

Information Technology Management Forum (ITMF)
Thursday, December 1, 2011
Georgia Center, Room F/G
1:30-3:00 p.m.

ATTENDEES

Greg Ashley, Matt Blankenship, Billy Clayton, Maria Cleghorne, Sherry Clouser, David Crouch, Anoush Ebrahimi, Shawn Ellis, Sarah Fraker, Danna Gianforte, Jim Henneberger, Brantley Hobbs, Alan Katz, Rick Lanard, Will Laney, Sohayl Moshtael, Jerry NeSmith, Teresa Payne, Tim Peacock, Brian Rivers, John Salguero, Cletus Stripling, Greg Topp, Jason Tubinis, Brian Watson, Chris Wilkins, Beth Woods

APPROVAL OF MINUTES

Minutes from the ITMF November 3, 2011 meeting were approved.

INTRODUCTIONS

Round table introductions

FEATURED SPEAKERS/DISCUSSION

1. Apple Purchases and Procurement Overview – Annette Evans

Annette Evans from the Procurement Office attended the ITMF meeting to provide information and guidelines on the Procurement process.

Q. How do we purchase apple software – volume vouchers or iTunes gift cards?

- Software can be purchased through UGAMart and it needs to be loaded on a university device. Someone in the department needs to be responsible for tracking the use of the gift cards/volume vouchers.
- Looking at the possibility of a taxable allowance.
- Sohayl assists with apple volume voucher (\$100 is the smallest amount).
- Do not purchase iTunes gifts cards with pcard.
- WCD guidelines are being looked at and a draft policy should be out in January for public review.

Q. If we are looking at the discount in UGAMart but we are able to find a better price. What is the best way to purchase the cheaper item rather than going through the state contract?

- Distinguish **Mandatory state-wide contract** vs. **Convenience state-wide contract**.
 - Contract number in UGAMart links to detailed contract information
 - If its convenience state wide, it's ok
 - If it's over \$5,000 total purchase, goes out to bid. (Cannot split purchase to be under \$5,000)
- **Mandatory state-wide contract** is different. Not a fast process. Have to go to the state regardless of the dollar value.
 - get quote from contract & non-contract vendor
 - talk with contract vendor directly for batch purchases
 - if price from non-contract vendor is better, ask contract vendor to match price
 - Annette is the only person who can submit waiver request
 - Is there a pricing deadline/expiration? Provide information to procurement so it moves to the top of the list

Q. What is the best way to set-up Multi-year support contracts with vendors?

- State constitution does not allow it unless you have all the money up front. (You cannot pledge the credit of the state)
- Vendor could accept a multi-year agreement. That agreement is a one year renewable agreement with a *funding out clause*.

Q. Who should we contact if we feel that a contract review or another process is taking too long especially if there is a pricing deadline involved?

- Always welcome to call the Procurement Office. Just make sure you are following your department's internal policy.
- Let procurement know if there is a pricing deadline.
- New vendor contracts goes through procurement, legal affairs, and back to procurement; often requires at least one revision from the vendor then returns through process again.
- If dealing with a vendor (especially sole source), ask for terms & conditions to submit with requisition in UGAMart.

Q. Are there any guidelines on how or whether the departments can communication with the vendor(s) during the RFP process?

- If you have made a solicitation, you should not contact or be contacted by the vendor until the RFQ/RFP process has been completed. There are exceptions which the Procurement Office can provide upon request.

Q. Have there been any changes to the rule as far as what equipment gets tagged and what doesn't?

- Optional: Property Control will tag items under \$500 (e.g. iPads, netbooks) by departmental request
- They do not tag everything at the \$500 threshold; the \$500 threshold is only for certain types of equipment, but they do tag all items over \$3,000.

Sensitive Information

- Please share with procurement if vendor will have access to FERPA or HIPPA related issues.

Gratuities

- Illegal (criminal, civil)

Using P-Card for non e-commerce purchases

- Call with credit card information
- No hard rule

II. Active Directory Migration and Governance Committee – Shawn Ellis & John Salguero

John and Shawn provided an update on the Active Directory Migration and Governance Committee. The update included: (1) the current status of the project (2) planned orientations (3) oversight committee (4) decommissioning strategy and (5) next steps. (See Attachment I)

Proposed deadline dates

- January 1, 2012 LABS go away
- AD retired after spring break (last day)
- Off of ADUGA by March 13th, 2012

AD Consolidation

- Fourteen tickets are open with people during testing; some of them are 80% complete with their migrations.
- Expect to have 30-50 tickets to have the migrations complete.
- Next Orientation: Dec 7, 2011 @ 10am - noon, Tate 137. New Format for meeting and three new documents have been added (AD Migration Questionnaire, AD Best Practices, AD FAQs)
- Prior to orientation: answer questionnaire, review documentation, visit the active directory website at: <http://activedirectory.uga.edu>
- Oversight committee: Meetings start at MLC on Dec. 8, 2011, at 10AM. Kick-off meeting Dec 15, 2011, 10AM, MLC room 214. Documents in

Progress: AD Governance Policies Rev1.0, AD Governance Committee Kick-off Meeting, and AD Qs to Windows Group Rev 2.7

III. Shared Software – Sohayl Moshtael

VMWare

- Meeting with the company is set for Wednesday, December 14, 2011, 10:00 a.m. – 1:00 p.m. Please RSVP by 5pm Monday, December 5th.

IBM

- The long attempt to work with IBM on the renewal of our software and hardware products is now reached the end of its process. IBM has decided, unlike other vendors, not to partner with UGA going forward. This will be a factor in any future procurement. It will not be the sole factor, but the fact that all other vendors put UGA's best interest at the forefront during the worst budget climate, will bode well for those true partners.

SPSS

- standard (\$40,000)
- virtual (\$45,000)
- home use (\$700 for every 20 home use licenses on top of license)
- seeking unlimited licensing for faculty, staff & students (should be equivalent cost)
- will be cost recovery model

Adobe

- New program opportunity. USG is continuing their efforts and study of the new three year program (FTE and price frozen for three year period). All licenses are annual which include upgrades; licenses are unlimited to institutionally owned machine; Work@Home rights are included; virtualized labs, any student enrolled in a class requiring an Adobe produce is licensed to use the product while enrolled in that class.

DECISION

The ITMF January 5th, 2012 meeting has been moved to January 12th, 2012.

ANNOUNCEMENTS

Shawn Ellis

- Eliminating WINS servers (no date scheduled yet; more communication coming)
- EDS-Sec with SSNs will be eliminated March 15th, 2012

Jerry NeSmith

- Eliminating the Computer Support/Computer Repair service at TEC Services. With this elimination 6 staff members will lose their jobs. If you are in need of a desktop support person or administrative staff personnel, please consider hiring these individuals.
- The Arch Series of storage filer service is still going strong.
- Will be asking some of the schools to join the Identity Management Functional Advisory Committee.

Brian Rivers

- SecureUGA highest completion rate ever (92%).

MEETING ADJOURNED