

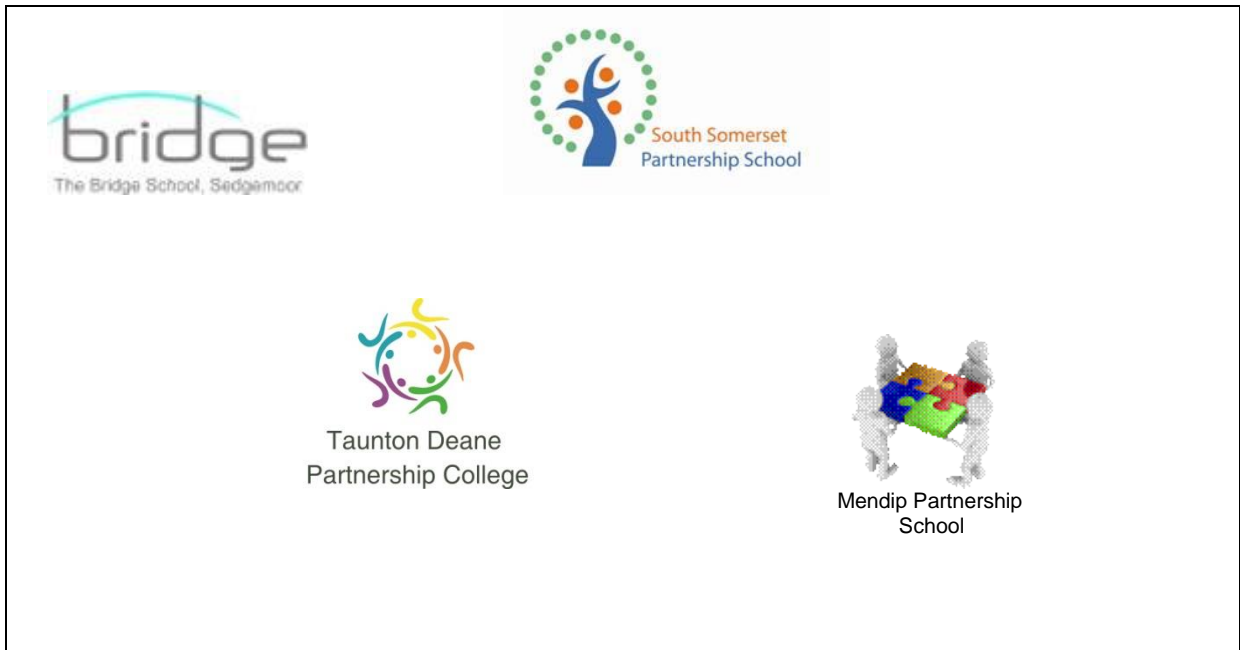


# ICT Hardware Purchasing and Procurement Policy 2014-16



# ICT HARDWARE PURCHASING AND PROCUREMENT POLICY

2014-16



# ICT HARDWARE PROCUREMENT POLICY

The purpose of this procurement policy is to define a common framework across all PRUs, whereby all ICT hardware is purchased with prior technical and financial approval.

This policy covers the purchase of all ICT hardware that falls into the following categories:

- Desktop PCs
- Laptops
- Tablet devices
- Printers
- Wireless/cabled networking hardware
- Interactive whiteboards
- Projectors
- **Encrypted** USB memory devices

## 1. HARDWARE PURCHASING

**1.1** All proposed purchases of hardware that fall into one of the above categories, must be subject to a 'technical' approval from the Network Manager, prior to a written quotation being sought from the relevant supplier (see Appendix A). In principle, this is a simple measure to keep the Network Manager informed of all new hardware intended for deployment and support on the PRU estate.

**1.2** All networking requirements, both wired and wireless **MUST** be actioned through the Network Manager. He will approve and arrange site visits with our approved contractor and manage the quotation to delivery process.

**1.3** Due to recent changes in SWOne business practices, they are no longer a supplier of goods. This means that we are free to purchase hardware from any supplier of our choosing, in addition to the SWOne nominated supplier.

(Purchases of small peripheral devices, e.g. standard USB memory sticks (for student use) and printer consumables are not subject to this policy)

**1.4** At least three written quotations should be obtained for all orders between £10,000 and £19,999 to identify the best source of the goods/services. Written details of quotations obtained should be prepared and retained by budget holders for audit purposes. Telephone quotes are acceptable **only** if these are evidenced and a faxed confirmation of a quotation has been received before a purchase decision is made.

- 1.5** The AHT/SLT is not required to accept the lowest quotation if this does not appear to offer value for money.
- 1.6** DFCG requests must be raised by centre or area administrators and bear the authorisation of the budget holder and be forwarded to the PRU Business Manager for final approval. All orders must be raised in writing using an official order form, forwarded to the Finance Officer, who will raise and allocate a Purchase Order number on FMS.
- 1.7** Appropriate arrangements for the delivery of goods to the relevant PRU will depend on the nature of the goods/services purchased. The Network Manager will assume responsibility for arranging delivery of laptop, PC, Tablet and printer hardware with each centre and, wherever applicable, SWOne technical involvement. On receipt of such hardware, the Network Manager must undertake a detailed check of the goods received against the goods delivery note and make a record of any discrepancies. Discrepancies should be discussed with the supplier of the goods without delay.
- 1.8** Items delivered directly to the centre, must be checked and verified by the centre administrator and any discrepancies notified to the supplier and Network Manager.
- 1.9** All new hardware items **MUST** be included on the centre inventory as soon as possible, for insurance purposes.
- 1.10** If any goods are rejected or returned to the supplier because they are not as ordered; are of sub-standard quality, or damaged in transit, the Network Manager will keep a central record of all goods returned to suppliers.
- 1.11** All invoices should be received and paid by the Centre Administrator.

## **APPENDIX A**

Misco	-	Desktops, Laptops, tablets, printers & networking hardware
SCC*	-	ditto
Data-Path	-	Network Cabling; IWBs
i-Storage Ltd	-	Encrypted USB drives

\*SWOne approved supplier

Date of issue/revision:

Chair of Management Committee:

Headteacher:

Date: