

SPRINGFIELD COLLEGE
Information Technology Services Department

COMPUTER DEPLOYMENT PLAN

Department Purchases: General Information

Please note that once the ordering and deployment of PCs begin, there will be a hold on individual computer purchase orders until the deployment project is complete.

1. Springfield College has selected DELL as its Computer Vendor.
2. A controlled software/hardware platform for computers/laptops has been selected by ITS. This standard configuration promotes a level of stability and minimizes computing diversity which helps control cost.
3. In order to achieve the goals of the program, requests for exceptions to the College's standard configuration will require the approval of the appropriate Vice President. The following procedure should be followed when requesting an exception:
 - A. Approved changes to configuration will be specific to Dell's certified components for hardware functionality with system.
 - B. Requestor contacts Helpdesk for cost and completes a Non-Standard Configuration Justification form for non-standard hardware components in meeting the requirements of their job functions. Download CDP Non-Standard Configuration Justification Form.
 - C. The requestor will submit the form for approval to the appropriate Vice President.
 - D. Approved Non-Standard Configuration form will be sent back to Helpdesk, who will attach approved form and quote to a Purchase Order that will be submitted to the Business Office for processing.
4. ITS will not support any specialized software associated with non-standard components.
5. Users **may not add** internal components to the system. ITS will not service or support these components. Hardware and software must meet specific compatibility with computer system and operating system to insure stability.

The department **must turn in the computer that is being replaced** for each new system it acquires as part of the CDP. Exceptions require written approval of the appropriate Vice President.