



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 7.3 - Obtaining Quotes for IT Hardware & Software

1. To facilitate compliance with relevant policies & standards and streamline the process of obtaining quotes, the University has centralized the process of obtaining IT related quotes with the Senior Strategic Technology Procurement Sourcing Manager. (SSTPSM)
2. In order to obtain a quote for any IT equipment or related items or services contact the SSTPSM who will determine the appropriate configuration and or standards necessary for the equipment or service and will then obtain the necessary quotes based on the determined requirements.
3. At the time of request for obtaining a quote, the SSTPSM will evaluate compliance to the policy of one computer per employee. If the requisition is for the purchase of a second computer for an employee a justification will be required, which must be reviewed and approved prior to any quotes being obtained.