



# IT PURCHASING POLICY

## 1. POLICY STATEMENT

The purpose of this policy is to provide a framework for the procurement of all IT hardware (excluding any/all engineering equipment) and peripherals (excluding software) for the Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd). (MLG). The policy has been developed in conjunction with the Michael Lonsdale Group's Head of Procurement. The policy includes, for example the following types of hardware:

- Desktop PCs
- Laptops
- Tablets
- Hybrid Laptops
- Accessories for any of the above

Value for money (VfM) and efficient cost control will be fundamental aspects of the policy and most purchases will be for equipment of a standard specification with business cases needing to be made for the purchase of advanced or custom specification hardware.

Where requested hardware does not meet the general VfM requirement it is unlikely to be purchased without convincing business case also being submitted.

## 2. INTRODUCTION

All the Group's IT related procurement will be done via the IT Purchasing team which holds a centralised budget. IT Purchasing will be responsible for determining the specification and supplier of IT related equipment and for ensuring that purchasing is needs based.

Value for Money (VfM) and efficiency cost control will be fundamental aspect of the policy and to that end the Group has a contract with DHTS.

This enables visibility of all UK channel pricing for an extensive range of IT products and services. All IT purchasing will be channel price tested to ensure the best possible VfM.

The aim of this policy is to:

- Ensure the Group buys from approved suppliers.
- Ensure the Group obtains VfM through good procurement practices by securing the best discounts, reduced order costs together with products being delivered in the most efficient way and correctly recorded in the inventory.
- To establish centralised control for IT procurement to facilitate the development of an effective and coordinated procurement structure across the Group minimising duplication of effort and optimising the allocation of skilled resources.
- To develop appropriate management information in order to benchmark and measure the pricing of approved suppliers against the marketplace in pursuit of optimum pricing and continuous improvement.



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- In addition the Group aims to establish uniform standards for the procurement of desktop operating systems, computer networks and computer hardware and peripherals. This standardisation is essential as it allows The IT Department to provide a quality service to all users.

### 3. PURCHASING GUIDELINES

The following procedure relates to the purchasing of all IT hardware and peripherals for the Group to achieve the benefits outlined above and to ensure an effective and efficient centralised control over the purchase, delivery and installation of equipment.

#### 3.1 Hardware & Peripherals etc.

IT Department is the sole authority for placing orders for IT hardware and peripherals on behalf of the Group. All IT related purchases will need to have full authorisation prior to requisitioning. All IT related purchasing will be specified by IT Purchasing and purchases will not be made without approval by Division Director.

All requests for purchasing of equipment, whether as individual items or as part of a larger project, must be submitted via the request form available on the Document Centre. IT Purchasing will process the request based on the following criteria (see the flowchart in Annexe 2 detailing the purchasing process):

- IT Department reserve the right whether to approve, decline or amend the requirements for the purchase of the equipment.
- If a request to purchase equipment is declined or changed, Division Director will provide a brief explanation to the requesting person for the decision.
- If the equipment is approved or changed then Purchasing Department and the IT Department with suppliers, goods receipt the delivery, make an asset register entry and, where required, set up the equipment for the end user.
- The Centralised IT Purchasing (CIP) budget is not intended to be used to meet the costs of any monitors, docking stations or any other peripherals for home use. Such equipment if needed should be charged to the department or if relevant to the project.
- If a second monitor is required unless there is a valid business reason i.e needed for CAD Department when modelling, then the cost of the second monitor and any future replacements would need to be paid for by the Group, unless it is a re-usable item.

IT Department has a standard set-up procedure for new hardware, software and systems. This procedure ensures the equipment is configured correctly and that all IT security measures are addressed. This includes the setup of passwords, anti-virus software and security marking the equipment and adding to the asset management database.

IT Department will not install hardware or non-standard software unless it has been involved in the specification of both.

#### 3.2 Software

Software is covered by this policy and funding its procurement remain the responsibility of the IT Department. IT Department will supply the quotations for software, will take of ordering, receiving and the Procurement team will remain responsible for the payment for the software.



#### **4. USER RESPONSIBILITIES**

4.1 Group's desktops, laptops, tablets, or any associated equipment remains the property of the Group and must be returned if the user leaves the Group's employment. Failure to do so may result in the employee being charged an amount equivalent to the cost of replacing the equipment.

4.2 If a Group desktop, laptop, tablet or any other device is lost or stolen it must be reported to a line manager as soon as possible. If the item has been stolen from the workplace, the line manager should then report the theft to the upper management. If the item has been stolen outside of the workplace, then it is up to the user to report it to the police and once done they should supply the Group with any relevant crime numbers.

4.3 If this loss is due to negligence on part of the user, they may be required to purchase a replacement device, which will be based on the current Centralised IT Department Specifications.

4.4 If any equipment is damaged, it should be reported immediately to the IT Helpdesk. The IT Helpdesk will generate a ticket on their system to assess the damage. If the damage is not covered under the warranty, then the repair or replacement of the damaged equipment will be the responsibility of the user's department.

4.5 The Group data must always be on the Group's servers as the primary location, but if the device that has been lost or stolen does hold any of Group's data – especially commercial, project related or research data this must be reported to the Group's IT department immediately – [servicedesk@dhts.co.uk](mailto:servicedesk@dhts.co.uk)

4.6 Any Group owned software, which has been installed on personal devices i.e Office 365, SharePoint Folders, OneDrive, etc must be removed from those devices once the user leaves the Group employment.

4.7 When the equipment supplied to a user reaches end of life (for whatever reason), the user must request disposal via DHTS Helpdesk in order for the device and any data stored to be handled in accordance with the WEEE (Waste Electric and Electronic Equipment), DPA (Data Processing Exhibit) and GDPR (General Data Protection Regulation) regulations that apply.

#### **5. EXTERNAL SERVICES**

External IT services include: Hosting of Software, accessing third party software, maintenance/support services and any other third party supplied IT related services including consultancy.

IT Department is the sole authority for placing orders for external IT services regardless of the source of funding. All external IT services will need to have full authorisation prior to requesting and purchases will not be made without final approval by Department Director.



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All requests for purchasing of equipment, whether as individual items or as part of a larger project, must be sent via the Groups IT Request Form. The request will be processed based on the following criteria:

- IT Department will quote the request and then send it on to be approved by the Department Director.
- Department Director will decide whether to approve, decline or amend the requirements for the purchase of the equipment.
- If extremal IT services are declined or changed, Department Director will provide a brief explanation to the requesting person for the decision; IT Department will also keep the customer informed of the decision and the outcome of the order.
- If the request is approved, it is then handed over to the Purchasing Department to be assigned an order number and logged.
- After the Purchasing Department have assigned their purchase order number and logged the request it is then given back to the IT department to fulfil the order.

### **6. SUBSTANTIAL IT INVESTMENT (£10,000 AND ABOVE)**

Purchasing involving substantial IT investment in IT goods or services, including externally hosted systems, must be authorised by the Board of Directors and IT Director.

- Application for this size of project should follow the normal route via the IT Request Form
- The IT Department Manager must be consulted as part of the Business Case preparation and will advise on the best solution and ensure that it meets user requirements, represents best value for money, is compatible with current infrastructure requirements and fits with overall Group strategy and the Group's finance and procurement regulations. The IT Department Manager will also assist in the production of the relevant Business Case for submission to Board of Directors as appropriate.
- Once the Board of Directors have approved the proposal and prioritised the work accordingly, the IT Department will manage the implementation of both hardware and software, utilising standard project management methodology.

### **ANNEXE 1 - TIERS**

#### **Tier 1**

Senior managers/director Level and some CAD – these are the top tier laptops that cost in the range of £1,200 all the way to £2,500

Anomalies, those in the business who may for justifiable reasons need a more substantial laptop.

#### **Tier 2**

Project Managers/senior surveyors and other senior personnel– Above average laptops in the price range of £700 - £900



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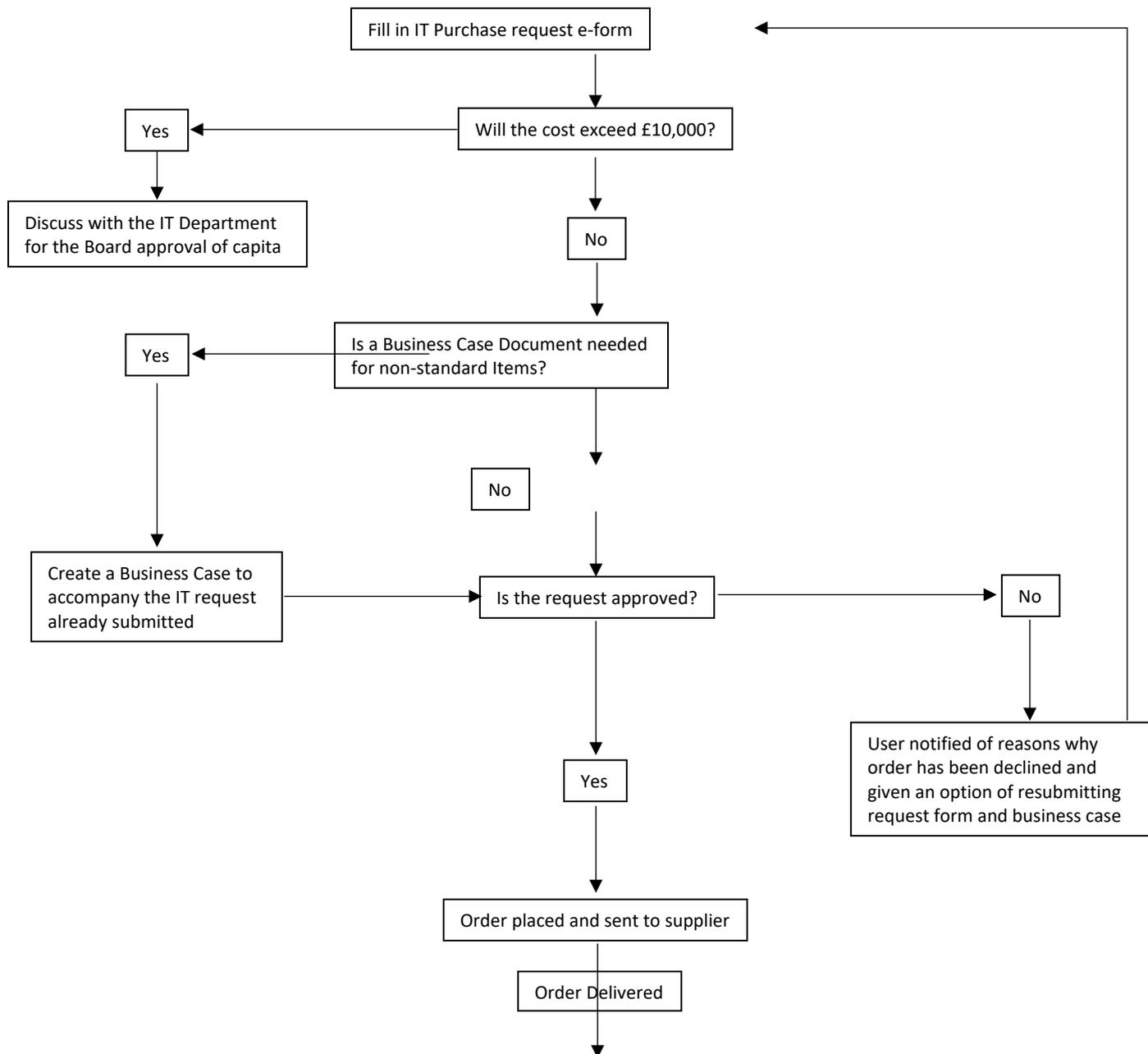
### Tier 3

Trainees & Document Controllers/junior level personnel and site staff– Lowest tier laptops for basic use ranging from £500 - £700

### Tier 4

Reuse – These are the laptops that we have already purchased and collected from people that no longer require them for reasons such as leaving the company, being moved to site or HQ and no longer needing a laptop or broken laptop. Assigned on a “most appropriate use” basis.

## ANNEX 2 - IT PURCHASING FLOWCHART





**MICHAEL LONSDALE**  
GROUP

Name: Gary Herbert

For and on behalf of the Michael Lonsdale Group Inclusive of  
(Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale  
(Electrical) Ltd and E7 Building Services Ltd

Title: Managing Director

Signature: 

Date: 1/10/2021