Technology Purchasing Standards

Purpose

This standard specifies how to differentiate standard technology purchases from those requiring special approval from Campus Computing. This document should be referred to prior to making a technology purchase to ensure the technology resource will be supported and allowed to connect to USFSP resources by Campus Computing.

Scope

This standard applies to all USFSP technology resource purchases regardless of the funding source.

Standard Items by Category

The following standards are based on the USF System Policy 0-518: Technology Acquisition, ISSP-022: IT Resources Purchasing Standards and Thresholds, and Campus Computing policies. Any technology resource that isn't considered a standard item must receive approval from Campus Computing and/or the UTSB before being purchased.

Desktops, Laptops, and Tablets

Supported Standards and Recommendations

Campus Computing supports and recommends Dell Latitude laptops and Dell OptiPlex desktops for use at USF St. Petersburg. We have approved and recommended configurations available for purchase from the USF Computer Store. Our recommended configurations can be found under the St Pete IT Recommended & Supported Dell section on the Computer Store home page. The configurations are based on the most common use-cases for our faculty and staff. These models can be purchased directly from the USF Computer Store.

USFSP Dell Notebook (Laptop) and Tablet Models:

- Latitude 5400 series (14" screen)
- Latitude 5500 series (15" screen)
- Latitude 7200 series 2-in-1 (12.3" screen tablet with keyboard and active pen)

We recommend the WD19 or D600 dock for Dell laptops and tablets.

USFSP Dell Desktop Models:

- OptiPlex 5070 series

Note: Please check the Computer Store for the most current models available as model numbers change based on Dell's hardware lifecycle.

Supported Non-Standard Computers (Require Configuration and Approval Before Purchasing)

Campus Computing also supports additional computing devices not listed as standard devices. Prior to purchasing, we require a technology exception request to be submitted with the quote for the devices you plan to purchase. That way we can review your configuration and make sure it meets our support standards. After the review, we will approve the request and you will be able to proceed with purchasing. Please allow for additional time to complete the purchasing process for the following non-standard computer devices.

Supported Apple Devices & Configurations

Apple computers will need to be purchased through our Apple account so that they will be enrolled into our Apple School Manager account. Please contact Marisa Guy (misenberg@usf.edu) for assistance creating a quote. All Apple devices are managed using our JAMF device management server.

- Apple iMac
  - We support any configuration ordered from the USFSP Apple account.
  - A JAMF MacOS license and Cisco AMP license needs to be purchased from Campus Computing.
  - Apple Care is required.
- Apple MacBook Pro/Air
  - We support any configuration ordered from the USFSP Apple account.
  - A JAMF MacOS license and Cisco AMP license needs to be purchased from Campus Computing.
  - A USB-C to Ethernet adapter is required.
  - Apple Care is required.

- Apple iPad/iPad Air/iPad Pro
  - We support any configuration ordered from the USFSP Apple account.
  - A JAMF iOS license needs to be purchased from Campus Computing.
  - Apple Care is required.

Supported Microsoft Surface Configurations

- Surface Pro or Surface Go
  - Any Surface Pro or Surface Go configuration available through the USF Computer Store is supported.
  - A Microsoft USB 3.0 Ethernet Adapter is required.
  - A Surface Pro/Go keyboard is required.
  - A Microsoft Complete Protection Plan is required.

Additional Supported Non-Standard Dell Laptops and Desktops

Campus Computing also supports additional Dell computers for those users with unique needs. Please work with Campus Computing when creating quotes to ensure the devices are configured to meet our support needs.

- XPS
- Precision

FAQs

How do I purchase USFSP standard computers?

1. Log into **MyUSF**.
2. Under the **Business Systems** menu, select **Bull Marketplace.**
3. In the **PunchOut Suppliers** section, select **USF Computer Store.**
4. Look for the **St Pete IT Recommended & Support Dell** section. Any items in this section can be purchased without any additional approvals.

How do I purchase a non-standard Dell computer or Microsoft tablet?

1. Get a quote from the USF Computer Store. We recommend that you contact Campus Computing during the quoting process to ensure the computer is configured to meet our support standards.
2. Submit a technology exception request that includes the quote from the USF Computer Store.
3. Once the technology exception request is approved, you can proceed with purchasing.

How do I purchase an Apple computer or iPad?

1. Work with Marisa Guy (misenberg@usf.edu) to create a quote through our Apple account.
2. Submit a technology exception request that includes the Apple quote.
3. Once the technology exception request is approved, you can proceed with purchasing.

How do I submit a technology exception request?

Instructions can be found at: https://www.usf.edu/it/techpurchases/exception-approval-process.aspx. You will need to have more access than the shopper role in the Bulls Marketplace in order to submit the technology exception request.

How do I request help in configuring a non-standard computer?

Send an email to help@usfsp.edu.

How do I purchase a JAMF license?

JAMF licenses can be purchased using the USFSP Campus Computing Service Request Form: https://lib.stpetersburg.usf.edu/ld.php?content_id=47221373. JAMF licenses are valid for 5 years. The form must be completed by an accountable officer and must include department chart fields.

Why do I need a USB-C to Ethernet adapter?

For Campus Computing to image the device and install necessary software and security policies, we need to connect the device to the wired network. Devices that do not have an RJ-45 jack require this adapter.

What if I want to purchase technology not listed here?

Any non-standard technology requires a technology exception request to be submitted. Depending on the price of the technology, approval may need to come from both USFSP and from the USF System.

What if I want to purchase technology for a classroom, lab, or shared space?

A technology exception request will need to be submitted for any technology that will be used in a classroom, lab, or shared space regardless of whether it is standard or non-standard technology.

Docking Stations

The following docking stations can be purchased without review and approval from Campus Computing and are supported.

Dell Business Dock WD19

- Supports 2 FHD displays
- Two USB 2.0 ports
- Three USB 3.0 ports
- Speaker output (rear)
- Combo audio (front)
- Gigabit Ethernet
- Kensington Lock Slot
- 130W AC adapter with 7.4mm barrel
- 1 HDMI Port
- 1 VGA Port

Dell Universal Dock D6000

- Supports up to three 4K displays or a single 5K display
- Four USB 3.0 ports
- One USB-C port
- Speaker output
- Combo audio
- Gigabit Ethernet
- Kensington Lock Slot
- Charges up to 65W laptop via USB-C

Device Operating System Standards

- Windows 10 is the standard Operating System for the approved Dell devices. Devices that are unable to run Windows 10 are not approved for purchase or supported by Campus Computing.
- All Apple products are managed by Campus Computing. Please email helpdesk@usfsp.edu for more information.

Copiers, Printers, and Scanners

The following networked copiers, printers, and scanners can be purchased without review and approval from Campus Computing:

- Konica Minolta
- Ricoh

The following local (connect to a computer via USB) printers and scanners can be purchased without review and approval from Campus Computing:

- HP
- Fujitsu (BDMS Scanning)

Peripherals

- Dell 24" LED-LCD monitor P2417H
- Cat 6 Network Patch Cable
- Tripp Lite Surge Protector
- Dell D6000 Universal Docking Station

Storage
Purchases of storage equipment that will be wired into USFSP's network must be reviewed and approved by Campus Computing; otherwise, they can proceed without approval.

Software
Refer to ISSP-022 for purchasing standards.

A/V Equipment
Refer to ISSP-022 for purchasing standards.

Server Hardware/Storage
Purchases of **any** server hardware, storage, or cloud services must be reviewed and approved by Campus Computing and the UTSB.

Networking Equipment
Purchases of **any** networking equipment must be reviewed and approved by Campus Computing and the UTSB.

Technology Consulting Services
Purchases of **any** technology consulting services must be reviewed and approved by Campus Computing and the UTSB.

Other
Purchases of **any** other technology resources must be reviewed and approved by Campus Computing and the UTSB. This includes iPads and Microsoft Surface devices.