

Vermont Gas Systems, Inc.

FY2021 Expense Projects & Capital Investments exceeding \$100K

Approval & Spec Sheet

Date: 11/25/2020

Project Name & Owner: Desktop Hardware Refresh

Project & Work Order (project task) Number(s): W78126

Submitted by & Department: Corey Johnson - 3140 Information Technology

Project Summary & Benefit: VGS is refresh rate to 3 years to meet the needs of the end-user and to reduce the support of aging hardware. Industry-standard ranges from 3 to 5 years. The majority of the equipment VGS maintains is mobile; ruggedized tablets and laptops. This leads to having higher amounts of wear and tear and quicker obsolescence of technology. New application services are continually being deployed pushing the limits of hardware. A systematic approach to replacement of equipment is preferred instead of replacing all devices at once. Staffing and current workloads would make replacement of more than a quarter of the equipment cost-prohibitive.

Schedule/Timing of In-Service: This project is a year-long process as units are replaced throughout the year.

What type of cost? Capital Expense

Other Notes (include business case and estimated useful life of capital purchase): This equipment will be in use for 3 years. Keeping up to date equipment in employee's hands imperative as VGS continues to push for more services to our staff to better serve customers.

Assessment of Alternatives An alternative is to push the refresh of equipment for another year. Delaying hardware replacement will create downtime for our staff and increase the costs of repairs.

BUDGET (add lines as needed)

Vendor	Product/Service	Type Of Known & Measurable Documentation Provided	Label on Documentation Found	Capital Spend	FY2022 Expenses	Total
Winslow	Hardware	Quotes from Vendor	Winslow_E_**.pdf	\$84,916.00		\$84,916.00
CDW	Hardware	Quotes from Vendor	MacbookAir	\$8,160.00		\$8,160.00
CDW	Hardware	Quotes from Vendor	Dell Universal Doc	\$2,110.00		\$2,110.00
						\$0.00
Internal Components of Budget:	shipping					\$0.00
	Sales tax			\$5,711.16		\$5,711.16
PROJECT TOTALS				\$100,897	\$0	\$100,897
Contingency 0%					\$0	\$0
PROJECT TOTAL, INCLUDING CONTINGENCY				\$100,897	\$0	\$100,897

Prior to Spend/Contract Commitment

All projects **over \$100,000** must be presented and approved by the Project Steering Committee

Subsequent approval, if required based upon the criteria below:

If, the project RE-forecast is greater than 15% or \$25,000 (unless otherwise assigned) over the original budget and/or the schedule has shifted into a new fiscal year, the project must be presented to the VP, of that area for additional approval.

If the re-forecast is greater than \$250,000 the project must be presented to the VP of Finance for additional approval

Threshold if otherwise assigned N/A

Updated Forecast Project Total: \$100,897

Variance > \$25,000	Variance > 15%
0	0%

Schedule: _____

Vice President (as applicable) _____

VP, Finance (as applicable) _____