**Appendix A**

**Considerations Affecting PC Procurement Decisions**

Agencies must apply the [PC Procurement Policy No. 201](https://ocio.wa.gov/policy/201-personal-computer-pc-procurement-policy) and its life cycle management practices to decisions on PC procurements valued over $20,000. For these PC procurements, agencies must complete this Appendix A and maintain that documentation in the agency. When an agency submits a decision package for PC procurement funding or requests OCIO approval for such purchases per [OCIO Investment Policy No. 121](https://ocio.wa.gov/policy/it-investments-approval-and-oversight-policy), Appendix A must be submitted as part of the purchase justification.

1. Standard Configurations

Agencies can reduce expenses by purchasing and managing PCs with standard configurations. Agencies shall procure PCs according to one of the standard configurations, or equivalent configurations established in the agency, listed on the Department of Enterprise Services (DES) website at: <https://des.wa.gov/services/contracting-purchasing/it-contracts-purchasing/technology-master-contracts>

List the configurations, quantities, and costs of the PCs in the proposed procurement. If business or technology circumstances require deviation from a standard configuration, document those circumstances below. [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline) lists business and technology factors that affect PC configurations.

Note: All Information Technology assets purchased, including PCs, must enable compliance with OCIO and agency IT Security Policies.

1. Replacement cycle

The useful lives for PCs are listed below based on the State Administrative and Accounting (SAAM) Manual:

 Desktop PCs – four years

Laptops – four years

For planning purposes, a PC's replacement cycle and useful life are the same except when using the Vendor Operating Lease. The Vendor Operating Lease term, and therefore the replacement cycle, must not exceed 75 percent of the PC useful life.

Agencies shall operate these devices through the applicable replacement cycle at a minimum, unless repairs or upgrades are not cost effective.

Indicate below the planned replacement cycle(s) for the PCs to acquire. If business or technology circumstances require a different replacement cycle than listed above, document them below. [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline) lists business and technology factors that affect PC replacement cycles.

Note: Agencies must receive OFM Accounting Division prior written approval to use an alternative useful life. See [State Administration and Accounting Manual](http://www.ofm.wa.gov/policy/30.20.htm) (SAAM) subsection 30.20.70.c.

1. Competitive Purchase Prices

Agencies must satisfy requirements for competitive procurements according to [Policy # DES-090-00](https://des.wa.gov/about/projects-initiatives/procurement-reform/current-policies). If the agency chooses to use a master contract or a Western States Contracting Alliance (WSCA) contract, the agency must contact the master contract vendor at the time of purchase to determine if better current pricing is available than contract prices. Alternatively, an agency may conduct a competitive procurement to obtain the best value for the state. See [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline) for circumstances affecting contract and current market prices.

Describe below how the agency:

* Compared current market prices to contract prices and took the lower of the two, or,
* Conducted a competitive acquisition to obtain the proposed prices for this procurement
1. Acquisition Alignment with the Agency Budget

Agencies should include the costs for systematic and incremental PC replacement and acquisitions in the agency base operating budget. This avoids large variations in expense and the need to make special legislative budget requests.

Indicate below whether the total cost and timing of the proposed procurement is within the agency budget. If not, provide business or technical reasons for the variance from budget. See [Guideline No. 201.10 Section 4](https://ocio.wa.gov/policy/pc-procurement-guideline).

1. Financing Method

The Department of Enterprise Services (DES) Capital Lease is the preferred financing method for PC procurements. Other financing methods include a cash purchase, purchasing through Certificates of Participation (COP), and vendor operating leases on certain master contracts.

In some business or technology circumstances (see [Guideline No. 201.10](https://ocio.wa.gov/policy/pc-procurement-guideline)), a different financing method may provide important advantages over purchasing or it may provide lower costs when total lifecycle costs of ownership are evaluated. Indicate below the purchase or financing method for the PC procurement and include the rationale if other than the DES Capital Lease.