Policy 201 – Personal Computer (PC) Procurement Policy

# PURPOSE

This policy provides a common decision model for agencies, the OCIO, OFM and the legislature to evaluate PC procurement decisions and reduce PC lifecycle costs.

# SCOPE

This policy applies to Washington State executive branch agencies other than higher education agencies. Judicial, legislative and higher education agencies are exempt but are encouraged to adhere to this policy to the maximum extent practicable.

# POLICY STATEMENT

This policy provides decision makers in executive branch agencies and the legislature with a common framework to evaluate Personal Computer (PC) procurement plans and funding requests. The policy establishes preferred solutions for five key aspects of sizable PC procurements that influence total life cycle cost of ownership. An associated guideline identifies circumstances that may warrant a solution different than the standard (See [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline)).

1. Agencies must apply this policy and its life cycle management practices to decisions on PC procurements valued over $20,000. For these PC procurements, agencies must complete [Appendix A](https://ocio.wa.gov/policy/considerations-affecting-pc-procurement-decisions-201-appendix)  and maintain that documentation in the agency. When an agency submits a decision package for PC procurement funding or requests OCIO approval for such purchases per [OCIO Investment Policy No. 121](https://ocio.wa.gov/policies/121-it-investments-approval-and-oversight), [Appendix A](https://ocio.wa.gov/policy/considerations-affecting-pc-procurement-decisions-201-appendix)  must be submitted as part of the purchase justification.
   1. Standard PC Configurations
      1. Agencies can reduce total lifecycle costs by acquiring and managing PCs with standard configurations. Agencies shall acquire PCs according to the standard configurations, or equivalent configurations established in the agency, listed on the Department of Enterprise Services (DES) website at <https://des.wa.gov/services/contracting-purchasing/it-contracts-purchasing/technology-master-contracts>
      2. If business or technology circumstances (See [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline)) require deviation from a standard configuration, document the circumstances when filling out the decision model in [Appendix A](https://ocio.wa.gov/policy/considerations-affecting-pc-procurement-decisions-201-appendix) .
   2. Replacement cycle
      1. The useful lives for PCs are listed below based on the State Administrative and Accounting Manual (SAAM):

Desktop PCs – four years Laptops/Notebooks – four years

* + 1. Agencies shall operate these devices through the applicable replacement cycle unless repairs or upgrades are not cost effective.

If business or technology circumstances (See [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline)) require a different replacement cycle, document the circumstances when filling out the decision model in [Appendix A](https://ocio.wa.gov/policy/considerations-affecting-pc-procurement-decisions-201-appendix) .

* + 1. At the end of the replacement cycle, the agency must destroy or securely delete its data as part of PC decommissioning before the PC leaves the agency. Refer to the OCIO IT Security Standard for decommissioning details.
  1. Competitive Purchase Prices
     1. Agencies must satisfy requirements for competitive procurements according to [Policy # DES-090-00](https://des.wa.gov/about/projects-initiatives/procurement-reform/current-policies). If the agency chooses to use a master contract or a Western States Contracting Alliance (WSCA)/NASPO contract, the agency must contact the master contract vendor at the time of purchase to determine if better current pricing is available than contract prices. Alternatively, an agency may conduct a competitive procurement to obtain the best value for the state. See [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline)  for circumstances affecting contract and current market prices.
     2. In [Appendix A](https://ocio.wa.gov/policy/considerations-affecting-pc-procurement-decisions-201-appendix) , describe how the agency:

Compared current market prices to contract prices and took the lower of the two, or, Conducted a competitive acquisition to obtain the proposed prices for this procurement

* 1. Alignment of Procurement with the Agency Budget
     1. Agencies should include the costs for systematic PC replacement and acquisitions in the agency base operating budget. This avoids large variations in expense and the need to make special legislative

budget requests. Agencies should ensure that budgeted amounts for PC replacement costs reflect current market trends.

* + 1. Indicate in [Appendix A](https://ocio.wa.gov/policy/considerations-affecting-pc-procurement-decisions-201-appendix)  whether the proposed procurement cost is included in the agency base operating budget. If not, include the business or technical reasons (See [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline)), and include agency plans to build PC replacement costs into future operating budgets.
  1. Financing Method
     1. The Department of Enterprise [(DES) Capital Lease](https://des.wa.gov/services/contracting-purchasing/it-contracts-purchasing/technology-leasing)  is the preferred financing method for PC procurements. Other financing methods include a cash purchase, purchasing through Certificates of Participation (COP), and vendor operating leases on certain master contracts.
     2. In some business or technology circumstances (See [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline)), a different financing method may provide important advantages or lower costs when total lifecycle costs of ownership are evaluated. Indicate in [Appendix A](https://ocio.wa.gov/policy/considerations-affecting-pc-procurement-decisions-201-appendix) the purchase or financing method selected for the PC procurement, and include the rationale if it is other than the DES Capital Lease.
     3. All Information Technology assets purchased, including PCs, must enable compliance with OCIO and agency IT Security Policies.

# RESPONSIBILITIES

## Chief Information Officer (or designee)

Interpret the policy.

Ensure policy content is kept current.

Recommend updates to this policy and related resources as needed.

## Technology Services Board (TSB)

Review and approve major policy changes.

## Agency Heads

Responsible for the management and use of IT systems, telecommunications, equipment, software and services of their respective agencies according to this and other applicable policies.

## DEFINITIONS

Personal Computer (PC): A physical computer, designed around a micro-processor, whose primary purpose is to

provide a single concurrent user with access to personal productivity software such as web browsers, e-mail readers, word processors, spreadsheet applications and software for other business or personal uses. A typical PC includes at least a system unit, monitor, keyboard and mouse. PCs are contrasted from servers and mainframes.

Desktop PC: A PC that is designed to stay in a single location. The system unit may rest on the floor as a tower or on a table or desktop, and may take the form of an all-in-one machine where most components are in one chassis. Unlike laptops and other portable devices, desktop computers cannot be powered from an internal battery and therefore must remain connected to an electrical outlet.

Laptop /Notebook: A portable PC utilizing an internal battery, integrated keyboard and pointing device that is small enough to use on your lap and take with you in different environments. Nowadays, a computer laptop is more frequently called a notebook computer, though technically laptops are somewhat larger in size than notebooks in both thickness and weight. Some laptops and notebooks are powerful enough to replace desktop PCs.

Useful Life: An estimate of the total time that an asset is usable and in service. Useful life is used in computing depreciation on an asset, instead of using the physical life.

Replacement Cycle: A period of time between the purchase of an asset and its replacement with an equivalent asset. The replacement may be the result of the end of the asset's absolute physical life, its obsolescence or some other reason.

# REVISION HISTORY

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| **Date** | **Action taken** |
| **September 30, 2013** | **New Policy adopted.** |

# CONTACT INFORMATION

For questions about this policy, please contact your [OCIO Information Technology Consultan](http://www.ofm.wa.gov/ocio/resources/consultants.pdf)t.

# APPROVING AUTHORITY

/s/ Michael Cockrill September 30, 2013

Chief Information Officer Date

Chair, Technology Services Board