PROCESSES AND PROCEDURES FOR FY21 TECH HUB DEVICE COLLECTIONS
STANDARD DEVICES
STANDARD DEVICE OPTIONS

• “Standard Devices” are professional-grade computers and devices preselected by VUIT to ensure compatibility across Vanderbilt systems.

• Various options are available – the selected device should be determined by the needs of the individual’s job duties.

<table>
<thead>
<tr>
<th>High End Device</th>
<th>Standard Device</th>
<th>Thin Client(^2)</th>
<th>2-in-1 Tablet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing available upon request</td>
<td>13” Dell Laptop</td>
<td>$925</td>
<td>24” All-in-One Client</td>
</tr>
<tr>
<td></td>
<td>15” Dell Laptop</td>
<td>$830</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13” Apple MacBook Pro</td>
<td>$1898</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16” Apple MacBook Pro</td>
<td>$2858</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dell Docking Station(^3)</td>
<td>$158</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dell Monitor</td>
<td>$149</td>
<td></td>
</tr>
</tbody>
</table>

1. VUIT will provide guidance on your purchase and can also help facilitate non-standard equipment purchases
2. A thin client is also known as a virtual desktop
3. Docking stations must be purchased where they do not exist or where an existing dock isn’t compatible with the purchased laptop
WARRANTY AND LIFECYCLE

• 3-year warranty
  - 1 accidental damage repair per year
  - Unlimited accidental damage repair per year, but may cost $100+ dependent upon damage

• Lifecycling reduces failures and ensures continued data security compliance.
  - Typical computer lifecycle: 3 – 5 years
  - Typical LCD monitor lifecycle: 8 – 10 years

• VUIT will not fully support devices outside these ranges but will assist with replacement monitoring.

1. This deductible will be the responsibility of the department
2. Departments are responsible for the continued lifecycling of all devices
DEVICE RETURNS

• If you currently have devices for departed employees that need to be wiped or re-imaged, or if you have any employees who will soon be departing, please call 615-343-9999 or submit a VUIT help request at help.it.vanderbilt.edu to initiate the process.

• If you do not have immediate need or replacement for the device, VUIT can store the device for you. The device will remain properly tagged and labeled as belonging to your area.

• NOTE: in order to ensure the appropriate security related protocols and standards are in place, it is very important that VUIT be involved when a Vanderbilt-owned device is transferred to another employee and/or is no longer used.
SUPPORTED DEVICES

• VUIT will do what they can to assist employees with their devices but are limited in what they can support for personal devices.

Work Devices
• All standard and university-owned devices within lifecycle parameters are fully supported.
• Devices outside the lifecycle parameters are supported within reasonable means upon request.

Personal Devices
• VUIT will assist with connecting to VU resources like WiFi, email, and printers.
• VUIT will assist employees in finding vendors trained and/or licensed to support personal devices as appropriate.
PURCHASING PROCESSES

• As of FY21, all departments are fiscally responsible for all device purchases, including monitors, warranties, cables, and peripherals related to individual or department specific computing needs.

Lifecycle Purchases

1. VUIT & the department work together on an approved lifecycle purchase plan.
2. VUIT will negotiate pricing with vendors for the following fiscal year orders after all devices are identified.
3. VUIT will work closely with departments to develop timelines for ordering and deployment.
4. Once a timeline is agreed upon, VUIT will place and process orders via Oracle Cloud (SkyVU).
5. Items will be delivered to VUIT for deployment preparation.
6. VUIT will schedule deployments with the individuals receiving the equipment.

1. This will typically happen in September/October prior to budget submissions
2. All orders will be paid using the appropriate account number provided by the department
• For new equipment purchases (including specialty devices), VUIT will work with Chief Business Officers, Business Unit / Entity Approvers, and Financial Unit Approvers to select equipment.

**New Equipment Purchases**

1. VUIT and approver will work together to decide on the proper equipment
2. VUIT will work with the approver to determine timeline(s) for ordering and deployment
3. Once a timeline is agreed upon, VUIT will place and process orders via Oracle Cloud (SkyVU)
4. Items will be delivered to VUIT for deployment preparation
5. VUIT will schedule deployments with the individuals receiving the equipment

1. All orders will be paid using the appropriate account number provided by the department
AUDIO VISUAL EQUIPMENT

- The Provost’s Office sponsors a lifecycle program for audio visual (A/V) equipment in classrooms.

- Requests for classroom A/V equipment lifecycles should be submitted by schools to the Provost’s Office each year. The Provost’s Office will compile the list of requests, finalize equipment selections, and prioritize purchases.

- Any equipment outside the scope of the sponsored program is the requestor’s fiscal responsibility; however, VUIT will assist with consulting on all A/V projects as requested.