Rules regarding the counseling on purchases

The CCC-UAM has a service of counseling on IT equipment purchases, dedicated exclusively to computing or scientific research. Among its possibilities, the CCC-UAM commits to suggesting one or more purchasing options depending on the scientific problem to deal with.

Said service is conditioned to the availability of the CCC-UAM staff, with the possibility of being rejected by the CCC-UAM in case of a high workload.

The service offered can be requested by any UAM staff member or by centers associated to the Campus. In what follows we will refer to “researchers” as a generic term.

The counseling is always free if and only if the result of the same is the purchase of equipment to be stored in the CCC-UAM under agreement. Would it not be so, a 10% of the purchase value will be charged if the price is below 10.000 €, a 5% if it is between 10.000 € and 100.000 €, and a 2% for purchases above 100.000 €.

The researcher must clearly state what they need in a previous meeting with the staff of the CCC-UAM, where they will be as descriptive as possible with respect to the hardware/software requirements. Not only that, but they will also specify the budget, indicating clearly the quantity and whether the amount is with or without taxes. If this budget does not exist, the researcher must fix an upper limit for the purchase.

The researcher must request the counseling service with enough time in advance, bearing in mind that sometimes these processes become long, indicating which is the limit on the date of the purchase, and which is the date after which no more offers by the providers will be accepted.

The CCC-UAM staff commits to collect offers between usual distributors and also those suggested by the researcher. All offers received will be treated on equal footing, independently from the distributor.

The CCC-UAM will not allow the providers to contact the researchers, ensuring anonymity of the researcher if this is requested. On the other hand, researchers commit to not contacting the providers without noticing the CCC-UAM of such conversations, for effectiveness reasons. The CCC-UAM can abandon the process at any time if we considered the researchers are making moves against the process via disinformation or parallel negotiation.

The CCC-UAM will provide the researcher a final list with all offers received, as well as the technical specifications of the offered equipment, with all the information deemed relevant for a final decision. Likewise, all documentation collected will be handed, to make the purchase decision easier.

The final decision will correspond to the researcher, and can in no way be left to the CCC-UAM.

In case a common purchase on behalf of various groups, it will have to be made to a single provider, to take advantage of the economic benefits of adding up budgets. If there was no agreement between the groups, the CCC-UAM will end the counseling process.

Purchase-related paperwork -budget requests, final payment, etc.- will be exclusive competence of the researcher. Once the documentation has been handed by the CCC-UAM, no further information can be asked to the CCC-UAM. Any additional information needed during the purchasing process or subsequent auditories will have to be asked to the provider.

The CCC-UAM is exempt from any posterior responsibility due to incidents with the acquired equipment.