Policy and Procedures

Northwest Territories

Revisions Table

Version	Date	Author	Description
V1	April 26, 2002	OCIO	Policy 6003.00.04 Approved
V2	January 22, 2009	OCIO	Policy 6003.02.10 Approved

Policy and Procedures

6003.02.10

Informatics Policy Council
Bulk Purchasing - Workstations

Northwest
Territories

1. STATEMENT

Personal computers (or 'workstations') are productivity tools used by GNWT employees on a daily basis.

The GNWT uses a bulk purchasing process to help manage its workstation inventory, licensing and warranty costs. Bulk purchasing allows for cost savings through public sector pricing and ensures that the TSC can provide standardized workstations to departments.

Departments, Boards and Agencies supported by the Technology Service Centre (TSC) are required to participate in the bulk-purchasing process.

2. SCOPE

This policy applies to all GNWT Departments, Boards and Agencies supported by the Technology Service Centre.

Departments, Boards and Agencies not supported by the TSC may choose to participate in the bulk purchasing process in order to realize cost savings on standard workstation purchases.

3. DEFINITIONS

Bulk Purchasing - Bulk purchasing means buying products in 2 or more quantities. This scheduled approach can result in cost savings and less time spent on the purchasing process.

Workstations – Workstations include personal computers (desktop or laptop computers) and monitors.

Peripheral Device – A peripheral device is any device attached to a computer in order to expand its functionality. These include but are not limited to mice, keyboards, printers, scanners, disk drives, tape drives, speakers, cameras, and PDAs (PDA use is covered under Mobile Handheld Device Policy #6003.08.10). Peripheral devices are not included in the bulk purchasing process, but Departments are encouraged to contact the TSC for advice prior to purchasing them.

Evergreening - Evergreening is a GNWT process for replacing older workstations with up-to-date, standardized workstations. This ensures that employees have current

6003.02.10

Policy and Procedures

Informatics Policy Council
Bulk Purchasing - Workstations

Northwest
Territories

technology and that the TSC is able to continue to support workstations to acceptable levels as they age.

4. ROLES and RESPONSIBILITIES

The Technology Service Centre (TSC) – The TSC manages the GNWT's bulk purchasing process. As a member of the Standards Committee, the TSC is responsible for developing and publishing current workstation standards. The TSC is responsible for all activities related to workstation lifecycle. The TSC also provides user support and issues Departmental chargebacks as per the TSC chargeback schedule.

Departments, Boards and Agencies – Departments, Boards and Agencies are required to participate in the bulk purchasing process and pay the associated chargebacks for computer purchasing and support. Departments are not required to purchase peripheral devices and accessories through the TSC bulk purchasing process, but must adhere to current specifications (standards) determined by the Standards Committee. Departments are encouraged to contact the TSC for advice before purchasing peripheral devices.

Non-TSC Supported Boards and Agencies– Non-TSC supported Boards and Agencies are not required to participate in the bulk purchasing process, but may choose to add their requirements to an order, thereby reducing their costs and improving overall standardization across the GNWT.

5. PROCEDURES

A. The TSC works with Departments, Boards and Agencies to coordinate bulk purchasing orders.

B. The TSC establishes and publishes a bulk purchasing order schedule, publishes the current workstation Standard, and distributes the 'Bulk Purchase Order Forms for Departmental Growth/Loaners' to Departments.

C. The TSC maintains the perpetual inventory for evergreening, Departmental growth and loaner purposes.

Policy and Procedures

6003.02.10

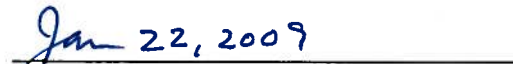*Informatics Policy Council*
Bulk Purchasing - Workstations

Northwest
Territories

6. SUPPORTING DOCUMENTATION

Document Title	Supporting Reference
Standards Document – Workstation Specification	Available on TSC web site
Bulk Purchase Order Form for Departmental Growth/ Loaners	Available on TSC web site

7. IMPLEMENTATION

This policy comes into effect immediately upon approval by the Informatics Policy Council.

Chairman
Informatics Policy Council (IPC)

Jan 22, 2009
Date