

MINIMUM PERSONAL COMPUTER HARDWARE, SOFTWARE, AND PERIPHERALS REQUIREMENTS

WHEREAS, the Commonwealth requires agencies under the Governor's jurisdiction to manage information technology through the Chief Information Officer (CIO) for that agency, including information technology purchases and the standards by which organizations contracting with the Commonwealth and its agencies utilize Commonwealth issued funds to make information technology purchases; and

WHEREAS, in 2017, the Office of Administration (OA) embarked on a transformation initiative to centralize information technology (IT) employees from individual state agencies into delivery centers under OA that serve multiple agencies with similar missions and functions; and

WHEREAS, the Health and Human Services delivery center under OA provides IT support to the Department of Drug and Alcohol Programs.

NOW, THEREFORE, in accordance with the Office of Administration (OA), Office of Information Technology (OIT) standards:

1. The Grantee shall adhere to the minimum specifications for all personal Computer purchases or leases made with funds involved with this Grant Agreement. The Department's standards are specifically addressed in paragraph 4 below.
2. If the Grantee has an exclusive vendor, obtained through a competitive bidding process, from whom all office equipment and related items are purchased, the Grantee shall utilize said vendor. If such exclusive vendor is not used by the Grantee, then three competitive price estimates shall be procured and documented by the Grantee before the personal computer hardware and software shall be purchased. A letter stating which of the above methods is used to satisfy this requirement shall be forwarded to the project officer of this Grant Agreement within 30 days of the aforementioned purchase. This section supersedes Paragraph 37A of the Standard General Terms and Conditions incorporated as part of this Grant Agreement.
3. The Grantee shall be responsible for returning any personal computer hardware, software, and peripherals to the Department of Drug and Alcohol Programs within 120 days of termination of the Grant Agreement. Should the parties agree to extend the Grant Agreement term, or enter into a new Grant Agreement, either of which shall only be evidenced by further written agreement, the Grantee may be allowed to continue to maintain possession of said equipment at the discretion of the Department of Drug and Alcohol Programs.
4. The parties agree that during the term of the Grant Agreement, the minimum computer configurations shall be in accordance with the current Commonwealth minimum personal computer configurations in effect at the time of the computer purchase to ensure compatibility with the Commonwealth network. The minimum personal computer configurations are as follows:

Intel Core i7 3.4GHZ Processor
8 Gigabytes (GB) of RAM
256 Gigabytes (GB) Solid State Hard Drive (SSD)
512MB AMD RADEON HD DVI video card
23" FP Monitor
Intel Gigabit LAN 10/100/1000 Network Interface Card (NIC)
Windows keyboard
Mouse
Internal Sound card
Windows 10
64-bit Operating System

5. The Grantee shall use Industry Best Practices to secure and protect personal computer systems including but not limited to the use of virus protection, firewall, spyware and intrusion detection software, and keep such software up to date with current recommended updates.
6. The Grantee shall keep all Personal Computer Operating Systems and Third (3rd) Party Personal Computer Software patched with manufacturer recommended critical security patches.
7. The Grantee shall use Industry Best Practices to backup, secure and protect all data collected on personal computer systems on behalf of the Commonwealth. The Grantee shall ensure that for all confidential or protected data that the Commonwealth requirements for encryption of data are met. Refer to Commonwealth Information Technology Policies for Security at: <https://www.oa.pa.gov/Policies/Pages/itp.aspx>
8. Personal Computers under this agreement that connect with Commonwealth Information Technology systems or that may during their lifecycles connect with those systems must comply with applicable standards published by the Commonwealth in their Information Technology Policies (ITPs) which can be found at the following location: <https://www.oa.pa.gov/Policies/Pages/itp.aspx>

The Grantee must contact the Project Officer of this Grant Agreement to request a waiver if there is a need to deviate from the standards/policies stated above.