

Technology Purchases

A Little History

A long long time ago...

Before Measure C, everyone and anyone would complete a paper purchase requisition, their manager would sign the purchase requisition and the Purchasing Department would buy it.

Time passed... why didn't Purchasing buy my equipment? (Maybe they never got the PR)

The equipment would arrive, be delivered to the requester or ETS.

Time passed... why didn't ETS install and configure my equipment?



A Little History continued

If ETS and Purchasing have no visibility into the technology equipment purchase plans now, how are we ever going to handle all the Measure C purchases?

DA FFE: \$21 mil
DA MM Refresh: \$1.9 mil
DA MM New: \$2.1 mil
DA Desktops Refresh: \$14.9 mil

There is way if we work together:

Purchasing, ETS and FFE Coordinators



ID the key problems; Agree to:

- Don't lose paper purchase reqs
 - *weekly mtgs; hand deliver PRs
- Determine & Communicate acquisition lead times
- Receive by dates
 - *Purchasing can now prioritize their work instead of FIFO or who screams the loudest

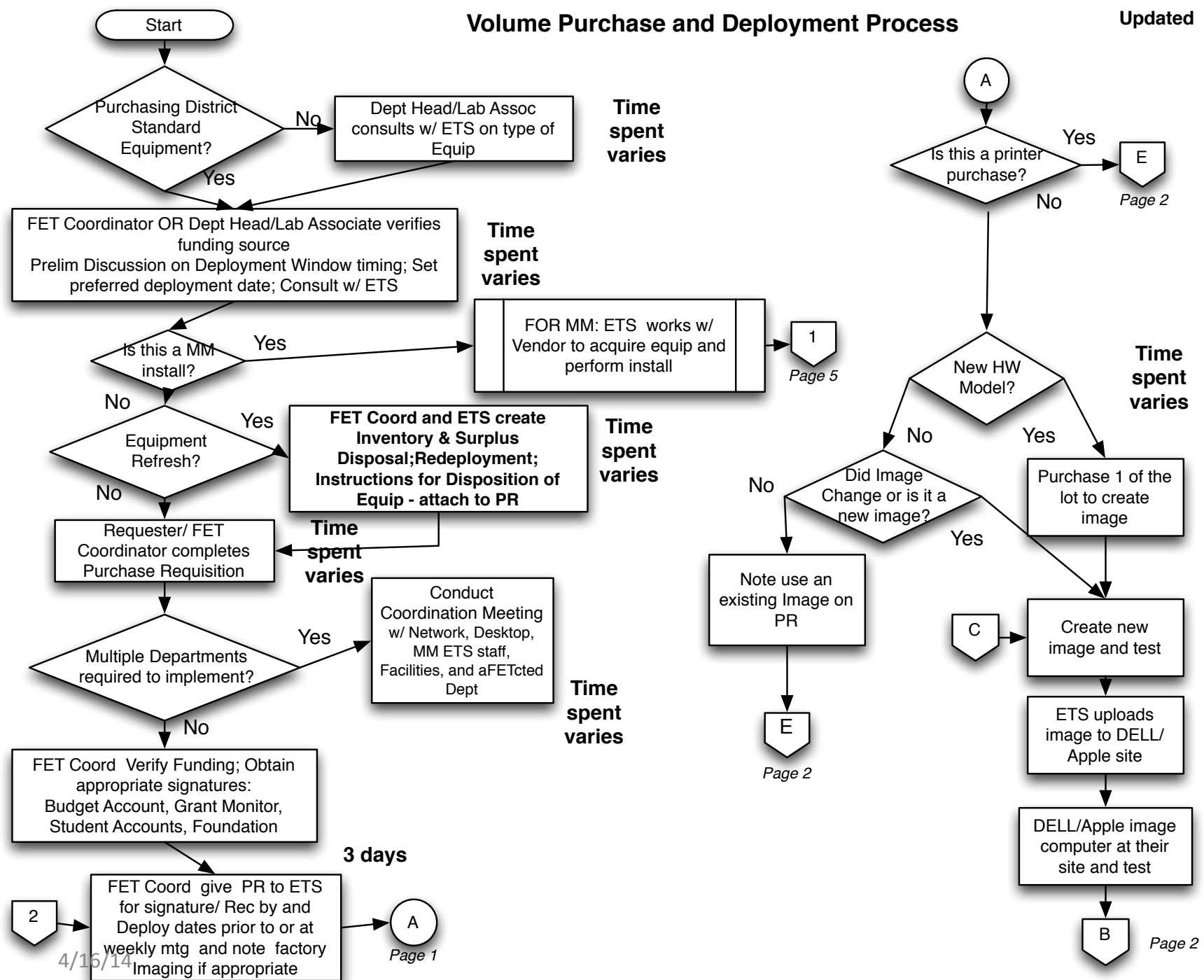
A Little History continued

But it was a little more complicated than we expected.....so let's develop an agreed to work flow



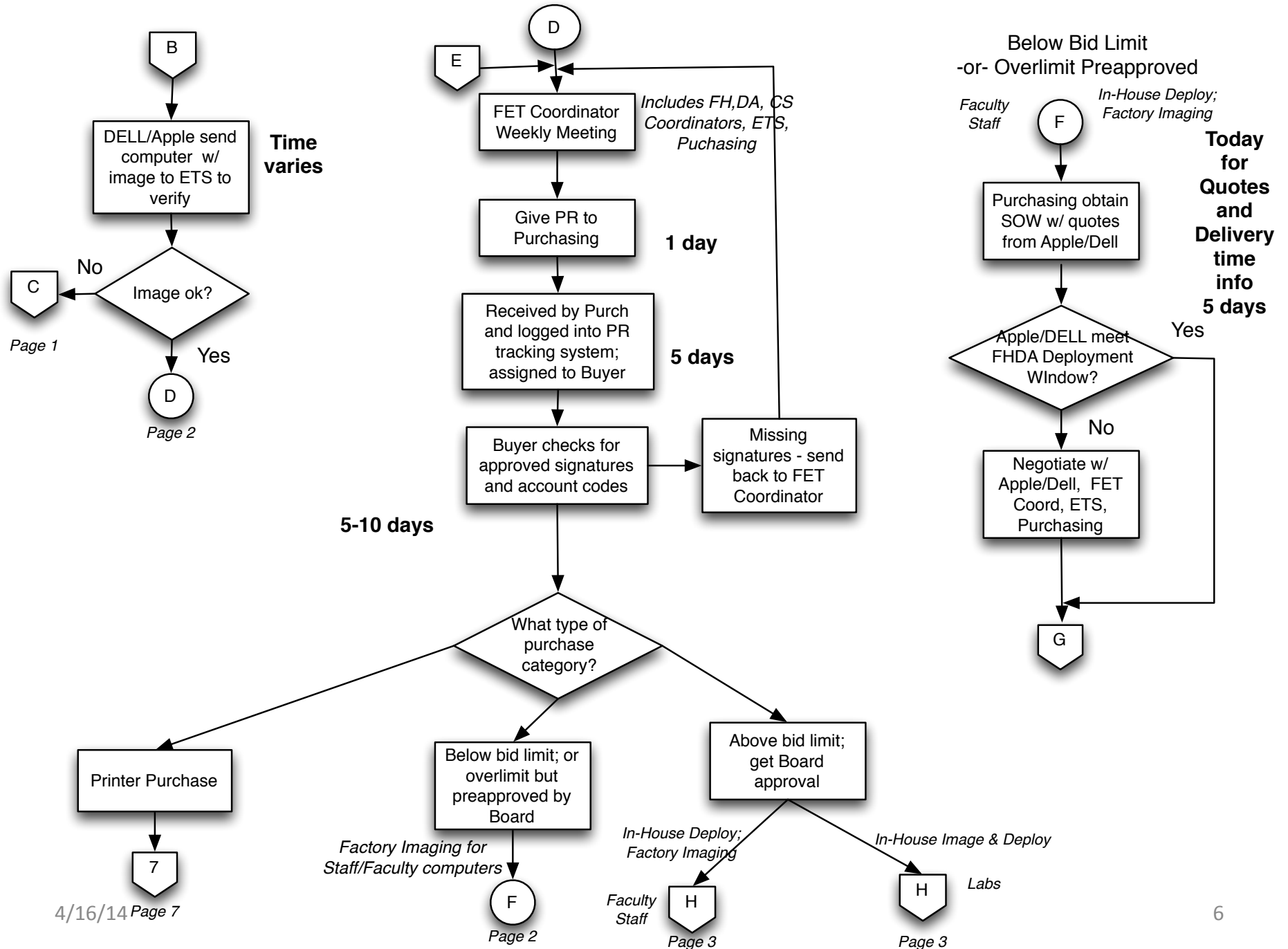
Volume Purchase and Deployment Process

Updated 082608 P1

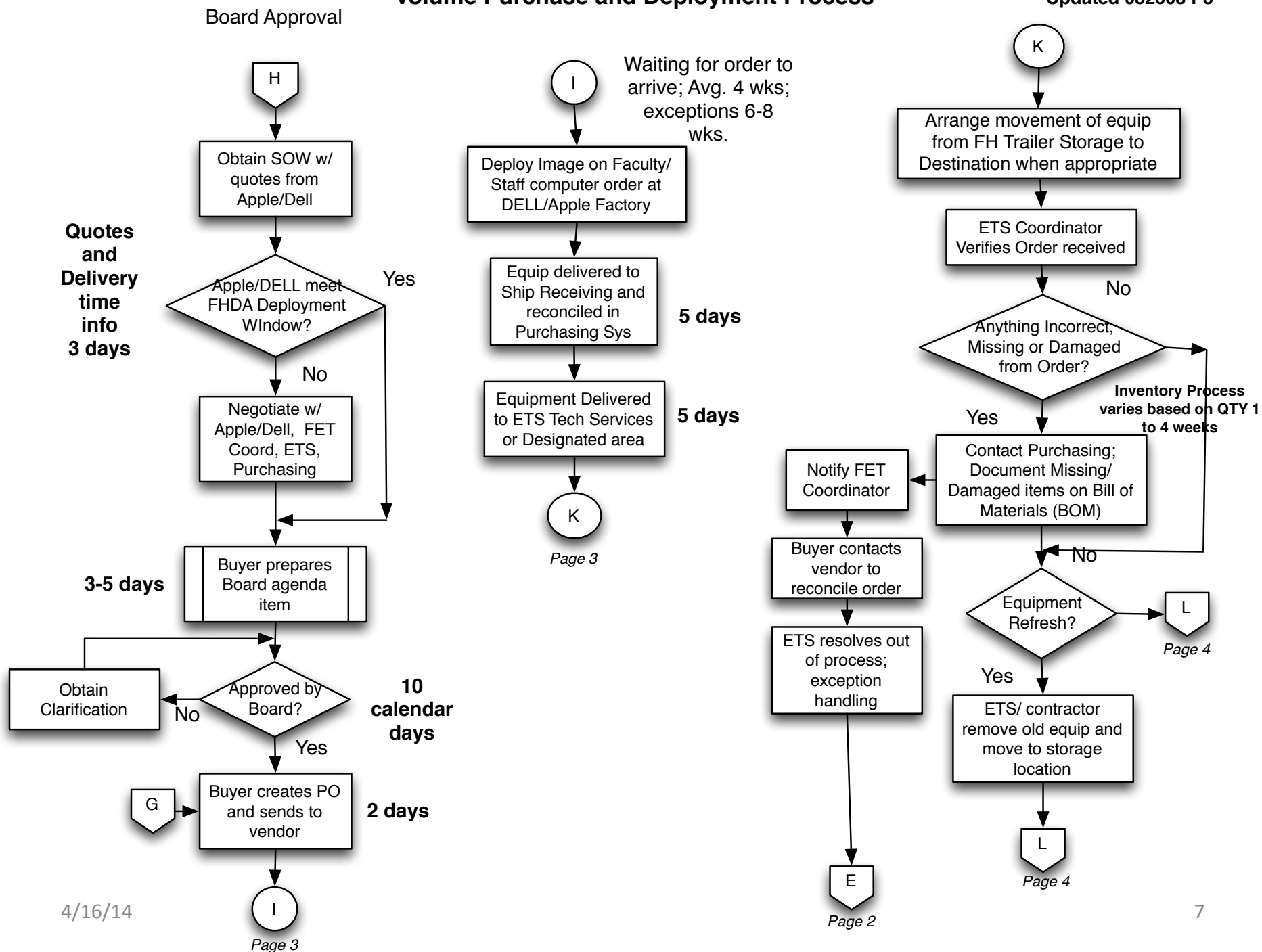


Volume Purchase and Deployment Process

Updated 082608 P2

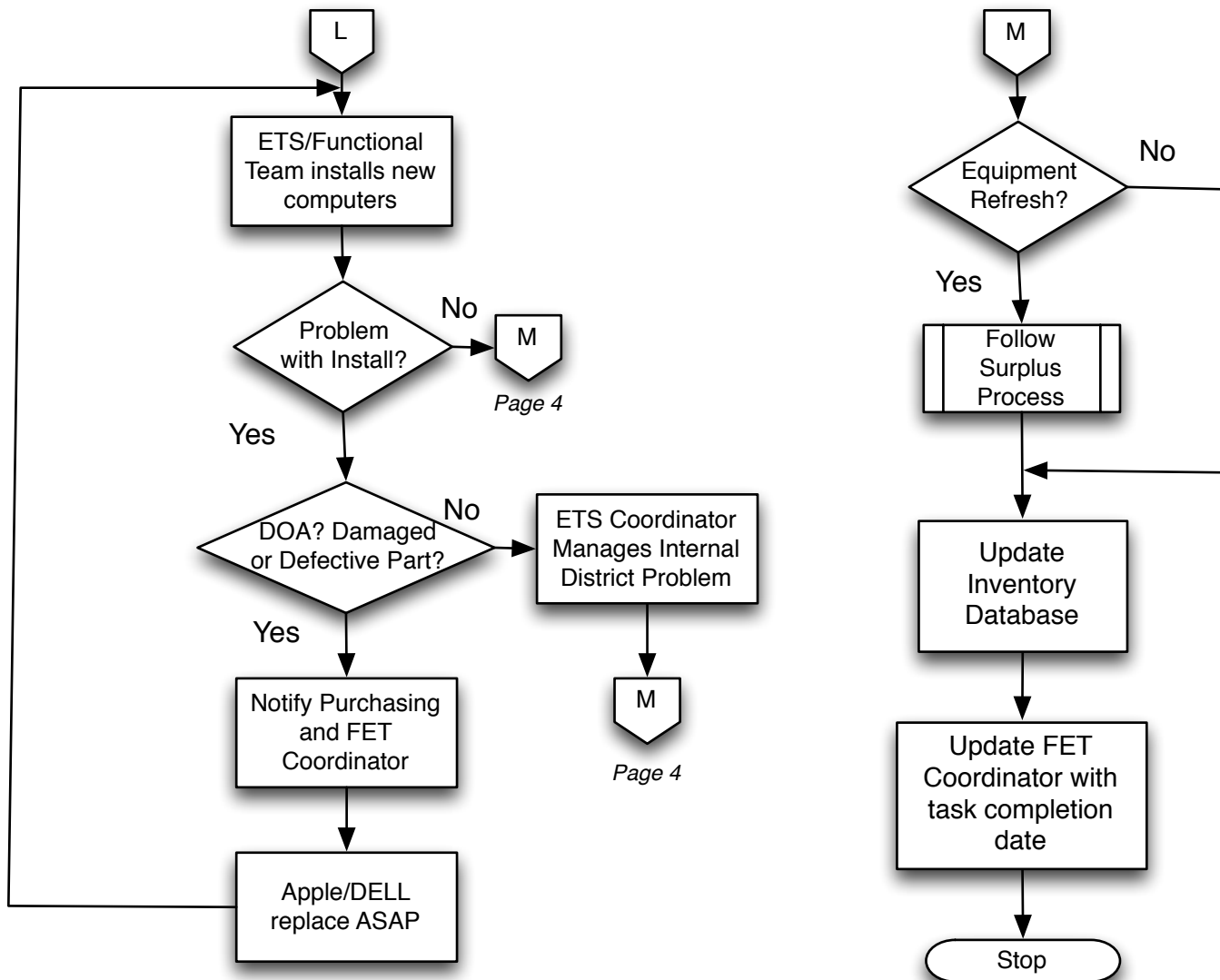


Updated 082608 P3



Volume Purchase and Deployment Process

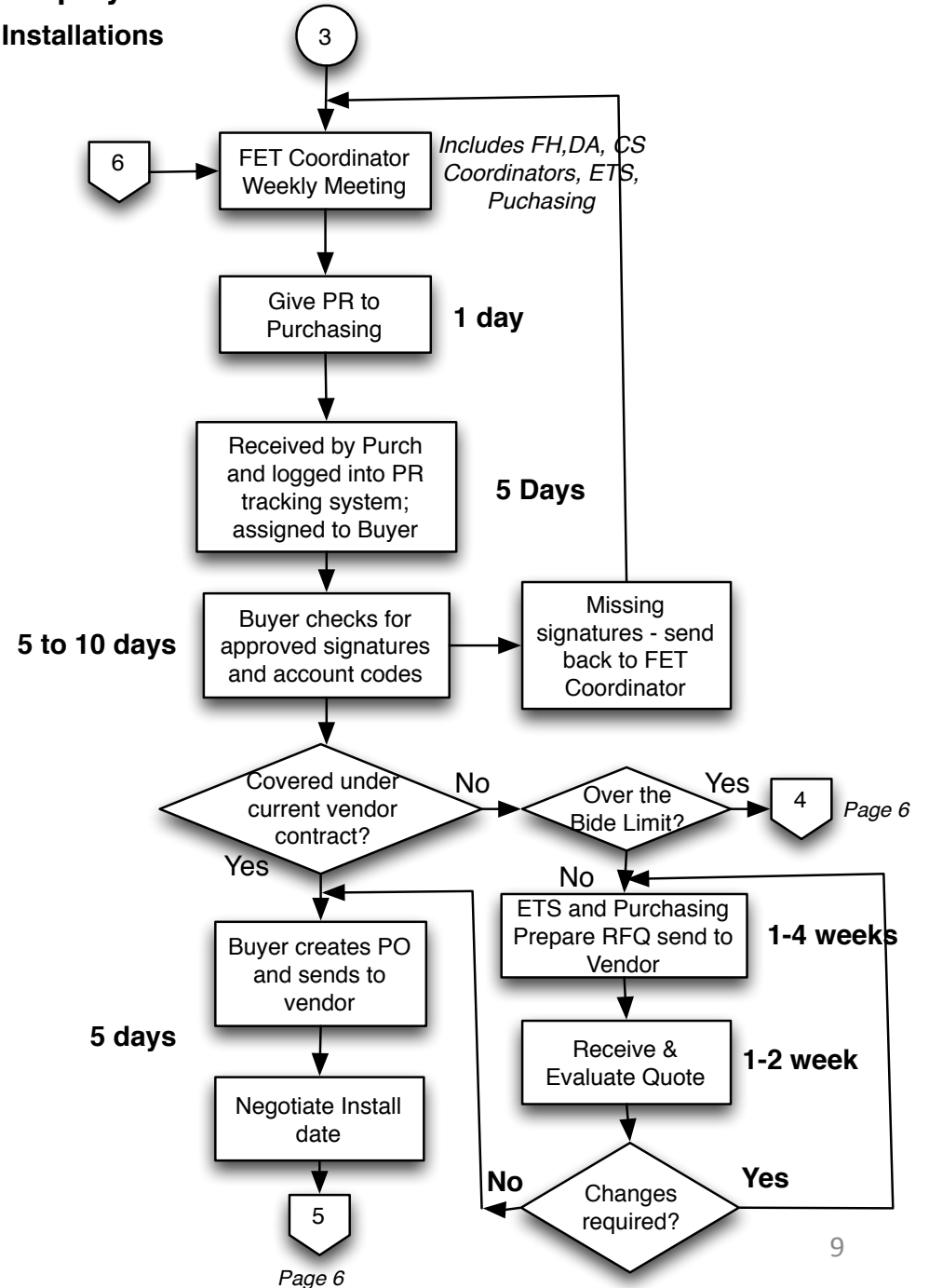
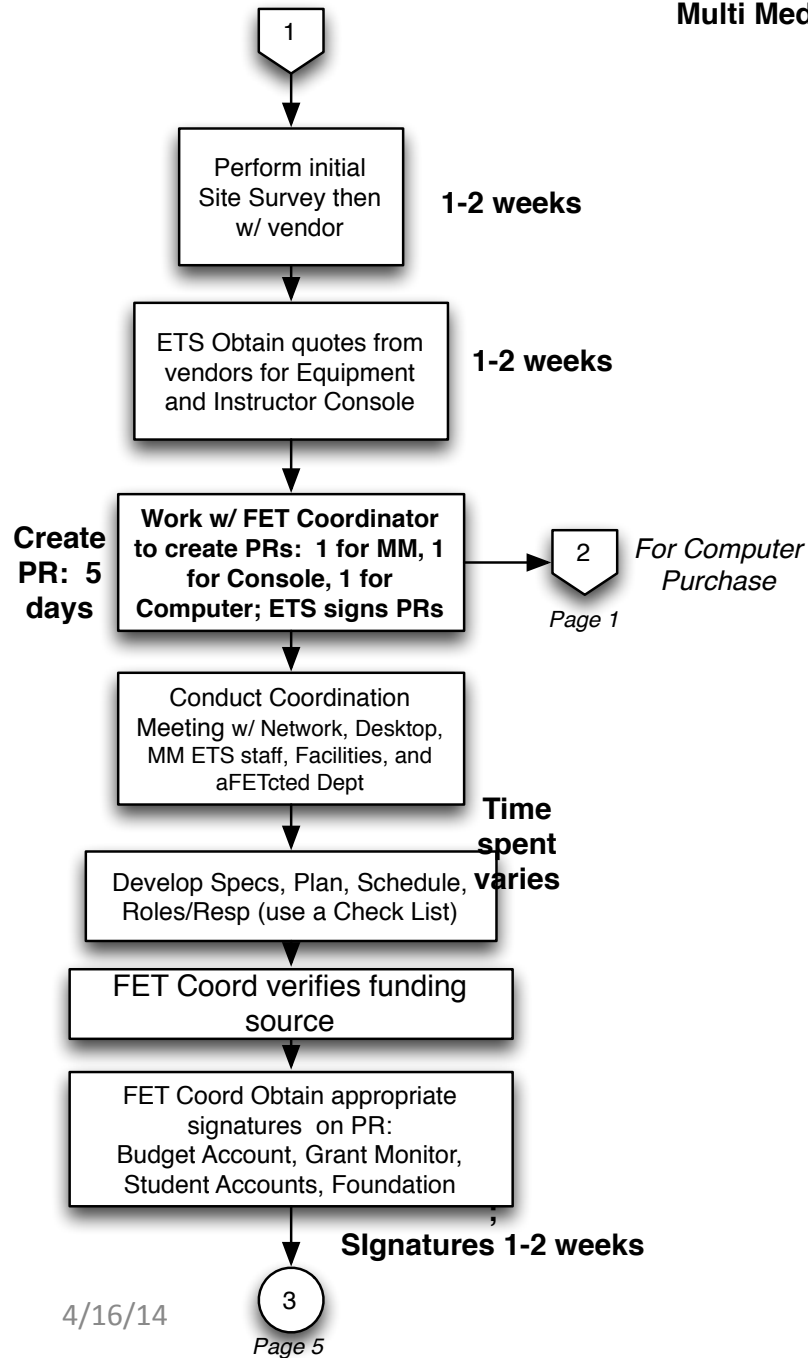
Updated 082608 P4



Volume Purchase and Deployment Process

Upated 082608 P5

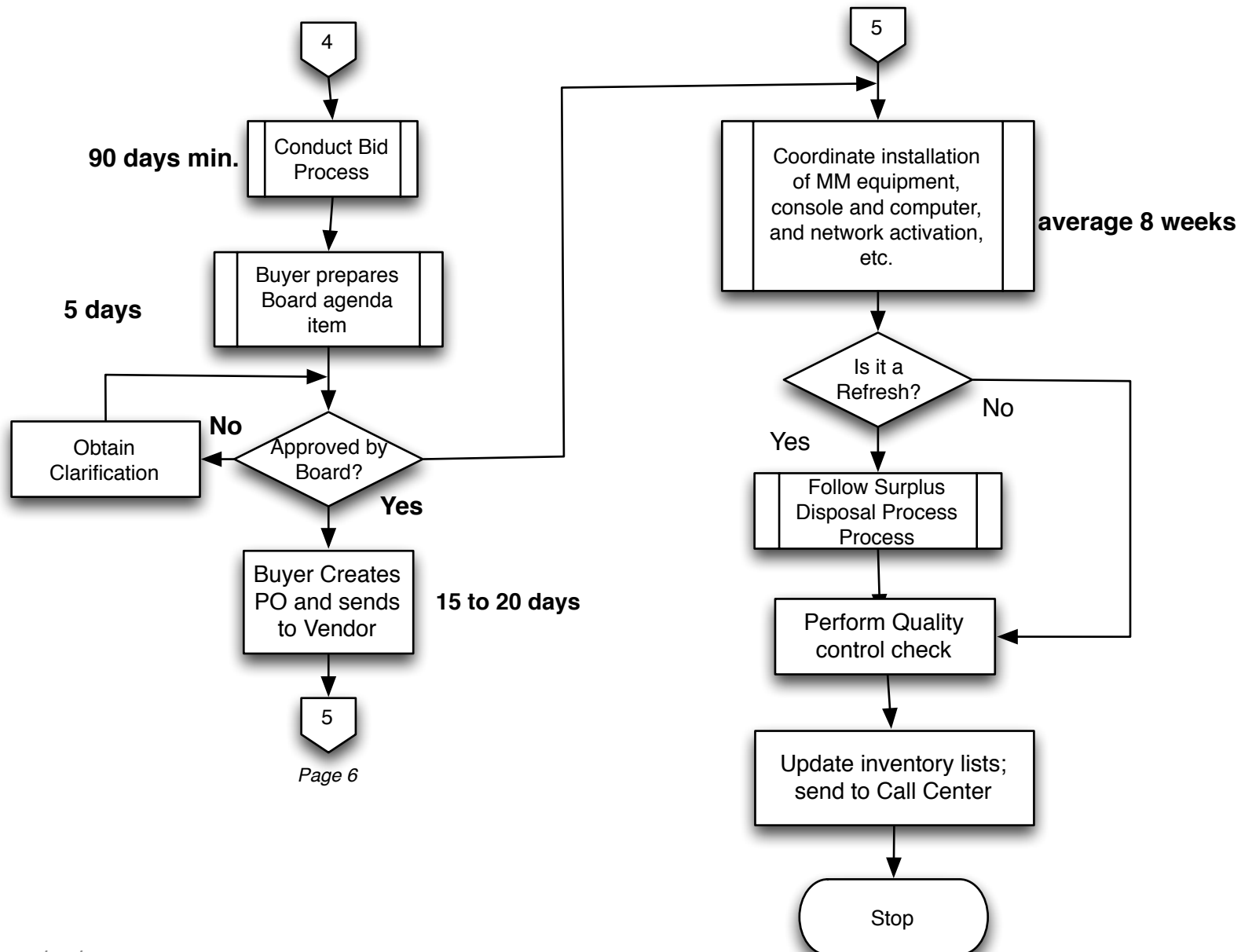
Multi Media Installations



Volume Purchase and Deployment Process

Updated 082608 P6

Multi Media Installations Continued

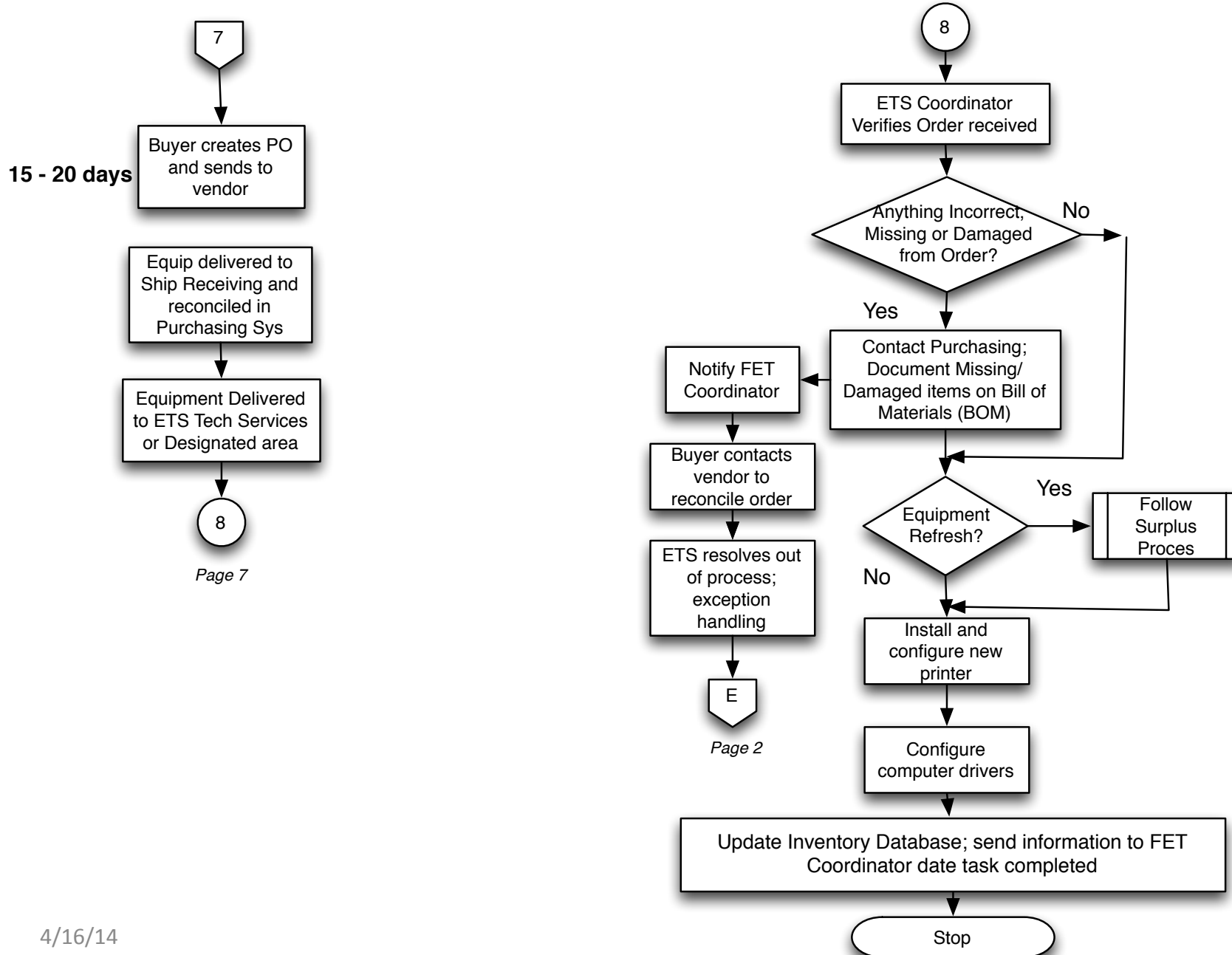


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Volume Purchase and Deployment Process

Updated 082608 P7

Printer Deployment



A Little History continued

Electronic Purchase Request system – Banner

Weekly FFE Meetings no longer required...but how will we continue to communicate regarding Measure C equipment purchases?

Challenges arose:

- Gaps in deployment of equipment appeared and Measure C funds expenditure stopped

- Budget reductions would eliminate ETS staff available to support Measure C equipment deployments

- * ETS staff funding redirected to the Measure C Computer fresh Labor fund

- * Required persistent work to meet the required number of hours spent on Measure C Computer Refresh work

Prioritization Meetings

The Prioritization Committee was formed

In what order do we refresh and install Multimedia systems?

In what order do we refresh Computer classrooms and labs?

- Goals:
 - Meet Once per month to review and modify agreed to the schedule
 - ETS Progress Report
 - Integrate with Construction Schedules
 - Agree on Installation Schedules for:
 - Multimedia equipment refresh and new installations
 - Identify unreliable aging equipment
 - Classroom and lab instructional computer replacements
 - Staff/Faculty computer replacements
 - Printers



Prioritization Meetings

Challenges

- Some classrooms never had Multimedia equipment installed
- There has been talk about Managed Print systems and centralized printing using multifunction high volume devices
- Curriculum changes ... *to refresh or not to refresh*

Prioritization Meetings

We Work together...

- Buy staff / faculty computers in bulk – always have a variety of standard computer inventory on hand
- Automatically deploy staff / faculty equipment when equipment reaches the 5 year refresh threshold
- Hold off on MM refreshes for several months to install MM in those classrooms without MM equip, *unless existing equipment is failing*
- If a printer is broken, replace it. *Don't keep trying to fix it with spare parts Yusuf has been collecting for over a decade*
- *...and more*

So What's Next?

Let's not repeat the past

Purchases made, equipment arrives, ETS doesn't know about, equipment sits around for a long time before it is installed....

Or better yet...Purchasing has no way of knowing ETS knows about the purchase... emails start flying...delays occur...why hasn't the PO been created? Where is my equipment?



Planned Measure C FFE Purchases

- Measure C Fund: Project # 701 \$21.2 mil
 - FFE: Furniture, Fixtures & Equipment
 - iPads
 - Increase 30 computer classroom to 40 computers
 - Scanners for transcripts
 - New Laptop lab
 - *and more...*
- A list of planned equipment purchases appears on the De Anza web site

Planned Measure C FFE Purchases

- *Assumptions, complaints, frustration will begin to form again...*
 - “The Purchasing Process is so slow, nothing gets through Purchasing”*
 - Purchasing flags a technology purchase because no sign ETS has reviewed
 - Email traffic increases
 - Frustration sets in for everyone
 - Nothing gets purchased
 - *“I have to keep repeating why we want to purchase the technology”, it is approved, but the order is never placed.”*

What should we do?

Integrate the Measure C FFE Purchases into the Prioritization Process

- ❑ What can we do now with the already approved list of equipment that may be purchased using these funds?

A suggestion:

- Contact ETS before the Purchase Requisition is created
 - Create an ETS Work Request
- Reference the Work Request Number with the ETS approval/consultation - in the Text of the PR.
- ETS find a way for Purchasing to easily verify the the ETS approval/consultation contained in the ETS work request.

Questions Remain

- ❑ *What can we do for the next planning cycle of Measure C FFE equipment purchases?*
 - ETS is part of the planning team for Measure C FFE Funds Technology Expenditures
- ❑ *But How do we merge these new technology purchases with the Deployment Schedule?*
- ❑ *How are they brought to the Prioritization meetings for scheduling before the Purchase Requisitions are created?*
- ❑ *How is the Requester notified of the result of the discussion in the Prioritization meeting?*
 - ETS doesn't need to be involved in the installation of the equipment
 - ETS does need to be involved and this is when it can be done. What is the lead time for acquiring the equipment so it arrives for the scheduled installation?

Answers

- Identify ETS staff person to be included in the approval chain of technology hardware and software requests
- Identify the Account codes that must be used for technology acquisitions in order to ensure ETS is in the approval chain – communicate to those who create Purchase Requisitions.
- Prioritization team meets twice monthly to integrate these non-Measure C refresh technology acquisitions into the deployment schedule in coordination with the Deans
- College management will communicate deployment schedule back to requester
- Rowena will share the deployment schedule with the Deans; Letha has the schedule too.