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Effective Date:	05/07/2018	Replaces:	NEW
Revised By:	Karen Philbin	Review Cycle/Date:	Annual
Reviewed By:	Karen Philbin	Reviewing Unit:	Technology Strategy
Title:	Personal Computer Acquisition SOP		
Description:	This document is the operating standard for personal computer acquisitions.		

Personal Computer Acquisition Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to identify the acquisition standard for personal computers, sometimes referred to as workstations, required by our agency partners, employees and authorized contractors.
2. Scope
 - 2.1. This document is applicable to all agency partners, employees and authorized contractors requiring the acquisition of personal computers for official state business use.
3. Discipline
 - 3.1. Technical Standards
4. Terms and Definitions
 - 4.1. Personal Computer (PC) – A single user system that includes desk-based, laptop and ultra-portable devices.
 - 4.2. Acquisition – The act of obtaining something of value.
 - 4.3. Fair Market Value (FMV) – The value of property as determined by the market price (or objective purchasers) rather than as determined by a subjective individual.
5. Instructions
 - 5.1. The state standards for PCs/workstations are focused on meeting the needs of the modern workforce and are aligned with the process to comply with the requirements of the IT Consolidation and Coordination Act.
 - 5.2. Mission Support manages the acquisition of all PCs and charges a line item service rate on an agency’s Master Service Agreement (MSA).
 - 5.3. OMES requires strict adherence to the leasing standard for all PCs. Purchasing PCs requires an exception from OMES.
 - 5.3.1. Apple computers, approved on the Oklahoma Workstation Standards, may be purchased without an exception.
 - 5.4. The acquisition schedule is supported by the master lease agreement that allows for competitive pricing and a reduction in costs for our agency partners and the citizens of Oklahoma. This follows the fair market value (FMV) where the price of the asset negotiated by OMES and the vendor is determined by the market place.

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5.5. The leasing standard provides the following benefits:

5.5.1. Ease of budgeting with consistent allocation of funds each year for technology refresh.

5.5.2. Leased systems refresh every three years, are under warranty and are insured.

6. Roles and Responsibilities

6.1. Mission Support is responsible for process oversight of all PC acquisitions.

7. References

7.1. 09.3.5 Personal Computer Configuration

7.2. 09.3.6 Personal Computer Exceptions

7.3. Master Lease Agreement –

https://www.ok.gov/cio/documents/MasterLeaseAgreementDell_FullyExecuted.pdf

7.4. Oklahoma Workstation Standards –

https://www.ok.gov/openrange/Oklahoma_Workstation_Standards.html