University of Nebraska

PED Hardware Procurement
2018
Welcome to the PED for the Procurement of Hardware

Plan to discuss today:
• IT Procurement
  Scott Stremick – Senior IT Sourcing Manager
  Claudette Biskup – Sourcing Specialist

• ITS
  Eric Haffey - IT Client Services, UNCA - ITS
Be **RED** in your hardware purchasing ideas
Reach out to a representative in IT Procurement, ITS or contracts team

Evaluate your hardware purchase ideas

Determine the best course of action
IT Procurement

Team includes Claudette Biskup (hardware), Sue Cuddeback (software) and Scott Stremick (Strategic Sourcing)

• Our Mission

  • Help customers have the easiest procurement experience
  
  • Be collaborative and engaging with our customers, which include faculty, staff and students
IT Procurement

• Manage vendor relationships

• Help in determining the needs for your hardware purchase

• If signature is needed for paperwork, must be reviewed by Procurement contract team

• Pricing and contract terms negotiations

• RFI, RFP, RFQ assistance
  • Changes due to July 1, 2018 Federal Uniform Guidance
<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Who Can Make the Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $4,999</td>
<td>• Departments can make purchases</td>
</tr>
<tr>
<td></td>
<td>• Competitive quotes are not required</td>
</tr>
<tr>
<td>$5,000 - $9,999</td>
<td>• Departments can make purchases but are encouraged to obtain competitive quotes</td>
</tr>
<tr>
<td></td>
<td>• Quotes should be attached to purchase order in eSHOP/SAP</td>
</tr>
<tr>
<td></td>
<td>• A PO in this dollar range will route through Procurement for approval</td>
</tr>
<tr>
<td>$10,000 - $149,999</td>
<td>• Departments contact Procurement Services with purchase need</td>
</tr>
<tr>
<td></td>
<td>• Procurement Services obtains quotes</td>
</tr>
<tr>
<td></td>
<td>• Procurement Services determines the best method for procurement: Purchase Order (or); Formal Bid</td>
</tr>
<tr>
<td></td>
<td>• A PO in this dollar range will route through Procurement for approval</td>
</tr>
<tr>
<td>$150,000 and greater</td>
<td>A PO in this dollar range is the result of a formal bidding process</td>
</tr>
</tbody>
</table>
General hardware information

- Hardware can include, but is not limited to:
  - Computers
  - Monitors
  - Peripherals
  - Servers
  - Audio / visual components

- Purchases made via RFP / RFQ a time factor of 3 – 4 months should be allowed, as the bid process, contract negotiations, and final procurement take time
  - April 2018 PED talks more in depth about the eBid process
What's needed for hardware purchases

- Utilize established eSHOP suppliers to create a purchase order
  - Always request a quote from the vendor
  - PO comes before an invoice

- Punch out for Technology and Audio Visual
Computer Standards - Eric Haffey

Why use computer standards?

• Distributed IT and ITS created standards
• RFP #2941-18-4321 was completed in the summer
• Hardware validated for support
• Factory imaging
• Factory asset tagging
• Quicker ship times
Computer Standards

• Lenovo equipment awarded to CDW-G
• HP computers awarded to Connection
• Dell computers awarded to Dell

• While there are the system standards, if the situation dictates departments/individuals can purchase non-standard hardware to fit their unique situation
Punch out to CDW-G
Scroll down the section Lenovo Desktop Standards
Select a model to view configuration and price
Connection

Punch out to Connection
Scroll down to Awarded HP products
Select a model to view configuration and price
### Standard Configurations

<table>
<thead>
<tr>
<th>Name</th>
<th>Product</th>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latitude 7390 2n1 i7, 16GB, 512GB SSD</td>
<td>New Latitude 7390 2-in-1</td>
<td>Business/Enterprise Laptop Enhanced</td>
<td>$1,460.47</td>
</tr>
<tr>
<td>Latitude 5490 i7, 16GB, 512GB SSD</td>
<td>Latitude 5490</td>
<td>Business/Enterprise Laptop Enhanced</td>
<td>$1,310.85</td>
</tr>
</tbody>
</table>

- **Quick Specs**
  - Dell
  - Business/Enterprise Laptop Enhanced
  - Price: $1,460.47

- **Quick Specs**
  - Dell
  - Business/Enterprise Laptop Enhanced
  - Price: $1,310.85

**Punch out to Dell**

**Scroll to All Categories**

**Select drop down to view configuration and price**
Remember to be RED ....

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Questions & Answers