

**Information Technology Policy
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology**

ITP Number:	ITP-PLT001	
ITP Title:	Desktop and Laptop Technology Standards	
Issued by:	Deputy Secretary for Information Technology	
Date Issued:	September 13, 2005	Date Revised: December 20, 2010
Domain:	Platform	
Discipline:	Desktop and Laptop	
Technology Area:	Hardware	
Revision History Date:	Description:	
9/18/2008	Reviewed and modified for new ITP format	
11/20/2009	PLT001 modified to reflect ONLY desktop and laptop hardware technology. Other policy and standards have been moved as follows: Desktop Operating Systems – PLT017 Virus Protection Software – APP034 Internet Browser – APP035 Office Productivity Suite – APP036 Document Viewer and Reader – APP037 SAP GUI – APP038	
12/20/2010	ITP Refresh	

Abstract:

The purpose of this Information Technology Policy (ITP) is to provide direction regarding the acquisition of desktop and laptop hardware technology by Commonwealth agencies. Setting and implementing desktop and laptop standards allows the Commonwealth to provide efficient information technology support.

Particular benefits provided by desktop standardization include:

- Improved interaction and communication between agencies. Standardization of desktop technology results in an increasing degree of coordination, making administration of the standardized desktop infrastructure more efficient.
- Reduction in an agency's total cost of IT ownership. A standardized desktop infrastructure provides the opportunity to leverage quantity discounts during purchase negotiations, leads to predictable technology costs and reduces maintenance requirements.

General:

This ITP applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this policy.

Policy:

Agencies are to utilize the Commonwealth of Pennsylvania contract for IT Hardware, contract number 4400002819 (effective July 1, 2008 to June 30, 2011) with Dell Marketing L.P. to procure personal computers (PCs), laptops, tablets, thin clients, rugged notebooks, monitors and related peripherals. Refer to <http://www1.us.dell.com/content/> for current available desktop and laptop configurations.

Agencies are to distinguish between purchasing a new desktop or laptop and replacing an existing one. For a new purchase, pricing is to include client access licenses (CALs) for additional back-end products such as Exchange 2007 or SQL, if required. Replacement does not require additional CALs.

Agencies are to consider requirements for the desired operating system plus any additional software when determining the minimum hardware requirements (CPU, Memory and Storage) for the desktop or laptop. For example, refer to: <http://support.microsoft.com/kb/314865> for Windows XP minimum requirements.

Refresh Schedule:

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

Exemption from This Policy:

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppar.oa.pa.gov/>. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

Questions:

Questions regarding this policy are to be directed to ra-itcentral@pa.gov.