



Information Technology Procurement Policy

Responsible Official: Department of Medicine IT Manager

Administering Division/Department: Department of Medicine (DOM)

Last Revision: April 24, 2013

I. Overview

Computer hardware and software are essential tools in the work performed by Emory faculty and staff on a daily basis. Continual changes in technology make it advisable to have a systematic plan and policy for upgrading and replacing computers to assure that such tools are consistently and reliably available to faculty and staff.

The Department of Medicine Information Technology supports specific makes and models of computers as a standard for system selection. Systems were selected to balance the requests of faculty and staff while allowing for systematic support. Conditions of these standards include:

- Computing horsepower (processor speed and memory)
- Expected system lifetime (lifespan and warranty)
- Leverage of existing purchasing agreements negotiated by the University
- Meeting the needs and requests for different operating systems and features (MACOs, High-end Video)
- Meeting acceptable price points for systems

II. Applicability

The computer replacement program is administered through DOM IT, who will work with faculty and staff to identify needs; purchase, set up, and deliver the computers; provide consultation services; and recover existing machines for redeployment or surplus. They are also responsible for developing and publishing annual schedules of hardware and software recommendations.

This policy applies to all desktop and laptop computers financed by the Department of Medicine. This policy does not apply to personal devices, those financed by Emory Healthcare or the Veterans' Health Administration. In addition, only Apple iPad tablets are currently supported by DOM IT.

III. Policy Details

The procurement process begins with the Division Business Manager. Funding approval is required before an order is placed by DOMIT. Once funding is approved, the system (including options) can be selected from the list of IT Standard Systems. This request is made to the DOM IT Help Desk to finalize the quote and purchase.

Steps of the process are:

1. User determines need for new system
2. User refers to IT Standards are reviewed for system specifications and estimated price
3. Business Manager determines available funds and approves purchase
4. DOMIT submits order



5. DOMIT receives system
6. DOMIT loads standard configuration (image) onto system
7. DOMIT delivers and installs system
8. Business Manager with DOM IT Manager determines disposition of any equipment to be recovered, reassigned or sent to surplus

IV. System Configurations

The Department of Medicine has standardized on the current configurations. DOM IT has created a system specification and description for each configuration and is updated no less than twice a year and. This team can also available to assist in system consultation and selection.

V. Exceptions/Variance Process

Occasionally, systems will be needed that are outside the specifications the IT Standards. Reasons may include, operating system variance, scientific requirements or security requirements. Variance requests can be submitted to the DOM Help Desk for review. All systems will meet the minimum requirements of security, antivirus and malware protection, and access to desktop management systems for hardware inventory, software inventory and patch management.

VI. Related Links

- [Exception Variance Request](#)
- [Emory IT policies](#)
- [Department of Medicine IT policies](#)
- [Department of Medicine Standard Configurations \(most recent release\)](#)

XI. Contact Information

Contact Sonja Westbrook, DOM IT Manager, at 404-712-1423 or sonja.c.westbrook@emory.edu with any questions.