

July 31, 2014

No. 07 - FY 2014

In This Issue

- Preferred Supplier Contract for DELL Computers
- Instructions for standard orders versus orders with exceptions

Helpful Links

[Direct Connect Requisitioning Instructions for standard DELL PCs from SHI Government Solutions](#)

[Standard DELL Configurations for desktop, laptop and tablet PCs](#)

Contact Us

Purchadmin@uthscsa.edu

TO: All Faculty and Staff

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: DELL Computers - New Preferred Supplier Contract and New Standard PC Configurations

Business Affairs is pleased to announce that the Health Science Center has executed a preferred supplier contract with DELL Computers under the UT System Supply Chain Alliance. Effective immediately, the DELL contract replaces the preferred supplier contract for Lenovo computers. The contract provides preferred pricing for the new standard configurations of DELL desktop, laptop and tablet PCs.

The DELL contract offers 7 desktop PCs, 4 laptop PCs and 1 tablet PC as standard configurations. A link to the detailed specifications for the DELL PCs under contract can be found on the [INSIDE UTHSCSA](#) web portal, under the [SERVICES](#) tab. The link will take you to a PDF file containing the DELL standard configuration specifications.



Vendor for DELL PC Standard Configuration Computers

We have arranged for **SHI Government Solutions**, our current preferred vendor of computer peripheral equipment, to process orders for new DELL PCs. SHI Government Solutions is a Direct Connect Vendor that allows us to generate purchase requisitions by connecting directly to their online catalog.

To review the benefits of Direct Connect requisitioning, please refer to [Business Affairs Bulletin 04-2013](#), or to the [Purchasing Office Direct Connect web page](#). You may access helpful tips on creating a Direct Connect requisition to SHI Government Solutions at the following link:

http://www.uthscsa.edu/business/purchasing/forms/dc_SHI.pdf

FY 2014 Direct Connect Requisitions for DELL PCs

As mentioned on page 1 of [Business Affairs Bulletin 06-2014](#), **Direct Connect requisitions for FY 2014 business may be processed any time through noon on Friday, August 29, 2014.** Direct Connect requisitions that are fully approved by noon on August 29th will be sourced to a purchase order and dispatched to SHI. Please remember that any Direct Connect requisitions approved during the month of August 2014 will be processed against fiscal year 2014 funds.

Exceptions to Standard Configuration

If your needs require that you purchase a PC in a configuration other those offered by the DELL contract, you will need to process your order on a Basic Requisition. In addition, if you are requisitioning a DELL PC without hard drive encryption, you will need to obtain approval from IMS for the exception, and will need to process your order on a Basic Requisition. For instructions on requesting an exemption to the required hard drive encryption for university computers, please refer to the [Information Security Encryption Exemption Process web page](#).

Retirement of Obsolete University-Owned Personal Computers

For those of you who will be purchasing PCs to replace obsolete computers, we highly encourage you to retire the obsolete PC being replaced. There are many important business reasons to retire items of unused university equipment, especially computers. Here are just a few:

- For security reasons
 - An unused PC may still contain sensitive data relating to patients, employees, students or research.
 - An older, infrequently used PC may not have an up-to-date operating system, web browser or anti-virus software, and may be more susceptible to attack by malicious hackers or software.
- For property control reasons
 - We have found in the course of performing the university's physical equipment inventory that it is easier to lose track of a PC or other equipment that is not used on a regular basis.
- In addition, an obsolete PC may be slow and unable to handle the latest versions of software used at the Health Science Center for administrative and primary mission activities.

Please note that IMS can assist with the retirement of obsolete PCs by transferring software, user settings and data files from obsolete computers to new computers. If you have any questions regarding Standard DELL PC orders, please contact the Purchasing Office at purchadmin@uthscsa.edu or at 562-6200.