



PROCESSES AND PROCEDURES FOR FY21 TECH HUB DEVICE COLLECTIONS

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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 duties¹.

High End Device	Standard Device	Thin Client ²	2-in-1 Tablet
Pricing available upon request	13” Dell Laptop 15” Dell Laptop 13” Apple MacBook Pro 16” Apple MacBook Pro Dell Docking Station ³ Dell Monitor	\$925 \$830 \$1898 \$2858 \$158 \$149	24” All-in-One Client \$631 Pricing available upon request

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



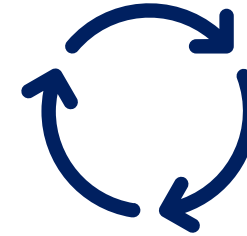
- 3-year warranty



1 accidental damage repair per year



Unlimited accidental damage repair per year, but may cost \$100+ dependent upon damage¹



- Lifecycling reduces failures and ensures continued data security compliance.
 - Typical computer lifecycle: **3 – 5 years**²
 - Typical LCD monitor lifecycle: **8 – 10 years**²
- VUIT will not fully support devices outside these ranges but will assist with replacement monitoring.

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.**

VUIT SUPPORT

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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.

PROCUREMENT

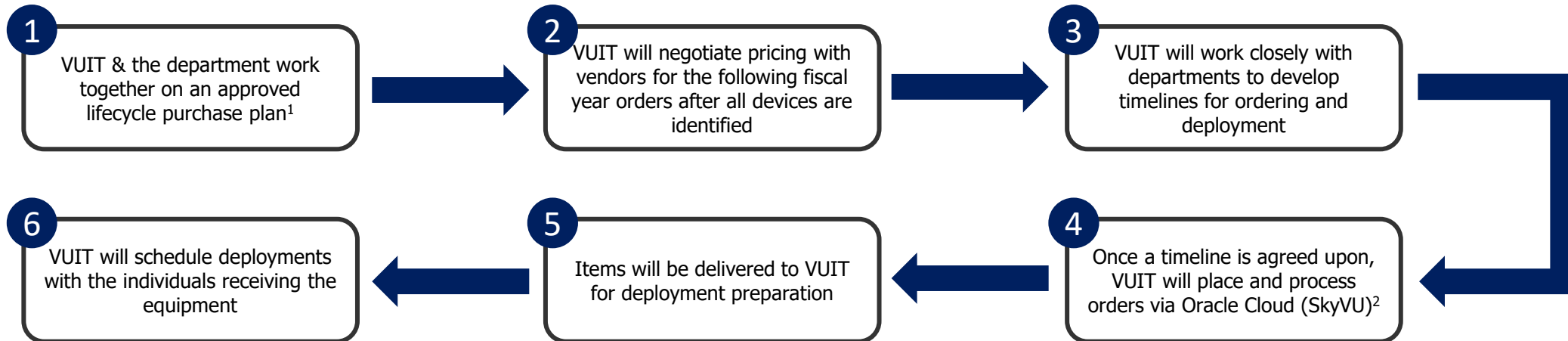
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PURCHASING PROCESSES

- 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.

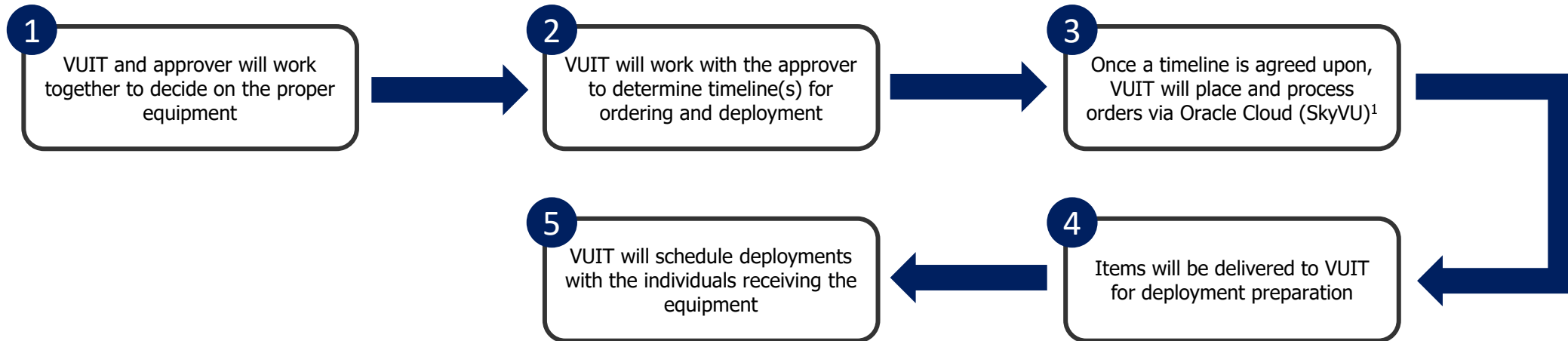
Lifecycle Purchases



PURCHASING PROCESSES

- 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



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.