

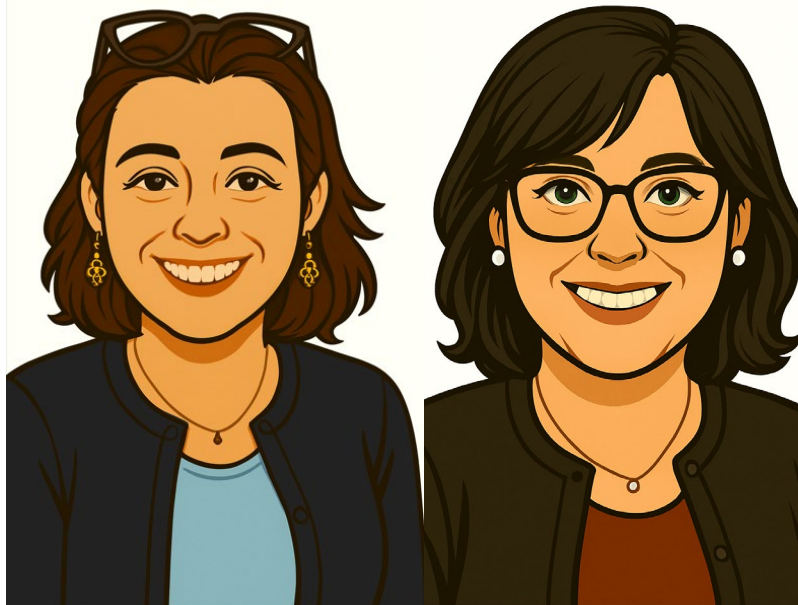
# IT PROCUREMENT: WHAT YOU NEED TO KNOW FOR SOFTWARE AND HARDWARE PURCHASES

Nina Anders, Mary Henesey, David  
Markey, Tina Rimbeck



# Agenda

- Hardware purchasing
- Software purchasing
- IT Review
- Accessibility
- Software and Web-Based Services Form
- Questions



# Hardware





# UB Dell, Apple/Insight Punchout Catalog



Located in Shopblue >  
Showcases Section



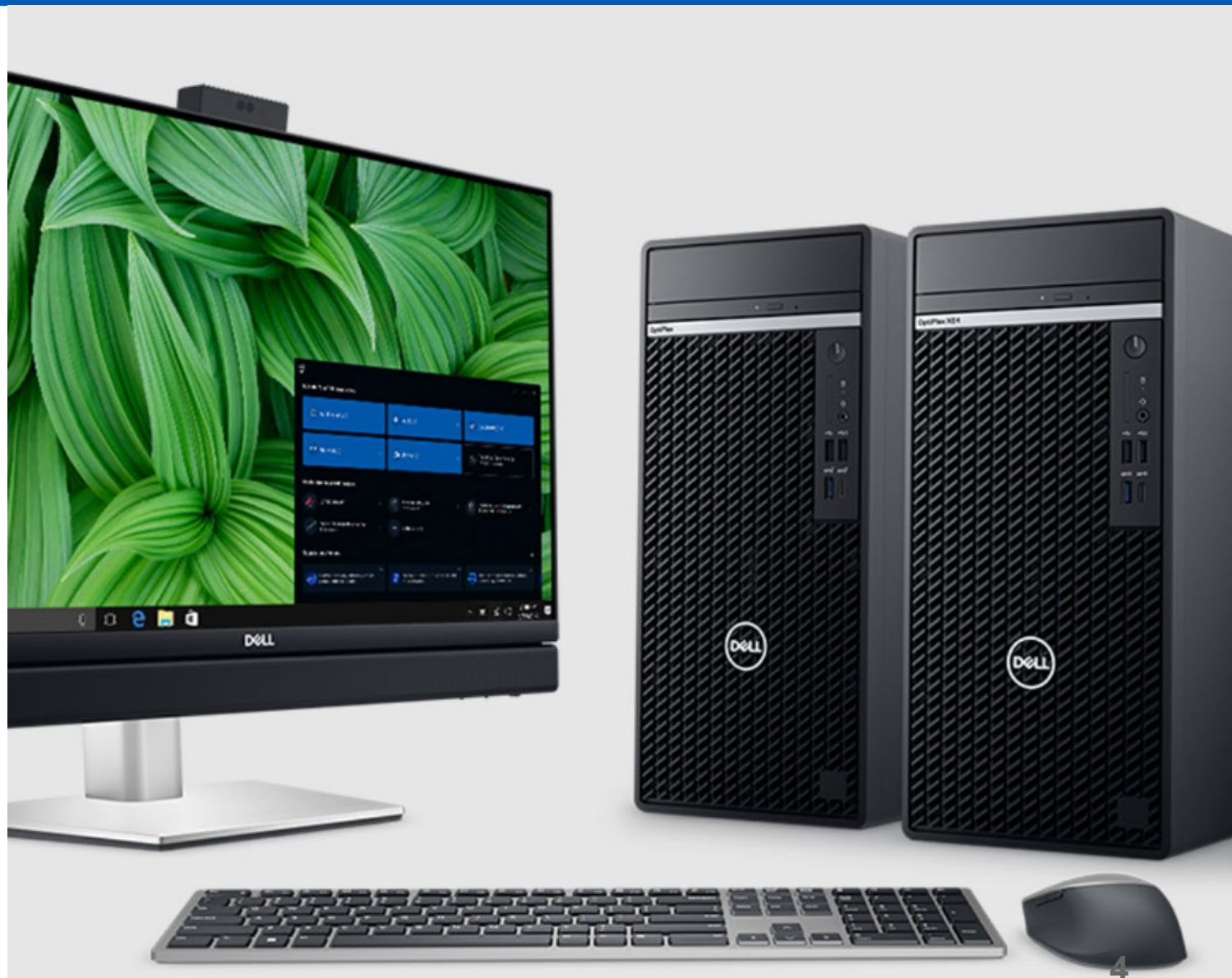
Build quotes directly from the  
catalog



State-funded orders under  
\$5,000 auto-route to Dell



NYS OGS Contract pricing



# UB A/V Contract Quote Request Form



Located in Shopblue > Special Requests Section



Request items or a site visit – sent directly to vendor



Quote can be converted to a requisition once received



Instructional guide available on the [UB A/V Webpage](#)



# UB Copiers and Multi-Function Devices



SUNY Print Contract with Toshiba provides preapproved pricing



Fixed cost-per-copy rates that do not escalate



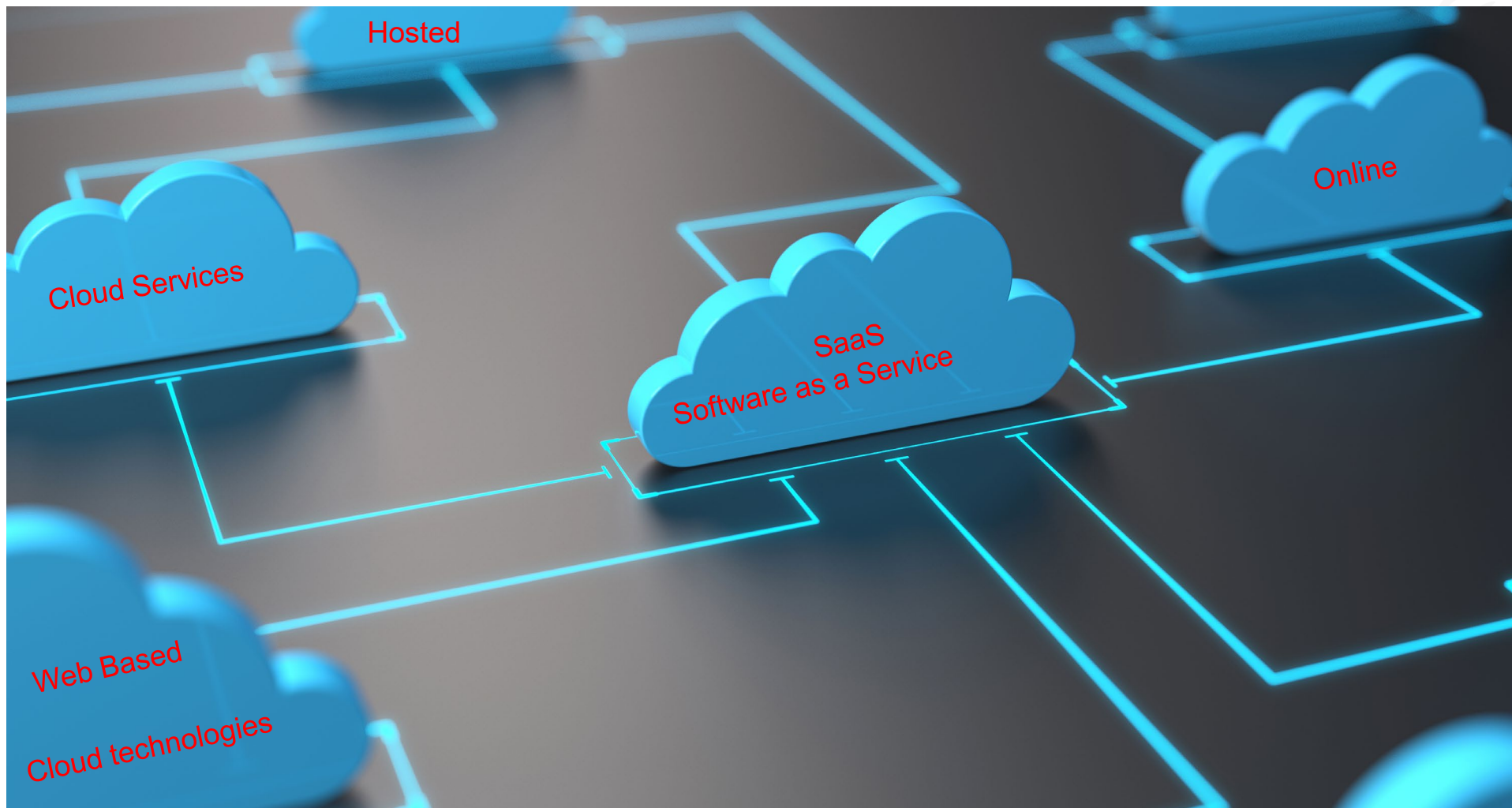
List of available devices and steps for maintenance orders

[UB Copiers and Multi-Functional Printers Webpage](#)





# Software and Web-Based Services



# IT Review

The IT Team reviews all software requests for:

1. Data Security



2. Supportability



3. Redundancy with existing UB software/systems





# Accessibility Review

Review software for accessibility to ensure products meet state and federal regulations.



New Americans with Disabilities Act Title II regulations go into effect for UB in April 2026.



Establish relationships with vendors to improve accessibility of products the university procures.



# Accessibility Evaluation

Accessibility evaluation includes:

Assessment of product's impact

VPAT

Accessibility testing

HECVAT

Barriers in products





# Step I Login to ShopBlue

## ShopBlue eProcurement System

# SHOPBLUE

ShopBlue is a fully integrated eProcurement system allowing authorized UB faculty and staff to place orders for necessary goods and services.

### ON THIS PAGE:

- [ShopBlue Training](#)
- [About ShopBlue](#)
- [Using ShopBlue](#)
- [ShopBlue Forms](#)
- [User Roles in ShopBlue](#)
- [Navigation Key and Guides](#)
- [Videos](#)
- [Glossary of Terms](#)
- [Get Help Using ShopBlue](#)

### Quick Links

- [Create a Receiver](#)
- [Enter Accounting Codes for State, RF or UBF](#)
- [Set Up Receiver Notifications](#)
- [Use Amazon Punchout in ShopBlue](#)

[ShopBlue Login](#)

*UBITName and password is required.*



## Step II Click on the Service Form

### Special Requests

<b>FORM</b> STANDING ORDER REQUEST	<b>FORM</b> PAYMENT REQUEST	<b>FORM</b> LAB ANIMAL REQUEST	<b>FORM</b> SERVICE REQUEST
<b>FORM</b> TRADEMARK MATERIALS REQUEST	<b>FORM</b> EH&S REQUEST	<b>FORM</b> EVENT REQUEST	Software and Web-Based Services ...

# Step III Review and Complete Service Form

## Software and Web-Based ...

Form Number 1202196  
 Purpose Procurement Request  
 Status Incomplete

### Instructions

- Suppliers ✓
- Form Fields ✓
- Review and Submit

## Instructions

[Request Actions](#) ▼ | [History](#) | [?](#)

All software and web-based services that are used on UB (University at Buffalo) owned equipment, access UB data, or are required for use by students, faculty, or staff for UB purposes are required to comply with federal and state regulations, SUNY and UB policies, and industry best practice. This includes all software and web-based services that are purchased, shareware, freeware, trial or demo versions, etc.

Our software review team will review identified software to ensure:

- It meets security and accessibility standards
- It is compatible with our existing infrastructure
- We reduce redundant software where appropriate

This review will be initiated as part of processing this form. Your IT support representative will be contacted to submit the required information and may reach out to you for more details or clarification.

During the review, the Software and Web-Based Services Review Team will work with you and your IT support representative to make sure they have all the information necessary to make an informed decision.

Following the review, you will be contacted with the decision of the team.

[Use of Software Applications at UB](#)  
[Data Risk Classification](#)

[Next](#) >



# Supplier Information

Software and Web-Based ...

Form Number 1202196

Purpose Procurement Request

Status Incomplete

Instructions

Suppliers ✓

Form Fields ✓

Review and Submit

Suppliers

Request Actions ▾ | History | ?

Supplier

[Carahsoft Technology Corporation](#)  
 S003MAINCHECK: CARAHSOFT TECHNOLOGY CORP, 11493  
 Sunset Hills RD, RESTON, Virginia 20190 United States

Search Registered Suppliers

Supplier

Zip Code

Within 5 Miles ▾

Clear

Search

◀ Previous

Next ▶

1846 15

# IT Distributed Support

## ▼ Department or Group Contact Information

Select Distributed IT Support ★

Law-IT Services ▼

**All Software/Web-Based services must be reviewed by Distributed IT Support prior to submission to Purchasing and Contract Services**

My Distributed IT Support confirmed, I may move forward with Purchasing and Contract Services ★

☒ Confirm

Please select...

I dont know my node

Campus Dining and Shops

Campus Living IT

Capen IT Concierge Support

Center for Computational Research

College of Arts and Sciences Educational Technology

Computer Science and Engineering IT

Division of Athletics Technology Services

Graduate School of Education Information Technology

Health Sciences IT

Jacobs School of Medicine and Biomedical Sciences Medical Computing

Law-IT Services

School of Architecture and Planning IT Services

School of Dental Medicine Information Resources

School of Management Information Technology

School of Nursing Technology Services

School of Pharmacy and Pharmaceutical Sciences Information Technology

School of Public Health and Health Professions IT Services

School of Social Work Technology Services

# Contract Information

## ▼ Product Information

Describe the product or service you are requesting to purchase \*

Licenses for Law School

1977 characters remaining

Select type of purchase \*

New purchase ▼

Complete the attached PDF form \*

[Quote](#) [Upload](#) ▼

Uploaded attachment will be copied to the voucher.

How many agreement/contract years? \*

1 ▼

Start Date of Contract

12/01/2025



mm/dd/yyyy

End Date of Contract

11/30/2026



mm/dd/yyyy



# Use of Software

Revenue collection must be processed through a university-approved method. If this software is being used to collect payment, it will require Financial Management approval.

Will this software be used to collect payment? \*

☐ Yes ☒ No

Who will use the product or service? Check all that apply.

☒ Students ☒ Faculty ☒ Staff ☐ Researchers/PI  
☐ Community Members/ Non-UB Staff ☐ UB Affiliated departments and programs ☐ Alumni

What is the total cost of the supplier quote or multi-year agreement?

80000

Product Description & Details

Product Description

Software licenses 12/01/2025-11/30/2026

961 characters remaining

Unit Price 8,000.00 USD Quantity 10 Total 80,000.00 USD

Unit of Measure USD - US Dollar

SKU/Manufacturer Part

# Cart Checkout

## Software and Web-Based ...

Form Number 1202196  
 Purpose Procurement Request  
 Status Incomplete

Instructions

Suppliers ✓

Form Fields ✓

## Review and Submit

## Review and Submit

[Request Actions](#) ▾ | [History](#) | [?](#)

✓ Required Fields Complete

### Section

### Progress

[Suppliers](#)

✓ Required Fields Complete

[Form Fields](#)

✓ Required Fields Complete

[◀ Previous](#)

[Add to Favorites](#)

[Complete Form and Go To Cart](#) ▾

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

[Simple](#) [Advanced](#)

Search for products, suppliers, forms, part number, etc.



1 Item

Select All

Carahsoft Technology Corporation • 10 Items • 80,000.00 USD



SUPPLIER DETAILS RF SBE S003MAINCHECK : CARAHSOFT TECHNOLOGY CORP, 1149...

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	<div><div><div><div><div></div><div></div><div></div></div></div><div><div>☑</div><div>☐</div><div>☐</div></div></div><div><a href="#">Software and Web-Based Services Form</a></div></div>					
<div><div>ITEM DETAILS</div><div><div>Template Title</div><div>Software and Web-Based Services Form</div></div><div><div>Purpose</div><div>Procurement Request</div></div></div>						
1	Software licenses 12/01/2025-11/30/2026		USD	8,000.00	Qty: 10	80,000.00
<div><div>ITEM DETAILS</div><div><div>Commodity Code</div><div><div>00000000-0000000-536000</div><div>Default</div></div></div></div>						

Summary

Details

For  
Nina Anders

Name  
2025-11-03 BUF-NINAANDE 01

Total (80,000.00 USD)

Subtotal

80,000.00

Tax1

0.00

Tax2

0.00

Shipping

0.00

Handling

0.00

80,000.00

# Requisition

Requisition • 208522542

Summary PO Preview Comments/Business Purpose Attachments 1 History

## General

Cart Name 2025-11-03 BUF-NINAANDE 01

Description *no value*

Priority Normal

Prepared by Nina Anders

Prepared for Nina Anders

Owner Phone +1 716-645-4575

Campus University at Buffalo (28030)

Department Purchasing and Contract Services (1107)

Business Purpose ACADEMIC SUPPORT

## Shipping

### Ship To

Attn: Nina Anders  
University at Buffalo  
Bldg: Crofts Hall  
Room: 224  
North Campus  
Buffalo, NY 14260  
United States

### Delivery Options

Ship Via Best Carrier-Best Way

Requested Delivery Date *no value*

F.O.B. DESTINATION

Freight Terms Freight charges NOT allowed  
Supplier pays freight

## Billing

### Bill To

University at Buffalo  
Accounts Payable  
716-645-2676  
apinvoice@business.buffalo.edu  
206 Crofts Hall  
Buffalo, NY 14260  
United States

### Credit Card Info

No credit card has been assigned.

### Billing Options

Accounting Date *no value*

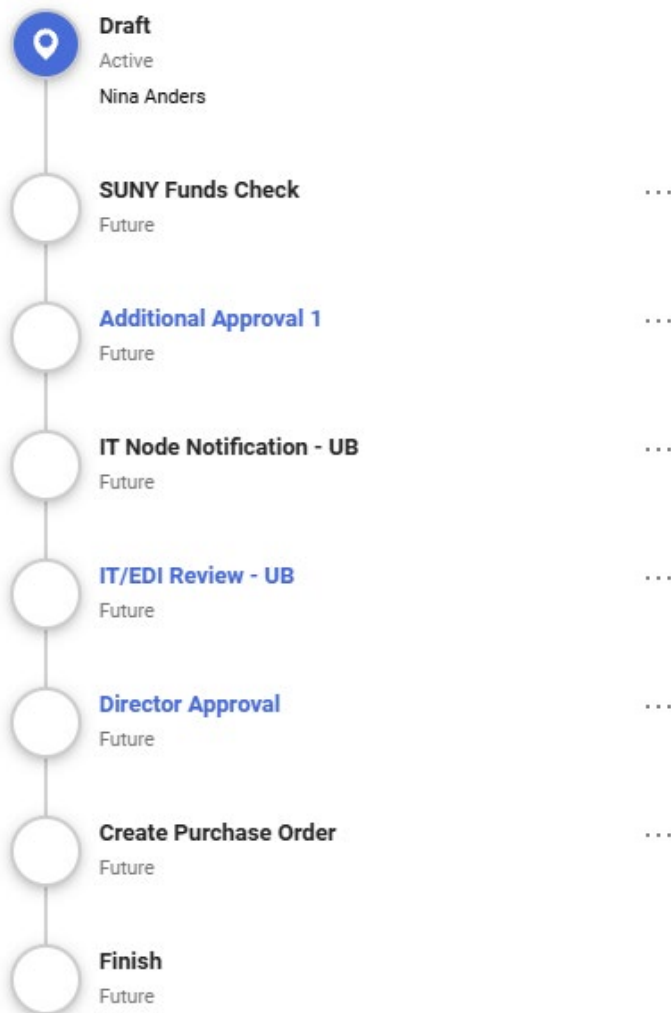
## Purchasing Information

### UB Document Commodity & Buyer

Buyer Commodity	Buyer Name	Buyer Email Address	Buyer Phone Number
Software, Web/Internet Platforms, SaaS, Cloud Software over \$50,000	Nina Anders	ninaande@buffalo.edu	716-645-4575



# Workflow



## Steps IV-VI Workflow

### Step IV

**Concurrent IT and  
Accessibility  
Reviews**

### Step V

**Requisition  
forwarded to  
Buyer**

### Step VI

**Buyer determines  
procurement  
method**

# SOFTWARE AND WEB BASED SERVICES FORM DEMO

ShopBlue eProcurement System



# QUESTIONS?





# Contact Details



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Phone: 716-645-3543



## How did we/I do?

**Complete the session  
survey using your smart  
device:**

Scan the QR code provided  
on your schedule.

**OR**

Scan the QR code shown  
here..

