

## **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 as of June 2019. 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 2021	FY 2022
October 2020	January 1, 2021	One interest-only payment	Two full payments
December 2020 and/or March 2021	July 1, 2021	none	One interest-only payment plus one full payment
June 2021 and/or October 2021	January 1, 2022	none	One interest-only payment
After October 2021	July 1, 2022	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 2020 and/or FY 2021 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 2022 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:**

**June 2020**

Financial Agency	Fiscal Year 2021	Fiscal Year 2022
C80 Office of the Public Defender	\$374,345	\$590,133
D38 State Board of Elections	\$1,239,468	\$43,617
D55 Department of Veterans Affairs	\$10,097	\$414,855
E20 State Treasurer's Office	\$96,662	\$73,114
K00 Department of Natural Resources	\$219,219	\$209,132
M00 Maryland Department of Health	\$599,067	\$874,252
Q00 Department of Public Safety and Correctional Services	\$918,361	\$666,462
R13 Morgan State University	\$177,144	-
R14 St. Mary's College of Maryland	\$63,669	\$85,515
R15 Maryland Public Television	\$635,250	\$518,137
U00 Department of the Environment	\$279,994	\$221,931
<b>Total</b>	<b>\$4,613,277</b>	<b>\$4,088,150</b>

**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 3060 Small Form Factor XCTO Processor - Intel Core™ i5-8500 (6 Cores/9MB/6T/up to 4.1GHz/65W), 8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC, M.2 256GB SATA Class 20 Solid State Drive, 8x DVD+/-RW 9.5mm Optical Disk Drive, 100/1000 Ethernet, 4 Year ProSupport Plus, CFI – DoIT Image, Asset Tag, Asset Report, E Series 24” Monitor E2417H -	<b>\$795</b>
Standard Laptop/Notebook – Latitude 5590 (will be retired October) Processor – Intel® Core™ i5-8350U (Quad Core, 6M Cache, 1.7GHz,15W, vPro), 8GB 1x8GB DDR4 2400MHz Non-ECC, M.2 128 GB SATA Class 20 Solid State Drive, No Optical Drive, Integrated Wireless, 100/1000 Ethernet Adapter, 15” Screen (1920 x 1080 pixels), 4 Year ProSupport Plus, CFI – DoIT Image, Asset Tag, Asset Report, Absolute Resilience 4 yr, WD15 Dock	<b>\$1,293</b>
Standard Laptop/Notebook – New Latitude 5500 Processor – Intel Core i5-8265U Processor (4 Core,6MB Cache,1.6GHz,15W), 8.0 GB, DDR4-2400 MHz SDRAM, 1x8 GB, M.2 128GB PCIe NVMe Class 35 Solid State Drive, No Optical Drive, Integrated Wireless, 100/1000 Ethernet, 15” Screen (1366 x 768 pixels) ), 4 Year ProSupport Plus, CFI – DoIT Image, Asset Tag, Asset Report, Absolute Resilience 4 yr, WD15 Dock	<b>\$1,293</b>
Dell UltraSharp U2419H 24" Monitor 1920X1080 @ 60Hz, 8 ms for NORMAL mode, 5 ms for FAST mode, DisplayPort (HDCP), DisplayPort output (MST), HDMI (HDCP), 2 x USB 3.0 downstream, 2 x USB 3.0 downstream with Battery Charging 1.2, USB 3.0 upstream, Audio line-out, (mini-jack), adjustable base, CFI Project Number: BMN225, 3 Years Advanced Exchange Service	<b>\$229</b>
Dell E2417H 24" Monitor 1920 x 1080 at 60Hz, 8 ms (gray-to-gray), 1 x VGA / 1 x DisplayPort, CFI Project Number: BMN225, 3 Years Advanced Exchange Service	<b>\$120</b>
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	<b>\$249</b>
Network Laser Color Printer (Multi Function Device) Xerox VersaLink C505/X Color Duplex LED Printer – Multifunction	<b>\$1742</b>
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	<b>\$282</b>