Guide to Purchasing Computer and other Technology Equipment for WIC

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Introduction

This guide presents guidelines for the purchase of computers, peripherals and software by the Kansas WIC Program. If there are any questions about the cost of an item or if the equipment is appropriate, please call the ME Lead contact assigned to your agency for guidance.

When purchasing equipment, be reasonable regarding the pricing of the items. Please make sure to review the specifications in Appendix 9 KWIC Hardware Specifications prior to purchasing any equipment. KWIC has only been tested to work properly with PC computers. KWIC has not been tested for use on Apple products or Tablets.

Each LA should assess the available equipment to ascertain which best meets the agency’s need. Replace equipment when current equipment is non-functional or operational. Prior to making a purchase, LAs must submit an email to your ME Lead contact so that they are aware of the purchase being made. Certain equipment purchases, as defined in policy ADM: 07.05.00 KWIC Equipment Purchase, Warranty and Repair, require prior SA authorization.

What the SA purchases

PIN Pads, Card Readers and Signature Pads

The SA purchases the PIN Pad, Card Reader and Signature Pad devices. If you find that your device has completely stopped working and all efforts of troubleshooting have not resolved your issue, please contact your ME Lead to request these items for your clinic.

Things to consider

1. Determine what equipment is necessary for the LA’s needs (e.g. traveling agencies may require more portable equipment, i.e. laptops, smaller printers, etc).

2. Does the equipment meet or exceed the specifications listed in Appendix 9 KWIC Hardware Specifications?

3. Does the equipment come with a warranty or will you need to purchase a warranty or extended warranty?

4. Do you have the software needed or do you need to purchase that as well?

5. If buying a computer, either desktop or laptop, does it have enough USB
ports to support all your peripherals (mouse, keyboard, card reader, PIN pad, signature pad, etc.)? If not, you'll want to purchase a USB hub if you don't already have one.

6. What is wrong with the equipment being replaced? Why does it need to be replaced? Does everything need to be replaced or just a certain part of the equipment need to be replaced?

7. Is the equipment used 100% for WIC? If not how will the purchase be funded?

8. How does the local agency plan to dispose of the old equipment? The agency MUST have a computer disposal process that includes scrubbing any hard drive before disposal. Make sure to follow policy ADM: 02.03.07 Disposal, Transfer and Deletion of Equipment with regards to disposing of equipment.

9. As applicable, the LA must follow policy ADM: 02.03.06 Equipment Inventory

Computers

Laptops
Laptops should be purchased mainly for traveling clinics. These clinics need the portability of a laptop while operating a mobile clinic. Other reasons for purchasing a laptop, other than for a traveling clinic, can be reviewed by your ME Lead. Follow the specifications listed in Appendix 9 KWIC Hardware Specifications.

Approximate Cost Allowed per Item (less S&H) .......................up to $1,350

Desktops
Desktops should be purchased by all non-traveling clinics. Non-traveling clinics do not have a great need for the portability of a laptop, and a desktop will suit the needs for the majority of clinics to run KWIC and operate the WIC clinic. Follow the specifications listed in Appendix 9 KWIC Hardware Specifications.

Approximate Cost Allowed per Item (less S&H) .......................up to $1,320

Peripherals

Monitors
Monitors are to be used in conjunction with a Desktop and can be used as an add on to a Laptop computer. The specifications in Appendix 9 KWIC Hardware Specifications list minimum of 19” or greater as suggested sizes for monitors.
Monitors

Approximate Cost Allowed per Item (less S&H)..................up to $130

Printers

Below are the recommended printers to use with KWIC. Other laser printers may be acceptable for purchase. Make sure they can handle the workload and output for your clinic.

HP model M402N (this will work as a replacement for the mobile clinic printer)
Approximate Cost Allowed per Item (less S&H)..................up to $270

HP model M203dw
Approximate Cost Allowed per Item (less S&H)..................up to $175

HP model M501dn
Approximate Cost Allowed per Item (less S&H)..................up to $550

Software

When purchasing a new computer, some of the software that is installed on the old computer you are replacing may be transferred to the new computer, which means you may not need to purchase a new version of the software. If you are unable to transfer the software to your new computer and do need to purchase replacement software, you will need to make sure the computer has a version of the following software:

- Microsoft Office (options listed below, there may be others)
  - Office 365 Business
  - Office 365 Business Premium
  - Office Professional 2016
- Antivirus Software (options listed below, there may be others)
  - ESET
  - McAfee
  - Norton
  - Kaspersky

Additional Computer and Equipment Needs

Below is a list of other items that you may need to purchase. Make sure when purchasing these items to be reasonable with their costs. These items should cost less than $100 each.

- Mouse  
- Keyboard  
- USB Hub  
- Laptop Cable Lock  
- Laptop Carrying Case