
Memorandum

To: ITS Customers
From: Craig P. Orgeron, Ph.D.
Date: June 17, 2014
Re: Update: Apple iPads and Similar Touch Screen Slates and Wireless Service

ITS continues to receive a significant number of questions regarding the following types of purchases

- Apple iPads and associated devices
- Non-Apple touch screen slates capable of accessing the Internet via cellular connectivity as well as through WiFi

ITS policy and direction related to procurement and other statutory requirements pertinent to Apple iPad/slate devices and associated wireless service continue to evolve to reflect changes in the marketplace. We are revising the November 9, 2012 version of the policy memo to reflect our current interpretation regarding the procurement of these devices.

1. iPad/slate devices collectively are available with either WiFi wireless access or with WiFi and cellular network connectivity capability. Not all devices provide a cellular modem option.
2. C Spire Wireless, as the awarded vendor under ITS RFP 3489 for Voice and Data Cellular Equipment and Services, now provides the Apple iPad Air and the Apple iPad Mini. Procurements of these Apple iPad products and going-forward Apple iPad products requiring cellular service must be purchased through the Statewide Cellular Master Agreement. The same policies that apply to cellular devices for voice and data, apply to the Apple iPad Air and the Apple iPad Mini.

Information regarding products and services available under this contract can be found at <http://www.its.ms.gov/Services/Pages/Cellular.aspx>. Customers who purchase WiFi-only devices and require cellular connectivity can receive a free MiFi card and purchase an unlimited data plan under the state contract with C Spire Wireless. The MiFi card is a credit card-sized compact router that acts as a mobile WiFi hotspot and can provide connectivity for up to five WiFi enabled mobile devices of any type in a small area.

3. For slate devices or older models of Apple iPads, these devices may be purchased up to the posted EPL limit from their respective EPLs.

- For iPads, use the Apple EPL: <http://www.its.ms.gov/Procurement/Pages/Apple.aspx>
- For slates, use the IT Hardware EPL: <http://www.its.ms.gov/Procurement/Pages/IT-Hardware.aspx>

Purchases of WiFi-only devices made from any ITS EPL below the corresponding EPL limit do not require additional ITS approval. Agencies with purchases exceeding the EPL limit must submit a procurement request to ITS. The Planned Purchase process may be used by agencies with a current technology plan.

4. C Spire Wireless offers WiFi-only slate devices through the Statewide Cellular Contract. State contract devices can be found at <http://www.its.ms.gov/Services/Pages/Cellular.aspx>. The purchase limit for slates through this contract is \$100,000 per agency per fiscal year.
5. Keeping in mind that Apple iPad Air and Apple iPad Mini devices with cellular service are to be purchased from C Spire Wireless, in the United States, both AT&T and Verizon Wireless can provide cellular network service for internet connection for the Apple iPads. Because the iPads are configured to work with only one of these carriers, all cost-benefit analysis and rate comparison for cellular plans must be completed and documented prior to the purchase of the iPad devices. You can obtain government data plan pricing for each provider by contacting the vendor representative listed at the end of this memo.
6. Any acquisition of cellular services for iPads/slates with an aggregate services cost above \$5,000 from any cellular vendor outside the statewide contract requires documentation of available rate plans from a minimum of two cellular providers (i.e. written quotes). Services with an aggregate lifecycle cost above \$50,000 require ITS approval and a formal competition.
7. Customers must carefully analyze the anticipated utilization of iPads/slates in their business environment, including type and amount of anticipated cellular usage. All purchase files for these devices should include the following documentation:
 - Outline of projected use by user
 - Business requirements for iPad/slate
 - Need for cellular access
 - Projected number of GB of data anticipated per month for cellular usage
 - Cost of purchasing WiFi only iPads/slates with MiFi cards and associated unlimited data plans from the Statewide Cellular Contract for any user needing cellular access
 - Cost of WiFi plus iPads with associated AT&T or Verizon data plan for the anticipated cellular usage.
 - Justification for selected option
8. ITS strongly recommends the following actions for entities purchasing iPads/slates
 - Update their acceptable use policies to specifically reference these devices
 - Have each employee, who is assigned an iPad/slate, sign the policy at the time of assignment, with the signed policy retained in the individual's personnel file.

- Document the business need for the device for each employee or job category and to maintain this documentation in the applicable purchase and/or personnel files.

ITS Procurement Contacts and Vendor Contacts

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- AT&T – James Gwynn: (850) 228-3565 or jg123r@att.com
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