

Exhibit E-1: Hardware Standards

Procedures for Hardware Purchases

Addressing the hardware purchases, any hardware purchased for Gavilan College must be approved by the MIS department. This will insure that the hardware will be compatible with our existing hardware, software and network. Only Gavilan College hardware, including Associated Student Body and TJ Owens Gilroy Early College Academy (GECA) hardware approved by MIS, will be connected to the Gavilan computer network. Use the following procedures to initiate new purchases.

1. Contact MIS for a current hardware quote or to discuss appropriate configurations for computers, printers and any other computer hardware required. On-site support contracts for 3 to 5 years must be included in the purchase.
2. The vendor must ensure that their product meets the 508 standards and/or has the capability to use assistive software and hardware. Attach statement of compliance or [Voluntary Product Accessibility Template \(VPAT\)](#) with purchase requisition.
3. Attach the quote provided by MIS to your Purchase Requisition, and obtain required budget program numbers and signatures.
4. Forward the completed Purchase Requisition and quote to MIS for signature.
5. MIS will forward the signed, completed Purchase Requisition to the Purchasing Department for ordering. The Purchasing Department will forward to MIS any Purchase Requisitions for hardware that are not signed by MIS.

Macintosh Computers:

If a specific lab, course, or occupation requires software that can only operate on, or is the industry standard for a Macintosh computer, that lab and the faculty assigned to teach courses in that lab will be allowed to purchase an appropriate Macintosh computer. Exceptions must be brought to the District Technology Committee for discussion and recommendation. The recommendation will then be forwarded for administrative consideration.

Laptop Computers:

Only current Gavilan College laptops can be connected to our network. Laptops are a convenience and are not recommended as desktop replacements because they cost more, have a shorter life, MIS support is more expensive and time consuming, and they can be taken off campus, outside of our firewall and virus protection. MIS is able to support the laptops checked out at the Library because they all have the same configuration which can be imaged, and user data does not have to be backed up and restored. Laptops will not be a standard desktop replacement. Exceptions must be brought to the District Technology Committee for discussion and recommendation. The recommendation will then be forwarded for administrative consideration.

Handheld Wireless Devices:

Handheld wireless devices, such as mobile phones and tablets (iPAD, iPhone, Android, Blackberry, Windows Mobile phones, smart-phones, etc.) are not supported as Gavilan enterprise devices. These are treated as personal devices, and their support is the responsibility of the individual purchasing the item. If these devices are purchased with Gavilan funds, a 3 to 5 year support contract must be included with the purchase. Exceptions must be brought to the District Technology Committee for discussion and recommendation. The recommendation will then be forwarded for administrative consideration.

MIS can provide information and instructions on how to configure the devices for our Internet and email access only. Assistance with user's functionality and training can be obtained at the Teaching and Learning Center.

Streaming Media:

There is a need for streaming media to enhance the course work especially for distance learning courses and students. Questions still remain on the feasibility of infrastructure and server capabilities to provide streaming media services. In addition, current MIS staffing cannot support the needs of streaming media.

Hardware Grant Proposals:

Any grant proposals for new hardware or software need to follow the procedures for hardware and software purchases in Appendix E-1 and E-2 prior to submitting the grant.