

Interim Hardware Ordering Instructions

Background

The Department of Interior has competitively negotiated enterprise contracts with hardware providers to take advantage of our potential for volume discounts. Three contracts were awarded:

Desktops - Office Automation & Power User configurations [Awarded to Dell Computer]

Laptops - Lightweight traveler, Standard traveler, Flexi Place worker [To be awarded by July 18, 2003]

Servers - Low-end, Mid-range, and High-end configurations [Awarded to Dell Computer]

Desktop Configurations

Details of each configuration can be found on the Department web site <http://www.doi.gov/ocio/erm/hardware/index.html> by selecting the type of hardware from the pull-down categories on the right. The desktop configurations were developed with the expectation that they would meet the needs of 90% of DOI users without expansion through purchase of additional options. However, options are available on the contracts for memory, hard drives, DVD, graphics cards and modems. Options can be ordered with the equipment, or purchased through this contract as individual upgrades for existing equipment.

Monitors

There are a selection of monitors that can be ordered either alone, or with desktops. It is recommended that the 17" flat panel monitor be selected when ordering the standard desktop, and the 19" flat panel when ordering the power user desktop. These recommendations are based on the goal of acquiring desktop configurations that will meet our users' needs for the full 4-year desktop lifecycle target established by the Office of the CIO.

Intel Servers

Details of each configuration can be found on the Department web site <http://www.doi.gov/ocio/erm/hardware/index.html> by selecting the type of hardware from the pull-down categories on the right. The options are more numerous for the three levels of servers to ensure the many-faceted mission needs of the bureaus and offices are met. Numerous options are available for memory, number of processors, additional ports, disk size, and various other features. All USGS Servers should be purchased without an operating system. Offices will use the USGS Enterprise Agreement to acquire the Windows 2000 and or Windows 2003 Server operating system(s).

Shipping/Warranty/Service

All desktop and server prices include shipping costs to all 50 States. The price also includes a 3-year warranty and next business day support from Dell.

Exceptions

These contracts are mandatory sources for desktops, laptops and Intel servers. When purchasing off the contract no waivers are required. Those offices that have Information Technology (IT) equipment needs for hardware that cannot be met through these enterprise agreements, must request and be granted a waiver from their bureau CIO before utilizing other sources for the core computer systems included on these contracts. Additionally, until the laptop contract is awarded (August 2003), offices must also continue to submit waivers for this specific hardware. The goal is to not only obtain equipment at a good price, but also to standardize the infrastructure as part of our IT management reform initiative. CIOs will use sound business judgment in granting such waivers. UNIX systems are excluded from the waiver process and can be purchased via existing procedures.

Interim Ordering Procedures

The Department and Dell Computer are currently working on an On-Line Store Front for ordering off the contract. This information will be made available in the coming weeks. At the current time the following ordering procedures can be used until the Store Front is available:

1. Visit the Department web site and review the configurations currently on contract.
2. Contact Dell Computer (contacts below) and requests a quote referencing the DOI Hardware Contract (options may be configured at this time).
3. Receive IT and FIP approval if necessary.
4. Purchase using existing ordering procedures through your administrative office.

Note: At the present time, Dell cannot process the order until June 27, 2003.

Dell Contacts:

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