

## **MINIMUM PERSONAL COMPUTER HARDWARE, SOFTWARE, AND PERIPHERALS REQUIREMENTS**

In accordance with the Department's Bureau of Information Technology standards:

1. The Contractor shall adhere to the minimum specifications for all personal Computer purchases or leases made with funds involved with this Contract. The Department's standards are specifically addressed in paragraph 4 below.
2. If the Contractor has an exclusive vendor, obtained through a competitive bidding process, from whom all office equipment and related items are purchased, the Contractor shall utilize said vendor. If such exclusive vendor is not used by the Contractor, then three competitive price estimates shall be procured and documented by the Contractor 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 program staff at the Department within 30 days of the aforementioned purchase. This section supersedes Paragraph 33A of the incorporated document entitled, "Standard General Terms and Conditions" (Grant Agreement) or Paragraph 25A of the incorporated document entitled, "Additional Contract Terms and Conditions" (Contract Agreement).
3. The Contractor shall be responsible for returning any personal computer hardware, software, and peripherals to the Department within 120 days of the Contract's termination. Should the parties agree to extend the Contract term, or enter into a new Contract, either of which shall only be evidenced by further written agreement, the Contractor may be allowed to continue to maintain possession of said equipment at the Department's discretion.
4. The parties agree that during the Contract term, 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  
4 Gigabytes (GB) of RAM  
250 Gigabytes (GB) 7,200 RPM hard drive  
512MB AMD RADEON HD DVI video card  
23" FP Monitor  
16X DVD+/-RW DVD drive  
Intel Gigabit LAN 10/100/1000 Network Interface Card (NIC)  
Windows keyboard  
Optical mouse  
Speakers or sound bar  
Windows 7 Pro SP1  
32-bit Operating System

5. Contractor 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. Contractor shall keep all Personal Computer Operating Systems and third (3<sup>rd</sup>) Party Personal Computer Software patched with manufacturer recommended critical security patches.
7. Contractor shall use Industry Best Practices to backup, secure and protect all data collected on personal computer systems on behalf of the Commonwealth. Contractor shall ensure that for all confidential or protected data that the Commonwealth requirements for encryption of data are met. Refer to Commonwealth Information Technology Bulletins for Security at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=210791&mode=2>

8. Personal Computers under this contract 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 Bulletins (ITBs) which can be found at the following location:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=210791&mode=2>

If there is a need to deviate from these standards/policies, Contractor seeking a waiver must contact the Project Officer.