



# IT HARDWARE | Savings, Quality, & Efficiency

Business Operations developed strategic Bold Steps on February 27, 2017. This handout highlights the IT Hardware Spend Analysis project.

## Current Practice

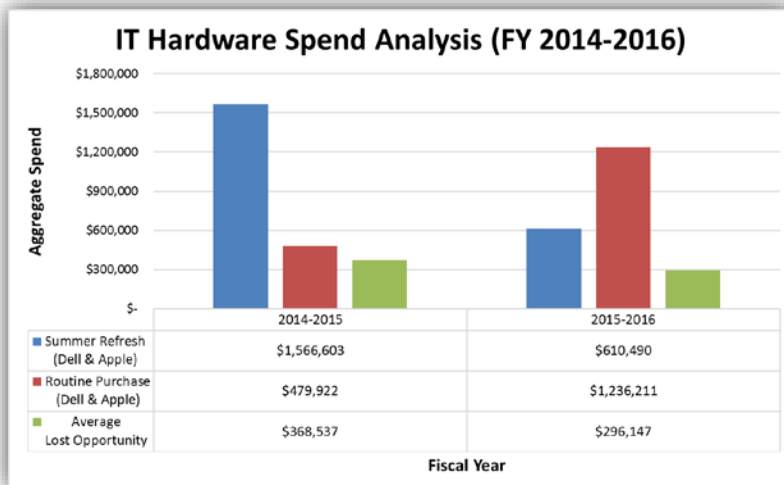
Departments can purchase IT hardware through:



1. **Summer Refresh** – discounted bulk purchases at a designated time of year
2. **Routine Purchases** – purchases as needed throughout the year with regular pricing

## Spend Analysis

Our objective was to collect and evaluate expenditure data on IT hardware and to maximize cost savings opportunities. The figure below summarizes our findings.



- Discount ranges from 6-25%
- Dell and Apple are the most-used IT hardware vendors
- The lost opportunity cost of making routine purchases is up to 300K per year

Data Source: Spike Cavell. Evaluation Date: April 2017.

## Opportunity: Increase Purchases during Summer Refresh

- Share results and ideas with Information Technology, Academic Technology & others:
  1. **Create** incentives to motivate departments to complete orders during Summer Refresh
  2. **Strategic sourcing** continues to enable us to negotiate the best deal possible for SF State
  3. **PIAT** recommends to have two refreshes per year
  4. Apply a **Three-Factor Acquisition Review** for access, security, and redundancy check
  5. Build a **webpage of preferred vendors**

Date updated: July 3, 2017.