

State of Ohio IT Standard

Standard Number: ITS-PLF-01	Title: Enterprise Client Computer Hardware
Effective Date: 03/01/2018	Issued By: Stuart R. Davis, Assistant Director/State CIO Office of Information Technology Ohio Department of Administrative Services
Version Identifier: 7.1	Published By: Enterprise IT Architecture & Policy Investment and Governance Division

1.0 Purpose

This state IT standard defines the hardware requirements and standard configurations for client computers and LCDs purchased by state agencies for use by state workers. This standard does not apply to computers purchased for use as servers.

2.0 Scope

Pursuant to Ohio IT Policy ITP-A.1, "Authority of the State Chief Information Officer to Establish Policy Regarding the Acquisition and Use of Computer and Telecommunications Products and Services," this state IT standard is applicable to every organized body, office, or agency established by the laws of the state for the exercise of any function of state government except for those specifically exempted.

3.0 Background

The majority of the state's client computers are standard-based with configurations from industry-leading manufacturers. The state's client computer standard protects this investment by establishing minimum requirements for configurations that meet the needs of most state workers while complying with state policies for increased security and lower environmental impact. To ensure that the standard is responsive to change, revisions are developed through technology research, market analysis, peer state reviews, briefings by manufacturers, and recommendations by a multi-agency workgroup. Mainstream technology, common specifications, image stability, integrated components, and best practices in PC life cycle management are considered in maintaining the standard.

Ohio established the Enterprise Technical Architecture (ETA) Subcommittee under the auspices of the Multi-Agency CIO Advisory Council (MAC) in 2009. The subcommittee formed the Endpoint Computing Workgroup to recommend state IT standards and specifications for client computers that meet the business needs of state agencies. The Enterprise IT Architecture and Policy program area is responsible for implementing the workgroup recommendations that are reviewed by the MAC and approved by the State Chief Information Officer.

In 2008, Ohio began to participate in the WSCA/NASPO¹ multi-state client computer standards committee. This committee develops standard configurations suitable for state and local governments and obtains favorable pricing from WSCA's PC contract vendors. Ohio's participation in this activity has resulted in significant savings in client computer investments across the enterprise.

Ohio began standardizing client computer hardware in 2004 when the Statewide IT Policy Office and state agencies formed a workgroup² to recommend statewide IT standards. Since that time, Ohio has achieved a more stable and consistent client computer hardware environment and realized financial benefits from acquisition of standard configurations for client computers.

4.0 Standard

State agencies shall acquire client computers and LCDs that conform to standard configurations, include mandatory security features, and meet environmental compliance defined by this state IT standard. Client computer hardware shall meet and not exceed the standard configurations defined in the attachments to this standard.

Procurement specifications and requests for quotations that contain hardware attributes, features or peripheral devices not specified in the standard configurations shall not result in a configuration that conflicts with or usurps this standard.

The following sections describe the client computer categories for which there are published standard configurations and specifications. State agencies contemplating other categories, such as rugged notebooks, mini-notebooks, workstations or thin clients, should contact the Enterprise IT Architecture and Policy program area to determine if a standard configuration is in development.

4.1 Desktop Categories

Standard Business Class Desktop – This category is the most common configuration and is intended to meet a wide range of state worker requirements, from occasional users to call center operators to case workers to researchers and knowledge workers. It offers capacity and resources needed to do the job for the majority of the state government workforce.

Specialty Use Class Desktop – This category is intended to fill the requirements for specific job purposes and specialty uses. This category offers significant capacity and expandability required to meet demanding and very high-end computing requirements. Acquisition of this configuration is limited to certain use cases and requires appropriate business justification to be attached to each purchase request.

¹ Western States Contract Alliance (WSCA) and National Association of State Procurement Officers (NASPO).

² This workgroup was formed by Ohio Office of Information Technology in April 2004 as the Enterprise Desktop Hardware Standardization Advisory Group. The effort was later folded into the Multi-Agency CIO Advisory Council (MAC) Standards Subcommittee and Desktop Hardware Standards Working Group.

4.2 Notebook Categories

Mobile Notebook – This category is intended for the mobile workforce. The processor and hard drive are optimized for extended battery life. This category is used by staff that Gartner labels a “traveling worker.” This is someone who works outside the traditional office environment 80 percent of the time. These workers may use their notebooks in a variety of non-office environments, including hotels, airports and customer sites.

Specialty Use Notebook – This category is oriented towards system performance in a stationary setting and may result in reduced battery life. The processor and hard drive are optimized for higher performance. This category offers the significant capacity required to meet demanding and very high-end computing requirements. Acquisition of this configuration is limited to certain use cases and requires appropriate business justification to be attached to each purchase request.

Convertible Tablet Notebook – This category is intended for mobile workers using pen-based applications. It is a notebook computer capable of taking input using a stylus or touch screen, or both. Acquisition of this configuration is limited to certain use cases and requires appropriate business justification to be attached to each purchase request.

Ultrabook Notebook – This category refers to a lightweight notebook with no internal optical drives and is used primarily by mobile workers.

4.3 LCD Specifications

LCD displays used with client computers shall meet and not exceed the specifications defined in the attachment to this standard. Acquisition of CRT display types for use by state workers is prohibited. Current uses of CRTs by state workers should be discontinued as soon as practical.

4.4 Revisions to this Standard

The Enterprise IT Architecture and Policy program area shall ensure that the client computer hardware standard is regularly updated and published to reflect changes in technology, market trends, agency requirements and state policies. The standard configurations shall be reviewed and updated based on recommendations by the MAC ETA Endpoint Computing Workgroup.

4.5 Exceptions to this Standard

Agencies requesting a Release and Permit to procure client computers and LCDs not in conformance with this state IT standard shall provide sufficient business justification to document why a standard configuration does not satisfy their business requirements. In general, no exceptions will be granted to the mandatory security features and environmental compliance and labeling.

An automatic exception is allowed for client computer configurations that conform to a prior version of a standard configuration.

5.0 References

- 5.1 Ohio IT Policy ITP-A.1, “Authority of the State Chief Information Officer to Establish Policy Regarding the Acquisition and Use of Computer and Telecommunications Products and Services,” defines the authority of the state

CIO to establish State of Ohio IT standards as they relate to the acquisition and use of information technology by state agencies, including, but not limited to, hardware, software, technology services and security.

6.0 Definitions

None.

7.0 Related Resources

None.

8.0 Implementation

8.1 Guidance for Agencies

Agencies requesting a Release and Permit for client computers should indicate procurement type "PC/Laptops" and enter the order quantity into the Release and Permit system.

Agencies should use contracts for standard-based client computers and LCDs negotiated by DAS/GSD IT Procurement Services unless they can determine more favorable pricing for the same or superior products from alternative sources.

8.2 Guidance for Suppliers

Manufacturers, contractors and resellers supplying client computers and LCDs should understand that state agencies superintended by DAS/OIT are required to purchase products that conform to this state IT standard. Suppliers should become familiar with the standard and assist agencies with standard-based configurations and pricing.

9.0 Revision History

Revision Date	Description of Changes
12/08/2005	Version 1.0, original standard
10/23/2006	Version 2.0, desktop hardware specification updated
12/12/2006	Official name changed from ITS-CHW-01 to ITS-PLF-01
03/07/2008	Version 3.0, merged updated desktop and notebook hardware specification; added LCD display hardware specification
11/01/2008	Version 3.1, updated Intel technology, allowed memory configurations and LCD screen sizes
05/01/2010	Version 4.0, updated to align with recommendations from the MAC Enterprise IT Architecture Endpoint Computing Workgroup
11/01/2010	Scheduled standard review and model refresh aligned with the WSCA/NAPSO Premium Savings Package program
03/11/2014	Version 5.0, updated to include Ultrabook Notebook and Windows Pro Slate categories and remove Ultra-Light Notebook category
12/22/2015	Version 6.0, desktop hardware specification updated
02/08/2016	Version 6.1, Notebook hardware specification updated
05/02/2017	Version 7.0, desktop and notebook hardware specification updated, Windows Pro Slate categories removed, and Attachment G Windows Pro Slate Configuration rescinded
03/01/2018	Version 7.1, desktop and notebook hardware option updated

10.0 Inquiries

For information regarding client computer and LCD procurement, please contact:

IT Procurement Services
General Services Division
Ohio Department of Administrative Services
4200 Surface Road
Columbus, Ohio 43228

Telephone: 614.466.6953
Facsimile: 614.728.7798
Email: OIT.ITPurch.Admin@das.ohio.gov

Current contracts for client computers are online at <http://procure.ohio.gov>.

For information regarding this or any state IT standard, please contact:

State IT Standards Manager
Enterprise IT Architecture & Policy
Office of Information Technology
Ohio Department of Administrative Services
30 East Broad Street, 39th Floor
Columbus, Ohio 43215

Telephone: 614.466.6930
E-mail: DAS.State.IT.Standards.Manager@das.ohio.gov

State of Ohio IT Standards can be found online at:
<http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITStandards.aspx>

11.0 Attachments

- A – Ohio Business Class Desktop Standard Configuration**
- B – Ohio Specialty Use Class Desktop Standard Configuration**
- C – Ohio Mobile Notebook Standard Configuration**
- D – Ohio Specialty Use Notebook Standard Configuration**
- E – Ohio Convertible Tablet Notebook Standard Configuration**
- F – Ohio Ultrabook Notebook Standard Configuration**
- G – Ohio Windows Pro Slate Configuration (Rescinded)**
- M – Ohio LCD Specifications**