B.9   SUPPLIES AND EQUIPMENT – OBJECTS 09, 10 and 11

Supplies and Materials (Object 09)
Please refer to the Department of General Services website for statewide contracts for agency supplies at http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx. For food and supplies for food preparation, select the "Food (Related)" category.

The justification for the agency's food requests should be presented using the comment fields in BARS. Generally, the justification reflects the number of people served, multiplied by number of meals per day, multiplied by the number of days. In addition, the cost of the meals should be justified.

Equipment: Replacement and Additional (Object 10: Replacement; Object 11: Additional)
Requests for replacement and additional equipment should be itemized and justified using the comment field in BARS with a brief explanation. According to State law, agencies shall purchase equipment and furniture from Maryland Correctional Enterprises whenever possible, found at https://mce.md.gov/Products.aspx.

Another alternative is to use statewide contracts for equipment. Please refer to the Department of General Services website for furniture and equipment. The category of note would be "Office Equipment and Furniture," at http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx.

The Department of Information Technology has master contracts for computer equipment, found at http://doit.maryland.gov/contracts/Pages/HWMasterContractHomepage.aspx. Also, see pages 4 and 5 of this section for more information regarding computer equipment prices as well as information on the technical definitions of various Comptroller Objects.

B.9.1   LEASE PURCHASE PROGRAM FOR EQUIPMENT

Agencies may use the Treasurer's lease financing program for significant equipment purchases, found at http://www.treasurer.state.md.us/debtmanagement/equipment-lease-purchase-financing.aspx. For further information, go to http://www.treasurer.state.md.us/debtmanagement/capital-lease-financing.aspx.

The following Schedule of Charges for Equipment Financed through the Master Equipment Lease-Purchase Program lists the charges to agencies by fiscal year for equipment financed <u>as of May 21, 2018</u>. The schedule should be used to derive the amount to be budgeted in Comptroller Objects 1021, 1041, 1121 and 1141 (Capital Lease Payments to Treasurer).

If an agency's total budget request for these charges is different from the amount in the Schedule, please provide an explanation to the agency's OBA analyst, clearly identifying how the request is derived and why it differs from the Schedule.

Adjustments should be made to reflect the following, as needed:

- If an agency plans to finance the purchase of additional equipment, the amounts on the Schedule should be increased. Agencies may request a payment schedule for expected future equipment leases from their budget analyst. Payments can also be estimated as follows:

If equipment is financed (vendor paid)	First semi-annual payment is on:	Amount of debt service during fiscal year is the administrative fee plus:	
		FY 2019	**FY 2020**
October 2018	January 1, 2019	One interest-only payment	Two full payments
December 2018 and/or March 2019	July 1, 2019	none	One interest-only payment plus one full payment
June 2019 and/or October 2019	January 1, 2020	none	One interest-only payment
After October 2019	July 1, 2020	none	none

  Please note the estimated total equipment cost and expected time of leasing for any additional equipment leases using a brief explanation in the comment field in BARS.

- If there are (or will be) prepayments, deduct amounts for the FY 2019 and/or FY 2020 lease payments that will have been satisfied as a result of the prepayments. Use the amortization schedule you received at the time of financing to calculate the deductions (for assistance in determining the effect of prepayments, contact Christian Lund, State Treasurer's Office, 410-260-7920).

State agencies should discuss potential equipment leases with the Treasurer's Office prior to purchasing equipment from a vendor. State agencies requesting funds in the FY 2020 budget for equipment lease purchases must wait until the General Assembly approves the funding before purchasing the item from the vendor. Questions should be directed to the DBM budget analyst.

Schedule of Charges to Agencies for Equipment Financed Through the Master Equipment Lease-Purchase Program (includes administrative fee)

All equipment financed through: 5/21/2018

Financial Agency		Fiscal Year 2019	Fiscal Year 2020
C80	Office of the Public Defender	$180,272	$292,204
D38	State Board of Elections	$1,154,052	$1,164,916
E20	State Treasurer's Office	$95,692	$95,589
F50	Department of Information Technology	$11,786	$0
K00	Department of Natural Resources	$209,031	$142,904
M00	Maryland Department of Health	$562,239	$525,302
Q00	Department of Public Safety and Correctional Services	$933,276	$209,690
R13	Morgan State University	$145,404	$145,119
R14	St. Mary's College of Maryland	$49,637	$70,215
R15	Maryland Public Television	$645,505	$555,906
S00	Department of Housing and Community Development	$77,855	$0
U00	Department of the Environment	$223,267	$166,643
	Total	$4,288,016	$3,368,488

B.9.2 INFORMATION TECHNOLOGY BUDGETING AND PRICES

The table below delineates the proper R*STARS Comptroller Objects to use when budgeting transactions related to information technology.

Transaction	Mainframe	Computers	Imaging	Peripherals
Hardware Maintenance	0854			
Software License	0858			
Application Software Acquisition	0841	0930	0861	
Application Software Maintenance	0862			
System Software Acquisition	0841	0932	0863	
System Software Maintenance	0864			
Software Upgrades	0841	0933	0862 or 0864	
Hardware Out-Sourcing (non-State)	0869			
Hardware Purchase Replacement	1031	1033	1035	1036
Hardware Purchase Additional	1131	1133	1135	1136
Capital Lease Replacement	1041 or 1042			
Capital Lease Additional	1141 or 1142			
Operating Lease Replacement	1043			
Operating Lease Additional	1143			
Installment Payment Replacement	1044			
Installment Payment Additional	1144			
Hardware Upgrades	1131	1133	1135	1136

Information Technology Definitions

- **Mainframes** are computers used mainly by large organizations for critical bulk processing of information (financial transaction processing, statistics, etc.)

- **Computers** (including "mini," "micro," and "workstation") are most often taken to mean a computer with a microprocessor as its central processing unit (CPU). Another general characteristic of these computers is that they occupy small physical spaces. Computers are also personal computers, workstations and laptops.

- **Imaging** is the processing, storage, compression and printing of data. Imaging can refer to pictures or documents.

- **Peripherals** are devices connected to a host computer, but not part of a computer's architecture. They are typically dependent upon the host computer. Examples include keyboards, mice, printers, scanners, microphones, speakers, webcams and external storage devices.

Schedule of Equipment Prices

Standard Desktop - OptiPlex 3050 Small Form Factor XCTO
      Processor - Intel® Core™ i5-6500 (QC/6MB/4T/3.2GHz/65W), 8GB 1x8GB 2400MHz
      DDR4 Memory, 2.5 inch 128GB SATA Class 20 Solid State Drive, 8x DVD+/-RW 9.5mm
      Optical Disk Drive, 100/1000 Ethernet, Adapter, 24" Monitor   **$851**

Standard Laptop/Notebook – Latitude 5580 (will be retired June 30th)
      Processor – Intel Core i5-6200U Processor (Dual Core, 2.3 GHz, 3M cache), 8.0 GB,
      DDR4-2400 MHz SDRAM, 1x8 GB, M.2 128 GB SATA Class 20 Solid State Drive, No
      Optical Drive, Integrated Wireless, 100/1000 Ethernet Adapter, 15" Screen (1366 x 768
      pixels)   **$1,389**

Standard Laptop/Notebook – Latitude 5590
      Processor – Intel® Core i5-8250U (Quad Core, 6M Cache, 1.6GHz), 8.0 GB, DDR4-2400
      MHz SDRAM, 1x8 GB, M.2 128 GB SATA Class 20 Solid State Drive, No Optical Drive,
      Integrated Wireless, 100/1000 Ethernet Adapter, 15" Screen (1366 x 768 pixels)   **$1,542**

Ink Jet Color Printer for Field Staff (with built-in battery) - Epson WorkForce WF-100 Wireless
Mobile Printer
      6.7 ISO ppm (B&W) and 3.8 ISO ppm (Color) fade and water resistant prints   **$222**

Network Laser Color Printer (Multi Function Device) Leased
      30 ppm, Print, Scan and Copy, 100/1000 Ethernet Adapter, 120,000 page duty cycle
      $200/mo

Small Office Network Laser Printer (Multi Function Printer) Xerox WorkCentre 6515/DNI
      30 ppm, 600 dpi/1200 dpi, Duplex/Tray Ethernet, 100/1000 Ethernet Adapter   **$442**