University (not the College) will be providing the funding for the computer refresh for **full-time** employees.

**B. Definitions**

- **Computer Lifecycle Management Program:** Refresh program funded by the University.
- **Net new:** Not a turnover replacement. Incremental faculty or staffing.
- **Non-net new:** Turnover replacement.
- **Full-time employee:** Employee at 1 FTE.
- **Allocation:** Annual recurring funding provided by the University to the College.
- **“Start-up”:** Funds provided to new faculty members for the establishment of a research program.
- **Teaching Laboratory Computing Replacement:** Not part of the Computer Lifecycle Management Program. This is for computers that are part of a teaching laboratory equipped with computers for students that is not part of the registrar’s teaching room inventory. The funding will be provided by the College and requires approval from the Dean.

**C. Policy**

- **The University will provide one computer per person from the computer lifecycle management program. For example, if an individual has a desktop and a laptop, only one will be replaced as part of this program. Existing computers should be replaced when they have exceeded their useful life (the standard useful life for desktop or laptop computer is four years). In addition to replacing aged computers, the computer lifecycle management program will provide a computer for each **net new** employee that joins the College and requires a computer to perform their daily job functions.**

#### D. Eligibility

- **Computer Refresh (4-year replacement) – funded by the University**
  - i. Employee must be **full-time** (= to 1 FTE).
- **Initial computer purchased by the University**
  - i. Employee must be **full-time** (= to 1 FTE).
  - ii. The position must be **net new**.
  - iii. If employee received “**start-up**” funds, the amount must be equal or less than \$20,000. If greater than \$20,000, then the “start-up” funds will cover the cost of the computer purchase.
- **Initial computer Purchased by the College**
  - i. Employee must be **full-time** (= to 1 FTE).
  - ii. Position must be at least 50% funded from the College’s **allocation**.
  - iii. If employee received “**start-up**” funds, the amount must be equal or less than \$20,000. If greater than \$20,000, then the “**start-up**” funds will cover the cost of the computer purchase.

#### E. Procedural Steps

1. A prioritized list has been developed by the office of the Dean’s IT unit in order of computer age. Luis Vidal is the liaison with the University and will be contacting the departments individually.
2. The office of the Dean’s IT unit will work with the department to match each employee to a computer using the lists of **full-time employees** and computers for each department.
3. Based on step 2, a final list will be generated and the computers will be marked for refresh.
4. The UM standard bundle will apply for the purchase or refresh. However, in the event that an employee has justification to purchase a device beyond the standard offering, a \$1,000 credit will be provided towards the purchase of that device. The department is responsible for funding the remaining balance.
5. The University will be directly charged for the refresh computers.
6. It is the department’s responsibility to contact the office of the Dean’s IT unit and provide a list of **full-time net new** hires where “**start-up**” funds were not provided or amounted to \$20,000 or less.
  - This list will be vetted with the finance office.
  - Once the list has been vetted, then the office of the Dean’s IT unit will work with the department to purchase the computer.
  - The University will be directly charged for the new computers.
7. It is the department’s responsibility to contact the office of the Dean’s IT unit and provide a list of **full-time non-net new** hires where “**start-up**” funds were not provided or amounted to \$20,000 or less.
  - This list will be vetted with the finance office.

- Once the list has been vetted, then the office of the Dean's IT unit will work with the department to purchase the computer.
  - The College will be directly charged for the new computers.
8. Once the equipment is ordered, preparation will begin for the deployment phase. Before a computer is deployed, as per University policy, it must have the following software installed and configured:
- Microsoft SCCM software for patch management.
  - Eracent software for asset management.
  - McAfee software for endpoint protection.
9. Departmental inventories must be updated at the end of the calendar year. There will not be carry-forward of computers eligible for replacement into the subsequent fiscal year. If a computer is not replaced in the year it is due, then it becomes the responsibility of the department to replace the computer as well as service the aged computer until it is replaced. The office of the Dean's IT unit and the Departments will work together on the inventory.
10. **Teaching Laboratory computing replacement** is not automatic and will require approval from the Dean. **Teaching Laboratory computing replacement** is not part of the **University's computer lifecycle management program** and funding for this will be provided from the College via graduate tuition dollars.
- The funding for **teaching laboratory computing** will be capped at \$1,000 per computer. Departments may subsidize above that amount should there be a need to purchase a different device.
11. Aged computers may not be retained by the department. These computers will be decommissioned and shipped to property surplus. These computers are not to be repurposed unless proper authorization is granted. Contact the Office of the Dean's IT unit for the appropriate steps to decommission an aged computer that has been replaced.

It is important to note that a computer purchased from a University account (**allocation**, gift funds, **"start-up"**, grants, cooper fellow funds or any other type of University account) belongs to the University or the grant (contingent upon the rules of the grant) and not to the employee for which the computer was purchased for.

Next page is the **University's Computer Lifecycle Management Program** Summary and forms

1. **Computer Lifecycle Management Program** – Computer Refresh Request Form
2. **Computer Lifecycle Management Program** Computer Purchase – Justification Form. This is used when a computer purchase or refresh is outside of the standard.

**TO: ITLC**

**FROM: UMIT**

**SUBJECT: COMPUTER LIFECYCLE MANAGEMENT PROGRAM SUMMARY**

In an effort to improve efficiency, as well as provide University of Miami employees the adequate equipment to perform their daily job functions, the University of Miami has initiated a sponsored Computer Lifecycle Management Program that will be administered by the UM Information Technology (UMIT) department. UMIT will utilize current inventory data to develop a PC replacement schedule for the University, and will review and prioritize your requests.

The program guidelines indicate that the University will provide one computer per person from the sponsored Computer Lifecycle Management Program. For example, if an individual has a desktop and a laptop, only one will be replaced as part of this program. Existing computers should be replaced when they have exceeded their useful life (the standard useful life for desktop or laptop computer is four years). In addition to replacing aged computers, the Computer Lifecycle Management Program will provide a computer for each net new employee that joins the University and requires a computer to perform their daily job functions. To qualify for this, the new employee must not be back-filling a position vacated by a previous employee and therefore not be utilizing the previous employee's computer.

The allocated PC purchase price for this program is \$1,000.00 per computer. Any PC purchase amount exceeding the stipulated \$1,000.00 per computer and any purchase of additional peripherals (aside from what is included in each computer bundle) will need to be funded by the requesting school or department.

Standard approved bundles based on Dell and Apple hardware have been created and will be reviewed and updated periodically. For details on the bundles, please refer to the last page in this document.

The following steps will elaborate on how the program will work:

**1. DEPARTMENTAL CONTACT**

Departments will be contacted according to a prioritization order that has been determined by two factors. First, the order in which departments initially provided a computer inventory to UMIT. Second, departments are categorized according to the percentage of total aged devices (4 years or older) that exist in each unit.

**2. ASSESSMENT OF DEVICES BY UMIT**

UMIT will work with a departmental designee to match each employee to a computer using lists of full-time employees and computers for each department. Based on the results of this activity, a final list of eligible employees will be generated and their computers will be marked for refresh.

**3. ORDER**

Before UMIT can proceed with ordering devices, the department's designee is responsible for determining what type of hardware should be ordered for each employee. In most cases, an approved standard bundle should meet computing needs. However, in the event that an employee has justification to purchase a device beyond the standard offering, a \$1000.00 credit will be provided towards the purchase of that device. The department is responsible for funding the remaining balance. In cases where a number of devices require configurations beyond the standard bundles, UMIT will work with the manufacturer in an attempt to obtain more competitive pricing and proceed with ordering the equipment.

#### 4. DEPLOY

Once the equipment is ordered, preparation will begin for the deployment phase. Before a computer is deployed, it must have the following software installed and configured:

- Microsoft SCCM software for patch management
- Eracent software for asset management
- McAfee software for endpoint protection

UMIT will provide a factory image with each device that will contain the appropriate software. In the event that there is additional software used throughout the department that is not on the image, UMIT will work with the departmental designee to create a suitable image.

If a department has UMIT personnel on staff, those individuals will be encouraged to participate in the deployment process. UMIT personnel will deploy devices for those areas that are centrally supported. During the deployment process, aged computers will be decommissioned and shipped to property surplus. These computers are not to be repurposed unless proper authorization is granted.

#### APPROVED STANDARD BUNDLES

	<b>Dell Standard Desktop</b>	<b>Apple Standard Desktop</b>
<b>Bundle Name</b>	<i>PCRF-FY14 Dell Standard Desktop</i>	<i>PCRF-FY14 Apple Standard Desktop</i>
<b>System</b>	Optiplex 7010	Mac mini
<b>Display</b>	22" Wide Screen + Soundbar	Dell 22" Wide Screen + Soundbar
<b>Processor</b>	3rd Gen Intel Core i7-3770 (Quad-core, 3.4GHz, 8M cache)	2.5GHz dual-core Intel Core i5 (3MB shared L3 cache)
<b>RAM</b>	8GB Non-ECC, 1600MHz DDR3, 2 DIMMs	8GB, DDR3 1600MHz, 2 DIMMs
<b>Storage</b>	500GB 3.5" SATA 6Gb/s, 16MB cache	500GB 5400rpm
<b>Optical Drive</b>	16X DVD+-RW SATA	<i>optional</i>
<b>Graphics</b>	AMD Radeon HD 7470 1GB DDR3 (Dual Display Ready)	Intel HD Graphics 4000 (Dual Display Capable)
<b>Keyboard</b>	USB 104 Quiet Key Keyboard (Dell KB212-B)	Apple Keyboard with numeric keypad (English) (Wired)
<b>Mouse</b>	USB Optical Mouse (Dell MS111)	Apple Mouse (Wired)
<b>Warranty</b>	4 Year ProSupport	3 Year AppleCare Protection Plan
	<b>Dell Standard Notebook</b>	<b>Apple Standard Notebook</b>
<b>Bundle Name</b>	<i>PCRF-FY14 Dell Standard Notebook</i>	<i>PCRF-FY14 Apple Standard Notebook</i>
<b>System</b>	Latitude E643C	MacBook Pro 13'
<b>Display</b>	14" HD (1366X768) Anti-Glare LED-backlit	13.3" LED-backlit glossy (1280 by 800)

<b>Processor</b>	3rd Gen Intel Core i5-3340M (2.7GHz, 3M cache)	2.5GHz dual-core Intel Core i5 (3MB shared L3 cache)
<b>RAM</b>	8GB, DDR3-1600MHz SDRAM, 1 DIMM	8GB, DDR3 1600MHz, 2 DIMMs
<b>Storage</b>	320GB 7200rpm Hard Drive	500GB 5400rpm
<b>Optical Drive</b>	8X DVD+/- RW	8x slot-loading SuperDrive
<b>Graphics</b>	NVIDIA NVS 5200M (GDDR5 1GB)	Intel HD Graphics 4000
<b>Keyboard</b>	Internal English Dual Pointing Keyboard	Backlit Keyboard (English)
<b>Mouse</b>	Trackpad	Multi-Touch Trackpad
<b>Warranty</b>	3 Year ProSupport with Accidental Damage Service	3 Year AppleCare Protection Plan



## COMPUTER LIFECYCLE MANAGEMENT PROGRAM PC PURCHASE - JUSTIFICATION FORM

**REQUESTING DEPARTMENT INFORMATION**

DEPARTMENT OR OFFICE			DATE	
NAME/TITLE OF CONTACT PERSON		PHONE #	FAX#	
STREET ADDRESS/BUILDING AND ROOM NUMBER			LOCATOR CODE	
ACCOUNT NUMBER	SUB-OBJECT CODE	ACCOUNT TITLE		

**PC EQUIPMENT DESCRIPTION**

ITEM#	CATALOGUE#	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
<b>TOTAL</b>					<b>0</b>

**JUSTIFICATION FOR NEW PC PURCHASE OR PC PURCHASE OUTSIDE PC REFRESH POLICY**

PREPARER

APPROVED BY

DEPARTMENT AUTHORIZED SIGNATURE

DATE

BUDGET OFFICE REVIEW

Email completed for to [UMIT-Procurement@miaml.edu](mailto:UMIT-Procurement@miaml.edu)