



THE UNIVERSITY OF  
TENNESSEE  
HEALTH SCIENCE CENTER.

Campus Wide Business Manager Meeting  
November 30<sup>th</sup> , 2022

Please sign the sign-in sheet for HR128  
Credit!

# Agenda

- Micah Hubbard, ITS
  - Overview of UTHSC standard PC configurations available from DELL & best process for ordering new UTHSC computers via HSC Hub
- Ammar Ammar, ITS
  - Data Loss Prevention Presentation
- Michelle Newman, Procurement Services
  - Non-Compete Justification (NCJ), Form Review
- Mike Ebbs, Finance
  - DASH Updates
- Tony Ferrara, Finance



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# Computer Procurement, ITS, and You

Micah Hubbard

Selecting and ordering the right  
computing equipment can be a  
hassle...let ITS help!

# What We Do

- ITS works directly with Dell, Apple, and Microsoft to ensure the best pricing, configuration and support options on new computing equipment for UTHSC.
- Partner with Dell to create standard PC configurations that are a great fit for most UTHSC use cases.
- Maintain close communication with the HSC Hub around hardware requirements, recommended specs, etc.
- Purchase consultations and custom configurations are also available upon request.

# Recommended Procurement Process

1. Decide what is needed
  - Dell Standard Configurations
  - ITS Purchase Consultation via TechConnect
  - Check with the Hub
2. Place order with HSC Hub
3. Devices are transferred to ITS for configuration
4. ITS configures devices, creates delivery tickets, and reaches out to coordinate setup.

# Advantages of ordering from HSC Hub

- Hub staff are familiar with ITS hardware requirements, processes, and standard configurations and can assist with purchase recommendations.
- After purchase, the Hub will coordinate delivering new devices directly to ITS for configuration.
- Additional benefits in the future as deployment tools evolve and mature.

# Alternate Process

- For non-standard computing equipment (or software), request a Pre-Procurement IT Review.

<https://uthsc.teamdynamix.com/TDClient/2280/Portal/Requests/ServiceDet?ID=49911>

- For bulk orders or quotes (20+ machines), request an ITS Purchase Consultation. We can work directly with Dell for bulk order pricing, often resulting in a per-unit cost savings.

<https://uthsc.teamdynamix.com/TDClient/2280/Portal/Requests/ServiceDet?ID=49651>



# Resources

- TechConnect:

- UTHSC Standard PC Configurations  
(<https://uthsc.teamdynamix.com/TDClient/2280/Portal/KB/ArticleDet?ID=142166>)
- Minimum Hardware Specs  
(<https://uthsc.teamdynamix.com/TDClient/2280/Portal/KB/ArticleDet?ID=139906>)
- Computer Purchase Consultation  
(<https://uthsc.teamdynamix.com/TDClient/2280/Portal/Requests/ServiceDet?ID=49651>)
- Pre-Procurement IT Review  
(<https://uthsc.teamdynamix.com/TDClient/2280/Portal/Requests/ServiceDet?ID=49911>)

# Resources

- HSC Hub

- The Hub is very familiar with our standards and recommended configurations.

- Web: <https://university-of-tennessee-health-science-center.shoplightspeed.com/>
- Email: [hschub@uthsc.edu](mailto:hschub@uthsc.edu)

- ITS Hardware Support

- TechConnect is the best place to get started. Your request will be routed to myself or my team as needed.

- I'm also happy to answer questions via email: [mhubba13@uthsc.edu](mailto:mhubba13@uthsc.edu)

More to come...

Questions & Suggestions?



# Ammar Ammar, ITS

## Data loss prevention

### What is DLP?

The DLP Program is designed to help loss of sensitive data or intellectual property from UTHSC

# Ammar Ammar, ITS Data loss prevention

## Who does it effect?

Everyone.

# Ammar Ammar, ITS

## Data loss prevention

### Where should I put my data?

UTHSC owned OneDrive and SharePoint.

# Ammar Ammar, ITS

## Data loss prevention

Questions?



# Non-Compete Justification (NCJ) Form Review

## Non-Competitive Justification Form

**Instructions:** University policy requires that departments use existing agreements or work with Procurement Services to obtain competitive bids for all orders (purchase orders or contracts) totaling \$10,000 or more. Any request to deviate from this policy requires written justification from the requestor to Procurement Services *prior to issuance of a purchase order or contract*.

Special or unique features may be used as a consideration; however, price, quality and/or delivery terms may not be used as a basis for sole source justification. Sole source requests may not be used for the purpose of expediting a purchase which otherwise would not qualify as a sole source.

### Quick Reference Guide on what is eligible versus not eligible for a sole source purchase:

Eligible for Sole Source	Not Eligible for Sole Source
Only <b>one</b> product or service can meet the department's specific need and the product or service is available from only <b>one</b> source	I have worked with this supplier in the past and liked their work/products
This product or service must be compatible or consistent with past acquisitions (example: must be compatible with existing equipment)	This supplier's pricing is better than other suppliers' pricing or this supplier is offering a discount (price is never a justification for a sole source)
This service involves highly skilled judgement, training, artistic ability, or other attributes whose quality depends on an individual's characteristics and knowledge	This supplier was recommended by a colleague
This supplier is the only one who can provide maintenance services on existing equipment that they manufactured and no one else is certified to provide the maintenance	The product is made by one manufacturer but available through multiple distributors/sources
	The supplier has provided a sole source letter

### Section 1: Basic Information

Date:

Requisition or Contract Number:

Name:

Title and Department:

Phone #:

Email Address:

Amount: \$

Department Account #:

Source of Funding (Federal, State, University, etc.):

Contractor/Supplier Name:

Contractor/Supplier Contact Information (Phone/Email):

### Amendment to an Existing Agreement

If your request is to amend an existing purchase order or contract, please complete the following information.

Existing PO or Contract Number:

Amendment Start Date:  Amendment End Date:

Amendment Amount: \$ Total Amount w/ Amendments: \$

# Non-Compete Justification (NCJ) Form Review

## Overview of Purchase

In plain language please provide a full description of the product or service that you are requesting to purchase.

Click or tap here to enter text.

## Section 2: Reason for Sole Source

Check all that apply and complete the corresponding sections.		
<input type="checkbox"/>	There is only one source for the product or service	Complete Section A
<input type="checkbox"/>	This transaction involves compatibility with existing equipment, technology, software, accessories, replacement parts, or must be utilized to maintain continuity of services	Complete Section B
<input type="checkbox"/>	This service involves highly skilled judgment, training, or artistic ability	Complete Section C
<input type="checkbox"/>	This purchase constitutes an emergency (imminent threat to property or safety)	Complete Section D
<input type="checkbox"/>	Other: this purchase does not fit any of the above criteria	Complete Section E

## Section A: Only One Source for Product or Service

1.	Explain in detail why the product or service is only available from a single source. <b>Explanation must include a statement that the requestor validates this is the only source.</b>
	Click or tap here to enter text.
2.	Explain market research efforts that were undertaken to determine this purchase is a sole source.
	Click or tap here to enter text.
3.	Is this product being purchased directly from the manufacturer? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, is it available from more than one source (distributor/dealer)? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, it is available from more than one source, why can this product not be bid?
	Click or tap here to enter text.
4.	If there are other suppliers of similar products or services, provide a comparison of key features, specifications, qualifications that clearly distinguishes your selection as the only source of these products/services that will meet your specified requirements.
	Click or tap here to enter text.

# Non-Compete Justification (NCJ) Form Review

## Section B: Compatibility

1.	Describe the existing equipment or service with which this purchase must be compatible; include date of purchase for the existing equipment.
	Click or tap here to enter text.
2.	If the requested products or service is essential in maintaining consistency of research or experiments, please explain.
	Click or tap here to enter text.
3.	If the requested product/service, part, or accessory is an integral repair part or accessory compatible with existing equipment please explain.
	Click or tap here to enter text.
4.	Explain why using another manufacturer or service provider is not possible.
	Click or tap here to enter text.

## Section C: Skilled Judgement, Training, Artistic Ability

1.	Describe how the skill, training or artistic ability of the service provider makes that provider the only one capable of performing the service.
	Click or tap here to enter text.

## Section D: Emergency

1.	Describe the nature of the emergency
	Click or tap here to enter text.

## Section E: Other

If the product or service does not satisfy the requirements of a sole source as outlined in Section 2, please provide a detailed description why this purchase should be considered a sole source.

1.	Other
	Click or tap here to enter text.

## Software Products and Services:

Is the requested product or service for an application software (desktop or local server based) or a hosted software as a service (SaaS)?  Yes  No

If yes, has the Office of Information Technology completed a data and systems security and risk assessment review?

Yes  No

# Non-Compete Justification (NCJ) Form Review

## Certification

I acknowledge the University's requirements for soliciting competitive bids for purchases over \$10,000 and the criteria for justification for Sole Source purchases, and affirm that there is no actual or potential conflict of interest ([FI0125](#)) involving the requested vendor.

Requestor Name and Title

Signature

Date

Click or tap here to enter text.

\_\_\_\_\_

Click or tap to enter a date.

# Dash Project Update

## Dash Timeline

Project Milestone	Status	Timeline	Participants
Chart of Accounts Design	Complete	Summer 2022	Campus Finance Officers System Office
Finance and HCM Solution Blueprint	In Process	September 2022 – March 2023	Campus Process Owners System Office College/Division
Adopt and Adapt Design Blueprint Campus Feedback	Future	March 2023 – September 2023	Campus Process Owners System Office College/Divisions/Departm ents
System and User Acceptance Testing	Future	September 2023 – May 2024	Campus
Deploy and Go-Live	Future	July 2024	Campus

# Friend of Dash

- SharePoint Site with project updates
- Register at:  
<https://liveutk.sharepoint.com/sites/DASHProgram/SitePages/Become-a-Friend-of-DASH.aspx?csf=1&web=1&e=R6ODdm&cid=01034546-b089-40a9-b56f-363b3068ff82>
- Click on “Become a Friend of DASH” button and fill in the required information
- Once Complete, you will have access to the full SharePoint Site

# Tony Ferrara, Finance