

	<h2>Policy Concerning the Acquisition of Computing Assets for the Cree School Board</h2>	
	<p><b>Department responsible:</b> Information and Technologies  <b>Effective date:</b> July 1, 2012  <b>Amended on:</b> December 1, 2013 and February 4, 2016  <b>Approved by:</b> Resolution # EC 2016-039</p>	
	<p><b>References:</b></p>	<p>Council Policy Manual:</p> <ul style="list-style-type: none"> <li>▪ <i>E- Mega End</i></li> <li>▪ <i>EL - General Executive Constraints</i></li> <li>▪ <i>EL 2 - Treatment of Employees</i></li> <li>▪ <i>EL 3 - Planning</i></li> <li>▪ <i>EL 4 - Financial Conditions and Activities</i></li> <li>▪ <i>EL 5 - Asset Protection</i></li> </ul>
	<p style="text-align: center;"><u>Other Policies</u></p>	<ul style="list-style-type: none"> <li>▪ Use of internet, e-mail and other wide-area networked resources (IT-01)</li> <li>▪ Award of supply, services and construction contracts</li> </ul>

## 1) Introduction

### [Introduction](#)

**1.1** Computers and their associated peripherals have become an integral part of the School Board’s administrative and pedagogic infrastructure, and users have become dependent on computer equipment in order to provide essential services. Ensuring that equipment is working reliably and is properly maintained is one of the core components of the Information and Technologies Service (ITS) value proposition.

## 2) Purpose and Scope

### [Purpose](#)

**2.1** The purpose of this policy is to establish responsibilities and guidelines for the purchase of computers and any associated peripherals by the CSB. It describes configuration standards, identifies officially supported equipment, outlines the acquisition process and technical assistance procedure to be followed, and articulates broad maintenance directives.

### [Scope and exclusions](#)

**2.2** This policy covers the purchase of all computer hardware and peripherals, operating system licenses and all office and academic software destined for managerial, administrative and pedagogical staff, as well as student usage.

### 3) Division of Responsibilities

- [Standardization](#) **3.1** ITS is responsible for executing technical studies for all sectors and subsequently setting the protocols and standards by which all classes of computing assets in use at the Board must adhere to.
- [Sourcing](#) **3.2** ITS is responsible for researching suppliers and negotiating any appropriate umbrella sourcing agreements that will impact future procurement of computing assets.
- [Definition of specific needs](#) **3.3** Individual administrative departments in conjunction with ITS will jointly determine specific department computing needs. This technical exercise will typically be carried out at the supervisory level. Service directors, school principals and community education administrators (CEA) must anticipate any budgetary impacts arising from this analysis and plan for the appropriate number of future budgetary periods.

### 4) Equipment

- [Preference for desktop PCs](#) **4.1** The standard equipment type to be installed in schools and offices is the PC desktop model. Laptops can be acquired for mobile workers, for managers, and for specific classroom needs when this usage can be justified. As a result of the limited yearly amount of acquisition funds, and the need to divide by budget line item, all requests for non-standard equipment (i.e. laptops, tablet PCs, SMART Boards, other peripherals, etc.) must be submitted in writing to the Director of ITS prior to the budgeting exercise for the period in which they will need to be acquired. All such requests will be reviewed by the Director of ITS, in consultation with the Director of the requesting service or school, for consideration of approval to be included in the budget.
- [Prohibitions](#) **4.2** No Apple/MAC devices will be purchased for CSB usage in order to maintain a standardized based asset inventory.

### 5) Procurement

- [Procurement method and procedure](#) **5.1** The following steps are to be followed in order to purchase computers, peripherals and related equipment according to the Award of Supply, Service and construction contracts:
- a) The department or CEA must establish, qualify and quantify the need for additional or replacement computing assets for their respective areas;
  - b) The administrator then sends an e-mail request to the Director and Coordinator of ITS via the [itmanagers@cscree.qc.ca](mailto:itmanagers@cscree.qc.ca) e-mail address with all the above information;
  - c) The Director or Coordinator of ITS then provides the requesting party with an approximation of the required funding allocation associated with the request, as well as any suggested modifications to the request based on functionality and/or budgetary considerations;
  - d) The final responsibility for ensuring that there are enough funds to cover the acquisition lies with the budgetary supervisor, who must confirm this in writing to ITS;

- e) The Director or Coordinator of ITS drafts a list of specific equipment (make / model) as detailed in the request which conform to standards previously established;
- f) ITS will then transmit a request for proposals with all relevant suppliers, including those with which it has an umbrella sourcing agreement, in order to obtain competitive bids according to the Award of Supply, Services, and Construction contracts.
- g) For school requests, once an ITS manager has received and analyzed the proposals, he forwards the various suppliers' bids to the CEA and / or school principal, or CSB department administrator as applicable, along with a specific directive (recommendation) including the name of the supplier who won the bid and the final terms that were negotiated;
- h) For school requests, the CEA uses the directive to open and prepare a new purchase order using a properly identified budget code. The administrator then signs the paper copy of the purchase order and e-mails or faxes a copy to the supplier as well as to an ITS manager. The delivery address shown in the purchase order must always be the head office in Mistissini in order to permit proper configuration before deployment;
- i) For Board department requests, the Director or Coordinator of ITS sends the suppliers' bids and the directive to the Department of Material Resources which will issue an appropriate purchase order according to the directive's contents by e-mail or fax;
- j) For all cases, the original copy of the purchase order is also to be subsequently sent via regular mail to the supplier.

## 6) Replacement and Reconfiguration Frequency

[Targeted PC replacement cycle of 5 years](#)

**6.1** The targeted replacement frequency for equipment within the scope of this policy should be approximately five years, although exceptions may apply. New equipment purchased under the policy may be directed to and installed where needs have been determined to be greatest and/or most urgent. The policy also does not guarantee that each end user will have a new computer every five years. Equipment older than 5 years may be relocated to staff or more junior pedagogic (student) areas requiring less computing power. The global replacement cycle may also vary depending on overall available budget.

## 7) Application of this Policy

[Previous provisions](#)

**7.1.** This Policy replaces all other policies of the Board pertaining to this subject while respecting the policies/Ends adopted by the Council of Commissioners where applicable.

[Official version](#)

**7.2.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

**7.3.** Any person referred to in this Policy must abide by all its provisions. All managers of the School Board are responsible to ensure that all of its provisions are applied and respected.

The Director of Information and Technologies is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.