On November 11, 2019, an announcement about the School of Medicine’s new IT Life Cycle Refresh (LCR) program was issued by Darrell A. Griffith, Senior Associate Dean for Finance and Administration (copy below).

To help support the program, SOMTech has added a new review step to the RealSource requisition workflow for all SOM “Dell” purchases (only). The new “Dell” SOMTech review will be conducted by qualified SOMTech employees and occur in-between the SOM Requester and Approver workflow steps. If SOMTech determines that the Dell requisition ...

- Does not comply with the new program, SOMTech may reject the requisition and return it to the appropriate SOM Requester with a full explanation.
- Complies with the program, the requisition will be advanced to the appropriate SOM Approver for final processing.

In addition, SOMTech will have the ability to redirect shipments (change the Ship-To address) for certain Dell requisitions (only). For example, the shipment of laptop computers that require SOMTech imaging may be redirected to SOMTech, then imaged by SOMTech and ultimately made available to the SOM Requester. For Dell purchases that are shipped to SOMTech, SOMTech will be responsible for keying the receiver with appropriate documentation into RealSource.

A complete audit trail of any Ship-To address changes made and receivers keyed by SOMTech will be visible to all SOM Requesters and Approvers. Further, permissions for SOM Requesters and Approvers will remain the same and the progress of the requisition can be viewed in the workflow at any time.

If you have questions or concerns about SOMTech’s LCR program and policies, the purpose of the workflow change, SOMTech’s Dell review process, rejected Dell requisitions, etc., please email somtech@vcuhealth.org. Questions about RealSource can be directed to RealSource@vcu.edu or (804) 828-1077, Option 6.

Best regards, The RealSource Team

November 11, 2019

Dear Colleagues,

The School of Medicine has developed a new IT Life Cycle Refresh (LCR) program and policy for computer standardization which is currently being rolled out this calendar year. The policy will be implemented in tandem with the new University RealSource procurement system.

The LCR plan is designed to cycle all SOM Department computers into and out of operation on a regular basis. This process will ensure user access to quality and up-to-date computer equipment through a cost effective model based on controlled equipment costs and leveraging “bulk” purchasing. This program will also establish a process for exceptions for purchasing customized desktops/laptops outside the
baseline and for ensuring that the necessary tools are in place to manage the purchase, inventory and disposal process.

Implementing an LCR program for computers benefits SOM faculty and staff in the following ways:

- Improved levels of support by standardizing computer equipment.
- Improved reliability and stability to ensure SOMTech can implement federal/state IT Security baselines, VCU/VCU Health security standards.
- Reduction in downtime should a PC need to be replaced or re-imaged due to equipment failure.
- Ensuring SOM is taking advantage of educational pricing for hardware and volume license agreements for software. Vendors offer larger discounts for bulk purchasing thus reducing total expenditures for SOM.

The policy includes a “bulk” computer purchase program for Dell (Windows) computers and is expected to yield substantial savings over 4 years. Apple computers will also be incorporated as part of the overall savings model.

SOMTech will initiate a systematic, computer upgrade schedule for eligible faculty and staff. This will be based on a 4-year refresh cycle and tracked in an inventory database with Departments and users alerted to their upgrade eligibility.

Eligibility for a SOMTech-funded computer upgrade is currently determined by the following:

- Warranty expiration date
- End of life (EOL) status
- Original source funding
- Fix-it status
- Current Usage
- Bulk Inventory

Additional documentation on the LCR program and how it works is available here: [http://go.vcu.edu/SOMLCR](http://go.vcu.edu/SOMLCR)

We thank you for your patience and understanding as we implement this new program for the School of Medicine, as there are many variables and questions that we will continue to evaluate for improvement.

Please email somtech@vcuhealth.org with any questions regarding the LCR program.

Best,

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