



Rules regarding counseling on purchases.

The CCC-UAM offers a service of counseling on purchases of computer equipment dedicated to computing or scientific research. The CCC-UAM agrees to suggest one or many options of purchase within its possibilities, depending on the scientific inquiry.

This service is subject to the availability of CCC-UAM personnel. Service may be refused due to high workload in the CCC-UAM.

This service is available to personnel affiliated to the UAM or its associated centers.

Counseling is free of charge if and only if it results in the purchase of equipment to be housed in the facilities of the CCC-UAM under an agreement. If not, the working hours provided by the technician to counseling will be billed to the applicant.

The applicant must explicitly detail their needs in a meeting with the CCC-UAM personnel, being as in-depth as possible regarding hardware and software requirements. The available budget must be specified, clearly indicating if it is a tax-free quantity or not. If there is no budget, a maximum spending quantity must be set.

The counseling service must be requested with sufficient advance, taking into account that these processes tend to be prolonged in time. The deadline of budget acceptances by providers and the deadline of the purchase execution need to be indicated.

The CCC-UAM personnel agree to gather budget options from both usual providers and providers suggested by the applicant. All offers will be considered equally, independently from the provider offering it.

The CCC-UAM will not compromise the anonymity of the applicant if requested. Likewise, the applicant agrees not to contact possible providers without informing the CCC-UAM for an efficiency purpose. The CCC-UAM may abandon the counseling study in the event that steps against the process are being taken, being either because of misinformation or parallel negotiations.

The CCC-UAM will provide a list with all the received offers and the technical characteristics of the offered equipment, including all information deemed relevant to make a decision. Likewise, the CCC-UAM will provide all gathered documentation to ease the purchase procedure.

The final decision will be taken by the applicant. Under no circumstance the decision will be taken by the CCC-UAM.

In the event of a joined purchase as a collaboration among research groups, the purchase will be made from a single provider to harness the economic advantages of the budget cojoinment. If the research groups are unable to reach consensus, the CCC-UAM will deem the counseling process finished.



The applicant takes exclusive responsibility for the purchase procedure (budget acceptance, payment, bid specifications...). Once the agreed documentation is provided by the CCC-UAM, no additional documents may be demanded. These additional documents required for the purchase procedure or any future audits must be demanded from the providers.

The CCC-UAM is exempt from responsibility for any unforeseen event with the purchased equipment.