

BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Technology

August 1, 2012

Office of Information Technology

Information Technology Bulletin 12-01

Subject: PC and Printer IT Request and Budgeting Guidelines Revised

Pursuant to LAC 4:XV.501, et seq., the Office of Information Technology (OIT) is revising the PC and Printer IT Request and Budgeting Guidelines that are referenced in IT Std 6-01 Desktop Configuration. These guidelines are applicable during budget preparation, as well as for mid-year requests.

Bulletins, Standards and Guidelines can be found on the [OIT web site](#).

All entities under the authority of OIT as defined by R.S. 39:15.1, et seq, are expected to comply with these guidelines. Exceptions to these guidelines must be justified to OIT.

If you have any questions, please contact Barbara Oliver at 225-219-9470.

Office of Information Technology
PC and Printer IT Request and Budgeting Guidelines
As of 8/1/2012

Item	Minimum Configuration	Maximum Budget Amount
Standard Desktop	Intel Core i3 or equivalent, 85% Energy Efficient PSU, 4 GB DDR3, 250GB 7200 RPM SATA, integrated video card with DVI, 1 gigabit Ethernet card, 5 yr limited warranty, Window OS, EPEAT Gold Rating	\$700
Standard Monitor	19" WXGA Digital Flat Panel with DVI	\$200
Standard Laptop	Intel Core i5 or equivalent, 14" WXGA, 4 GB DDR3, 250GB 5400 RPM SATA, integrated video card, 1 gigabit Ethernet card, 802.11 g/n, 5 yr limited warranty, Window OS, Carrying Case, EPEAT Gold Rating	\$1100
Network Printer	40 PPM, Duplex default setting, 3 yr limited warranty, Energy Star Compliant	\$2000
Network Color Printer	22 PPM, Duplex default setting, 3 yr limited warranty, Energy Star Compliant	\$3000

- Where Louisiana Price Schedules ("LaPS") exist and procurements are above \$25,000, agencies shall comply with Title 34, Part I, Chapter 17.
- PC/Laptop replacements should be based upon a five year equipment life cycle. Postsecondary institutions may replace academic or research PCs and Laptops on a three-year cycle, in accordance with Board of Regents justification.
- OIT recommends a 10 year replacement lifecycle for Flat Panel Monitors.
- Entities must document the age of equipment being replaced and include on the IT Request.
- Laptops must comply with OIT Policy 1-22, Data In Transit.
- Technical configurations that exceed the Minimum Configuration but are within the Maximum Budget Amount are considered to be compliant with this guideline.
- OIT Approval is required if purchase price exceeds these guidelines or if the technical configuration does not meet the minimum configuration. Entities must justify exceptions based on documented business needs and requirements.