

PURPOSE: The purpose of this document is to identify the criteria for replacing desktop computers. This criteria will be used to establish lifecycle replacement plans for each institution and will govern desktop purchasing practices.

DEFINITIONS:

- Accessories – displays, keyboards and mice
- Asset Recovery – the method by which computers at end-of-life are re-purposed and/or removed from inventory
- Classroom Computer – computer that is dedicated to classroom use
- Departmental Computer – computer that is shared by department faculty, staff and/or student staff
- Desktop Exception Approval Process – process through which all requests for new placements, Secondary Computer replacements and requests for out-of-cycle replacements must go through before a computer is purchased
- Desktop Purchasing Team – team that is responsible for determining equipment specifications, computer models and annual purchasing decisions for desktop computers and accessories
- Desktop Lifecycle Replacement – the number of years a computer will be kept in service (aligned with the computer warranty period)
- Primary Computer – computer used by a faculty or staff member who needs a dedicated computer to do their job
- Public Computer – computer that is available for general use by faculty, staff and students
- Secondary Device – mobile device or specialized computer aligned with a Teaching Lab, start-up funds, specialized tool, business requirement or grant
- Teaching Lab Computer – specialized computer housed in a computer lab that is used for teaching and learning
- Technology Procurement Agent – person(s) authorized to facilitate technology purchases; including, but not limited to computers, accessories and mobile devices.
- Thin/Zero Client – device that replaces a desktop computer with a virtual desktop
- Workstation Class – high-end computer with advanced video, high-speed processor(s), additional memory and hard drive space

CRITERIA:

- 15% of the Desktop Lifecycle Replacement budget will be allocated to cover the expense of accessories, Thin/Zero Clients, development units, spare units for hardware repair services, and new computers approved through the Desktop Exception Approval Process.
- A Primary Computer configuration will include a display(s), keyboard and mouse; Windows laptops will also include a docking station.
- All Workstation Class and laptop computers will be on a 4-year lifecycle; standard desktop computers will be on a 5-year lifecycle.
- Thin/Zero Clients will be replaced as they fail; these units are not included in the replacement cycle.
- All technology purchases must be pre-authorized by the College's Technology Procurement Agent.
- Classroom and Teaching Lab Computer replacements will include the replacement of the computer and the display.
- Each institution will have a documented Asset Recovery Plan which will identify the process by which computers at end-of-life will be repurposed and/or disposed of (either through donation, recycling, third-party purchase or any combination of these).
- Primary Computer laptop users will have the option of a light-weight, standard, or Workstation Class laptop.
- Secondary Devices will not be replaced at end-of-life. Requests for the replacement of a Secondary Device must go through the Desktop Exception Approval Process.
- Spare units of each model type will be purchased to support immediate replacement of computers diagnosed with a hardware failure. The minimum number of spares of each model type will be calculated by rounding up to the nearest 1% percent of projected annual volume of each model.
- The Desktop Purchasing Team will standardize on model types and specifications that are projected to have a useful life of 4 years (5 years for desktops). Computer specifications will be higher than current demand requires in order to accommodate for new application requirements throughout the Lifecycle of the computer.