

# Guidelines for Requesting Dell Quotations

## from UBMicro IT Support Services

(for purchases using State, RF or UBF dollars)

When ordering a Dell desktop or notebook computer, if one of the UB2020 standard configurations cannot be used, it is essential to follow the procedure detailed below. The procedure is necessitated by State imposed purchasing rules applicable to computer equipment available on the Office of Government Services (OGS) Dell PC Aggregated Buy List or on the OGS Dell Price List; it is not necessitated by the UB2020 partnership with Dell.

Custom configured computers can still be ordered, but it is incumbent on the prospective purchaser to identify the components ONLY as specified in the procedure below. UBMicro staff will continue to provide consultative services, advise you on the best solution and greatest value from the selections available, and will provide the final quotations required by OGS for procurement.

1. UB2020 configurations available from Dell should be considered first. The configurations and pricing can be viewed at [www.ubmicro.buffalo.edu](http://www.ubmicro.buffalo.edu). These configurations are expected to satisfy 80% of campus requirements while providing 1) the very best pricing available, 2) UB standardized network-ready configurations, and 3) allowing for optimal assistance from campus IT support staff and services.
2. For the remaining 20%, to get the best pricing using State, RF or UBF dollars, you can custom build your system using the New York State Office of General Services (NYS OGS) web sites described below. Note: requests for quotations sent directly to Dell are now automatically forwarded to UBMicro, and requisitions received by Purchasing without a quote from UBMicro are now forwarded to UBMicro for quotation.

For the quickest response:

- a. First configure your system using the OGS Dell PC Aggregated Buy web site at [www.dell.com/2008NYSaggBuy](http://www.dell.com/2008NYSaggBuy). If your needs are met, save the configuration as an eQuote (instructions are on the web page) and forward the confirmation emailed you to [ubmquote@buffalo.edu](mailto:ubmquote@buffalo.edu).
- b. You can build a hybrid configuration by starting with the PC Aggregated Buy web site and adding components from the OGS Dell Price List. The Price List is available at <http://ftpbox.us.dell.com/slg/newyork/pricelist.xls>. Copy and paste the additional components from the Price List into the eQuote confirmation you receive and forward it to [ubmquote@buffalo.edu](mailto:ubmquote@buffalo.edu).
- c. If the model PC you require isn't available on the PC Aggregated Buy web site, you can custom configure your system using the OGS Dell Build-to-Order web site which offers additional models and options. The Build-to-Order URL is <http://www.dell.com/content/default.aspx?c=us&l=en&s=slg&cs=RC956848>. If your needs are met, save the configuration as an eQuote (instructions are on the web page) and forward the confirmation emailed you to [ubmquote@buffalo.edu](mailto:ubmquote@buffalo.edu). You can also add (not substitute) components from the OGS Price List (see 2.b above).

Note: if the model PC exists on both the OGS Build-to-Order and the PC Aggregated Buy web sites (e.g. Precision 5400) OGS requires you to start with the PC Aggregated Buy configuration. Additional components can be added (not substituted) from the OGS Dell Price List (e.g., a second hard drive, a monitor not available on the PC Aggregate Buy web site), but OGS doesn't provide for alterations of the original configuration. For example, if the PC Aggregated Buy configuration includes an 80MB hard drive, you can add a second 160MB hard drive from the Price List, but you can not substitute the 160MB hard drive for the 80MB hard drive).

- d. If you can not build the system required using the OGS Dell web sites, you have two remaining options:
  - i. UBMicro can build the desired configuration using their new status as a Dell Value Added Reseller (VAR). However:
    1. the deepest discounts are available using the UB2020 configurations or the PC Aggregated Buy and/or OGS Build-to-Order and Price List offerings;
    2. UBMicro can not accept UB procurement cards as payment for these orders; and
    3. it may take longer to develop quotes and longer for Dell to build and deliver customized systems.
  - ii. A UB procurement card, if available, can be used to directly order the desired configuration from one of Dell's retail web sites. However, the pricing will not include the OGS discounts available through UBMicro and UBMicro will not be able to provide quotations. The current limit on UB Procurement Card purchases is \$2,500.
3. When making Dell purchases using State, RF or UBF dollars, UBMicro can only provide quotations when requests are submitted using the eQuote system available through the OGS web sites.