

Open PO/Contract Instructions

Library Admin. Contact

Lisa Peters at 42534 in Library Admin Office handles the Library's Open PO's, Service Contracts, and Software Licensing Contracts.

Lisa Peters will contact Technology Support (Carol/Sandy) in March or April to see which Open PO's we would like renewed for the following fiscal year and review current balances on each Open PO: and which Service or Software Licensing Contracts we would like renewed for the following fiscal year. Technology Support will work with Lisa and whichever appropriate IDT staff member handling the open PO vendor or hardware/software under contract.

Open PO's

IDT currently has the following Open PO's (07/08).

Vendor	Description	Library Contact	Renewal Date	Req./SR	PO	Contract Period	Amount
AMEC	This covers purchases for emergency computer parts	Mark Figueroa	June 1, 2007	30056945/ 06071091	40052640	7/1/07 thru 6/30/08	\$3,000.
Printer Repair Depot (Contact – Jack Stark)	This covers possible repairs needed by F/S printers and does not require an inventory check. Paperwork should be initiated in April of each fiscal year.	Carol Phillips/ Sandy Neer	June 1, 2007	30057172/ 06071051	40052727	7/1/07 thru 6/30/08	\$2,500.

Printer Repair Depot – Calls for service must have an associated Service Request with a referral for Vendor Repair-Non Dell after SANS has evaluated the problem.

All other Open PO's - SANS staff must fill out a Unit Hardware/Software Purchase Request and obtain Mark Figueroa's signature before purchasing anything from an Open PO. The Unit Hardware/Software Purchase Request must have an associated Service Request with a referral for Technology Support.

Service Contracts

IDT currently has the following Service Contracts (07/08).

Vendor	Description	Library Contact	Renewal Date	Req./SR	PO	Contract Period	Amount
American Messaging	This covers the Pager Rental w/Replacement program for 10 alpha-numeric pagers on Acct#1406193 used by IDT, Facilities, and Copy Services.	Mark Figueroa & Carol Phillips	June 1, 2007	30057203	40052377	7/1/07 thru 6/30/08	\$972.
EMC Corp.	Annual Maint. For NetWorker Server Network Ed. Linux; NetWorker ClientPak for Win., Netware, & UNIX; NetWorker DiskBackup Option Tier 2: 1Tb to less than 6TB; NetWorker Client Connections Qty 25; NetWorker Autochanger Software Module1	Mark Figueroa & Carol Phillips	May 31, 2007	30057032/06070983	40052523	7/1/07 thru 6/30/08	\$6,623.
Innovative Interfaces, Inc.	San Diego Circuit Svc Annual HW/SW Maint. Agreement	Brian Moore	June 1, 2007	30057276	40052027	7/1/07 thru 6/30/08	\$12,040.

Vendor	Description	Library Contact	Renewal Date	Req./SR	PO	Contract Period	Amount
Innovative Interfaces, Inc.	Millenium Integrated Online Catalog, Circ/Acq & Serials System Annual HW/SW Maint. Agreement	Brian Moore & Carol Phillips	June 1, 2007	30057274/06071094	40052022	7/1/07 thru 6/30/08	\$114,204 .
Innovative Interfaces, Inc.	Annual Maint. For Link+ INN-View Svcs & Link+ System Administration	Brian Moore	May 31, 2007	30057050	40052431	7/1/07 thru 6/30/08	\$24,400.
Printer Repair Depot (Contact – Jack Stark)	This covers printer repairs on the Foundation owned paid printers for patrons use. This requires a inventory verification by IDT (July 1 st) of which printers are being used for paid printing and faxing that information to the vendor for an updated quote before paperwork can be started.	Carol Phillips / Sandy Neer	July 16, 2007	F11/07080004	P0066238	7/1/07 thru 6/30/08	\$5,404.
<i>Spectra Logic</i> CANCELLED, AS EQUIP WAS SENT TO SALVAGE A YR AGO	<i>Contract#100778: Advance Replacement service for Tape Back-up System Annual Svc.</i> REPLACED BY A WESTERN	<i>Mark Figueroa & Carol Phillips</i> SCIENTI FIC	<i>June 1, 2007</i> UNIT THAT	<i>30057270/06071092</i> IS UNDER	<i>40052220</i> WARR.	<i>7/1/07 thru 6/30/08</i> UNTIL	<i>\$1,339.</i> 5/6/08
Virtual Enterprises Inc (d.b.a. Advanced Systems	Annual Maint. For Silver Sun Service of Contract#NK20207405 & 07/08 Portion of NK20243393. This covers	Ron Nash & Carol Phillips	May 31, 2007	30056910/06071041	40051759	7/1/07 thru 6/30/08	\$19,283.

Vendor	Description	Library Contact	Renewal Date	Req./SR	PO	Contract Period	Amount
Group) Vendor representative is Brett Heintz (bheintz@virtua l.com)	the ROHAN console, box, system boards, boot drives, disk trays, fiber channel array, & tape drive, as well as Veritas software license for the array, c, c++, and Fortran licenses for ROHAN, Solaris x86 and Sparc licenses for the campus (300). Also Library Sun computers – i.e. new Library rack server hardware, plus old Libweb and old Gandalf hardware.						
Virtual Enterprises Inc (d.b.a. Advanced Systems Group) Vendor representative is Brett Heintz (bheintz@virtua l.com)	An Adjustment to the Annual Maint. For Silver Sun Service of Contract#NK20207405 & 07/08 Portion of NK20243393.	Ron Nash & Carol Phillips	July 26, 2007	30058352/ 07080062	40053508	7/1/07 thru 6/30/08	\$4,101

Once the contracts have been renewed, Technology Support (Carol/Sandy) can obtain copies from Oracle/Markview. If any changes to these service contracts are required during the year, Technology Support (Carol/Sandy) should

contact Lisa for alterations and consult with the appropriate IDT staff member handling the hardware/software under contract.

Software Licensing Contracts

IDT currently has the following Service Contracts (07/08).

Vendor	Description	Library Contact	Renewal Date	Req./SR	PO	Contract Period	Amount
Docutek Information Systems	Annual ERes v4.x license renewal and cont. support	Sara Baird	May 31, 2007	30057029	40052467	8/1/07 thru 7/1/08	\$2,475.
RefWorks	This covers licensing for RefWorks & RefShare Level5 (FTE 13,001+)	Carolyn Baber & Carol Phillips	June 1, 2007	30057295/06071093	40053337	7/1/07 thru 6/30/08	\$13,320.

Once the contracts have been renewed, Technology Support (Carol/Sandy) can obtain copies from Oracle/Markview. If any changes to these service contracts are required during the year, Technology Support (Carol/Sandy) should contact Lisa for alterations and consult with the appropriate IDT staff member handling the hardware/software under contract.