



CEHS Office of Technology Services Procurement Policy

Hardware Definition

In information technology, *hardware* refers to the physical aspect of computers, tablets, telecommunications, and other devices. Hardware includes not only the computer proper but also the cables, connectors, power supply units, and peripheral devices such as the keyboard, mouse, audio speakers, and printers.

Software Definition

Software is a general term for the various kinds of programs used to operate computers and related devices. Software is all of the parts of the computer you can't really see or touch. Software includes things like Microsoft Word, your email program, Windows or the Mac OS, plus all of your personal files like letters, photos, music, and more.

Office Supplies Definition

Office supplies encompass a wide range of materials that are used on a regular, daily basis in conjunction with hardware and software. Typical office supplies include computer diskettes/CDs/DVDs/flash drives, toner cartridges, and bulbs for projectors.

Procurement Policy

The CEHS Technology Services Office goal is to ensure responsible computing purchases in accordance with Montclair State University's policy regarding the use of computing resources. CEHS Technology Services will procure hardware and/or software within the specifications of the College of Education and Human Services Dean's Office and Office of Information Technology. An email should be sent to the CEHS Technology Services Director with suggestions for equipment needed, so research can be performed to obtain accurate pricing. Once funding has been approved, the items will be purchased and inventoried by the CEHS Technology Services Director.

The hardware and/or software listed below will be supported and maintained by CEHS Technology Services. Any other hardware and/or software purchased outside the College and University guidelines will not be supported by either group (CEHS Technology Services or OIT).

The above guidelines should also be followed with respect to grant projects and start-up funds. An email should be sent to the Technology Services Director with suggestions for equipment needed, so research can be performed to obtain accurate pricing. Once funding has been approved by the Dean's Office, the items will be purchased by the CEHS Technology Services Director on behalf of the department or faculty member.

The CEHS Technology Services staff will not be responsible for purchasing office supplies. However, if a recommendation is needed (i.e. type of flash drive, CD/DVD, etc.), the CEHS

Technology Services staff can provide suggestions.

Examples of supported hardware include, but are not limited to:

- Computers (Mac/Desktop/Laptop)
- Monitors
- Printers
- Scanners
- Cameras
- iPod touch
- Keyboards and mice (wireless or wired)

Examples of supported software applications include, but are not limited to:

- Adobe Creative Suite
- Atlas.ti
- EndNote
- HLM
- HyperResearch
- iWork Suite
- Naturally Speaking
- QSR NVivo
- SPSS special packages such as Amos 7.0
- STATA
- VMWare Fusion